Online-Enrolment/Application Exchange Students
Dear students,

Please note two important Advices:

1. You must complete and print out the online form in one go. Your data will not be cached and if you interrupt the process your data will be lost.

2. Your data may later be corrected by the International Students Office.
Link for Registration

www.wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y&noDBAction=y&init=y

University video for registration and enrollment:

www.uni-wuerzburg.de/en/wuestudy/help/video-tutorials/applicants/
Landing Page

Click here to start

You can change the language here
Registration

Register to the portal

Dear applicants,

the online application process is divided into two steps. At first, we'd like to get to know you and to achieve this, you will get login information for your self-registration via E-Mail. Please follow the instructions in that E-Mail to activate your account. In the second step you get to choose your course of study and give complimentary details about your person, that may rise your chances of getting a place at our university (e.g. rendered a military or social service).

Please do not register if you
- already own an account for the actual application semester (winter semester 2022/23)
- or you were enrolled as a student at our university in the last 12 months.

You can login at the top right of this page using your username and your chosen password.

Register now for the winter semester 2022/23!
Here you can sign up and choose your password, please record your data carefully.

Click on “Register now”
Please scroll down the page to accept the conditions and to continue.

Data Protection and Acceptable Use Policy

Data Protection
This data protection statement applies when you visit the WueStudy portal.

General information
The data controller of these web pages is:
Julius-Maximilians-Universität Würzburg, Sanderring 2, 97070 Würzburg, Germany

Contact details of the University
Universität Würzburg
Sanderring 2
97070 Würzburg
Phone: +49 931 31-0
Fax: +49 931 31-82600

Contact details of the Data Protection Officer of the University:
Universität Würzburg
Der behördliche Datenschutzbeauftragte
Sanderring 2
97070 Würzburg
Email: datenschutz@uni-wuerzburg.de
Phone: +49 931 31-0

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Only the German text is legally binding.

Please tick the box “yes” and click “Next”
Registration Form:
Please fill out just the boxes marked with an *!
Postal address:
Please use your German address. If you don’t have a German address yet, you can use the International Students Office’s address and change it in WueStudy later!

c/o Campus Hubland Nord
Josef-Martin-Weg 54/2 97074
Würzburg
Thanks for the registration. You will shortly receive a verification email sent to your email address.
You will receive the following e-mail. Follow the link or copy it in the address bar of the browser (if not displayed as a link or not completely linked).
Start Application

User name: mentioned in your verification email!
Password: set by yourself at self-registration
Click on "Start application"
Do you want to receive email notifications regarding the status of your application?
Online application

Application semester: winter semester 2022/23

Unsubmitted requests

To apply for admission or enroll in a free degree programme, click 'Add request'.

Click on “Add request”
The degree programme of your choice

Please choose the course of study you want to apply for.

Once you have chosen a complete course of study, please proceed by clicking "Next". After each of your selections additional fields related to that selection will be displayed. If you want to choose a combined course of study (e.g., Lehramt), you have to repeat this procedure for every single subject of your course of study.

If you would like to apply for admission to a degree programme in the area of Medizin after the Physikum exam (Medicine clinical stage), please select the first subject semester; the count restarts from one.

Please note:
- Requests for enrolment on courses of study that consist only of admission-free subjects can be submitted from July 21st 2022 onwards.

* Degree: Please select...

**Degree programme:** please choose: "Exchange programme student"

**Subject:** See admission letter

**Special Cases:**
- If your subject is **not listed**, select another one and correct it on your printout.
Select “1. subject related semester”

Click on "Continue"
The degree programme of your choice

Please choose the course of study you want to apply for. Once you have chosen a complete course of study, please proceed by clicking "Next". After each of your selections additional fields related to that selection will be displayed. If you want to choose a combined course of study (e.g. Lehramt), you have to repeat this procedure for every single subject of your course of study.

If you would like to apply for admission to a degree programme in the area of Medizin after the Physikum exam (Medicine clinical stage), please select the first subject semester; the count restarts from one.

Please note:
- Further course of studies with entry restrictions can be chosen as from end of June.
- Requests for enrolment on courses of study that consist only of admission-free subjects can be submitted.

* Degree programme: Exchange programme student

* Subject: ProgStud Germanistik HF kein Ab. (2008)

* In which semester do you want to start studying? 1. subject related semester

Type of Admission: No Admission Restriction

[Continue button]

Select "1. subject related semester"

Click on "Continue"
Type: usually “General higher education entrance qualification obtained at a non-German institution abroad“.
If you went to Studienkolleg in Germany choose: ”Studienkolleg“.

Average grade: if not according to German grading system, please use “2,0”.

Date of acquirement: If you are not sure, guess!
(When did you graduate from high school?)
Online application

Application semester: winter semester 2022/23


Entrance qualification 1. Request


* Please choose an university entrance qualification for the course ProgStud Ägyptologie HF kein Ab. (2008)

☑ General higher education entrance qualification obtained at a non-German institution abroad (Jul 18, 2019)

Click on "Continue"
Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button.

You can submit your application by Oct 14, 2022.

