

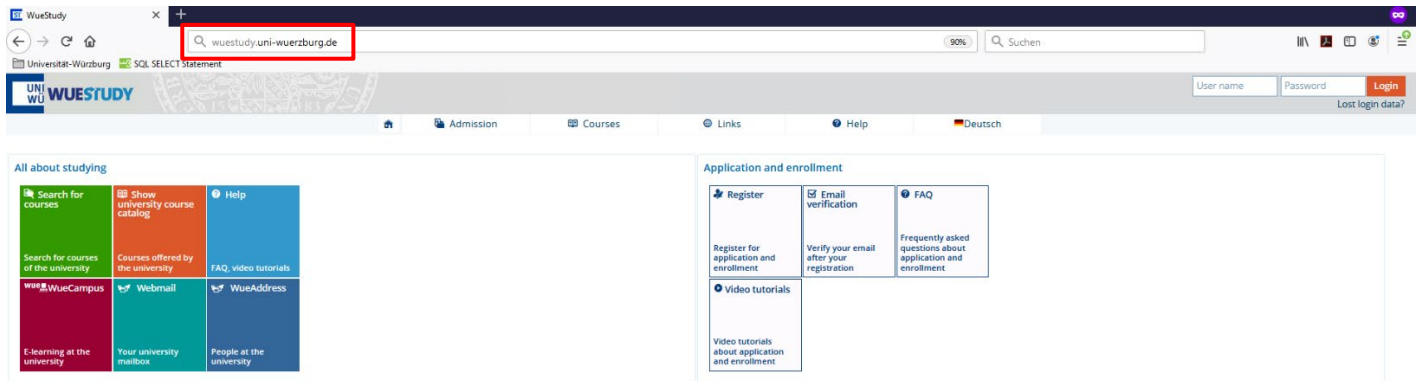
Applicants: Register to the WueStudy Portal

1) To be able to submit an application for admission to Julius-Maximilians-Universität Würzburg (or JMU) or enrol in a programme at JMU, you will have to register to the WueStudy portal.

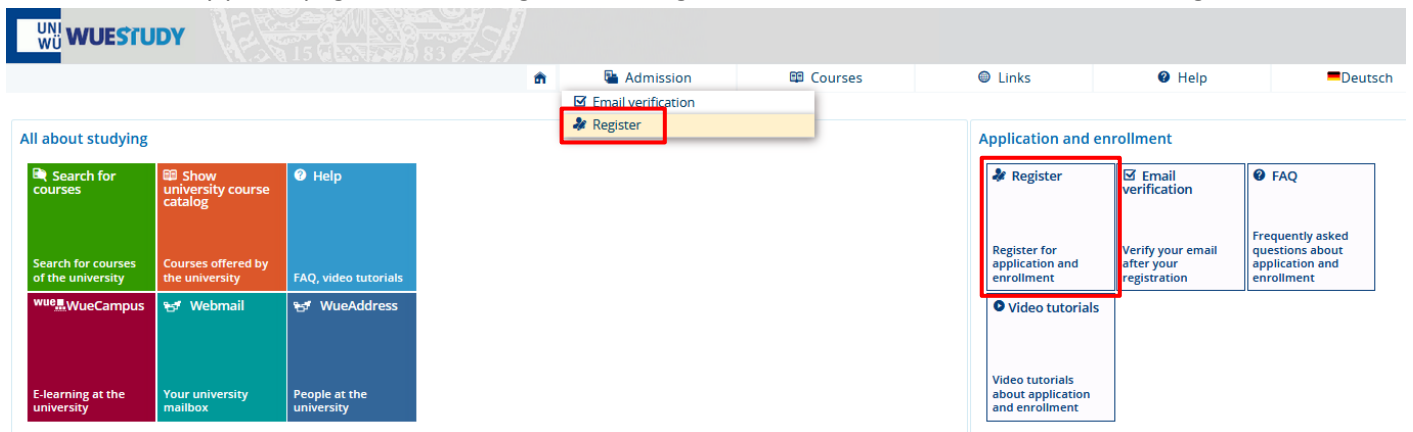
This video tutorial will show you how that works.

We have another video tutorial that shows you how to submit an application for admission.

2) WueStudy is the system you will use to manage your studies at JMU. To go to the WueStudy portal, type the URL wuestudy.uni-wuerzburg.de into the address bar of your browser.



3) On the WueStudy portal page, click the 'Register' tile or go to the 'Admission' section and select 'Register'.



4) On the page you will be taken to, you will find information about the registration process.

Please note:

If you are enrolled in a programme at JMU already, you will not have to register to the portal again.

Just use your student account. Remember that former students maintain access to their WueStudy user accounts for 12 months after disenrolment. If your old account is still active, please use that account.

If you don't have an active account, click 'Register now for the summer/winter semester!'

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 2021)
- 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 2021!
Here you can sign up and choose your password, please record your data carefully.

5) You will then be taken to a page with a data protection statement and acceptable use policy.

Scroll to the bottom of that page and tick 'Yes' to accept the terms.

Then click the 'Next' button.

Copyright

Users should be aware that it is not allowed to reproduce copyrighted material, in whole or in part, or process, copy, distribute, or make available to the public copyrighted material, in whole or in part, using electronic systems (scanners, smartphones, etc.) without the copyright holder's written permission unless permitted by law, e.g. under Section 53 Urhebergesetz (Act on Copyright and Related Rights, UrhG) or Sections 60a-h UrhG.

Additional provisions for the data protection on Information Processing Systems of the University of Würzburg

Controller

Julius-Maximilians-Universität Würzburg,
Sanderring 2, 97070 Würzburg; Email: info@uni-wuerzburg.de

Data Protection Officer

Address: Datenschutzbeauftragter der Julius-Maximilians-Universität Würzburg,
Sanderring 2, 97070 Würzburg; Email: datschutz@uni-wuerzburg.de

Purpose of, and legal basis for, data processing

Legal basis: Art. 6 (1e) GDPR in conjunction with Art. 4 (1) BayDSG; purpose: creation and management of user accounts and authorisations for the University's central systems and services, in particular for the central directory, email, storage space on network drives, phone, and other IT services provided by JMU. Whenever you use one of these services, the personal data necessary for the provision of that service (e.g. sender and recipient addresses, sent time, login times) will be recorded electronically.

Where necessary in a specific case, the competent officials at the Information Technology Centre may, with the consent of the University's Data Protection Officer, access the data of a particular user (including, but not limited to, email and connection protocol data as well as data stored on university servers by that user) in order to e.g.

- ensure proper operation of the system (e.g. system maintenance, debugging).
- investigate suspicions of violations of the University's acceptable use policy (e.g. illegal sharing or storage of information, use for unauthorised activities) or to prevent activities or actions that violate that policy

Data recipients/recipient categories

University bodies and organisational units, Studentenwerk, service providers, partners, collaborators.

Transfer of personal data to third countries and/or international organisations

Our service providers, partners, and collaborators are based around the world. We will not disclose your personal data to recipients based in third countries unless one of the conditions referred to in Art. 49 GDPR is met or the recipient country has an adequate level of data protection or adequate safeguards, in particular the safeguards resulting from the contractual clauses set out in the Commission Decision of 5 February 2010 on standard contractual clauses for the transfer of personal data to processors established