Tick the box and click on "Submit request"
Welcome to our online enrolment wizard!
You have selected a degree programme to which you were admitted. You will now be asked to provide a number of details to complement the information you provided when you applied for admission.
Please take account of the additional information on this page and let our wizard guide you through the online enrolment process!

Should you encounter any problems during online enrolment, please restart the process.

Important: To save your changes, please click ‘Continue’. Clicking on an item in the menu bar or clicking ‘Back’ will lead to a loss of unsaved changes.

Additional information:
Required fields are marked with an asterisk (*). We need the respective data both for administrative purposes and for compiling statistics of higher education (Gesetz über die Statistik für das Hochschulwesen (Act on Statistics of Higher Education, HStatG) dated 2 November 1999).

Many fields have a blue info button. This can be clicked for information on what details are to be entered in the respective field.

Two green arrows appear next to some fields. Often, the fields in a form are mutually dependent; after entering data in one field, another field might, for example, become required or might no longer be relevant. Depending on what information was entered into the field next to the green arrows, clicking these arrows will update the status of the other fields in the form.

Click on "Continue"
Check if your data is correct and continue on the bottom "Continue".

In case you need to change it, click on "Reset".
Choose if following address is semester-time address (Würzburg) or home address.

Click on "Continue"
Check if your data is correct and click "Continue"
If you do not have already a finished Bachelors degree, Click "Continue" and skip the next 3 slides.
If you have already a Bachelors or Masters degree fill out the Information, about the Bachelors degree here.

And click on "Add information about your studies prior to the current semester"
Add the **Country**, **Term** and **Year** when you started with your Bachelor degree.

And click on “Add information about your studies prior to the current semester”.
Fill out the Information for your current degree here, „Degree outside Germany/Abschl. Außerh. Deutschland“
Form of Studies: depending on if it is a master Degree, then choose „Postgraduate Studies“

Fill out the information for the semester, year & subject of your current degree

Click on "Continue"
Click "Continue"
Click “Continue”
Qualifications previously earned

If you have already studied and achieve a degree/several degrees, you must fill in the following forms otherwise continue. If you provided information about your studies in your previous semester, they appear automatically for an easier registration. However, if you got a degree of another course of studies, you must create this degree again.

The fields marked with * are obligatory.

Intended final examination.

Information:
The data entered were recorded from the location of the course of studies Programmstudium Ägyptologie you are applying for.

If you want to earn the degree, for the course of studies you are applying for, at another location, please change the entries. The entry of a district is only necessary when you selected "Germany".

* Country: Germany
* District: Würzburg (Stadt)

Previously earned Qualifications

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of studies, then create this new degree.

* Country

1. Degree

* Degree: Abschluß: Deutschland
* Form of Studies: consecutive Master's
Date of Exam
Status
Grade
ECTS-Grade
* Semester: summer semester
* Year: 2022
Type of Study
* 1. Subject
Subject semester 1. subject

Might be empty if you are doing your Bachelor’s degree now

Click "Continue"
Health Insurance

Please enter your health insurance status. The information about the health insurance is obligatory.

The fields marked with * are obligatory.

Details for Health Insurance

* Status of insurance

- liable to health insurance
- exempted
Make sure you contact a German statutory Health Insurance e.g. AOK; TK; Barmer etc. as soon as possible.

Insurance Status: Please select “liable to health insurance” if your health Insurance is not recognised by a German statutory insurance and you need to purchase one, add also your “Health insurance number”.

Then click “Continue”.
Insurance Status: Please select “exempted“ if you have the EHIC (European Health Insurance card) or if your health Insurance is recognised by a german statutory insurance. Make sure you contact a German statutory Health Insurance and submit your proof of health Insurance e.g AOK; TK; Barmer etc. In advance.

Then click ”Continue“
Home District

It is possible that this information is already completed because your contact address is marked as your home address. Please enter the district in Germany, where your primary residence (registered address) is located. If your primary residence is outside Germany, please add the state in the field “Country home district”. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for Home District

* Country of Home District [blank]

[Back to overview] [Back] [Continue] [Reset]
Professional experience

1. If you already finished a vocational training or an internship, you must fill in the following forms otherwise continue. The Hochschulstatistikgesetz (higher education statistics law) demands this information.

The fields marked with * are obligatory.

Details for professional experience

- Vocational training with Degree
  - Yes
  - No

- Internship or Voluntary Service for the current Study
  - Yes
  - No

Click "Continue"
Then click "Continue".

Please upload a current passport photo!

Tipp: Use Paint to crop and decrease the size of your photo/ crop it on a website.
Click on "Finish online enrolment and back to overview"
Click on „Application for enrolment“,
Please print, sign and send your Application for Enrolment by email to the International Students Office. enrolment@uni-wuerzburg.de

Do not forget to submit by email the documents mentioned in the letter of admission 😊

Ignore this

Deadline: 22th of August if you want to participate at the intensive language course in September
If not: 14th of October max to submit all the documents
How to Upload a picture later on wuestudy?

Log in with your username: sxxxxxx
Click on "Student services"
Click on "Pictures"
Click on "Upload picture"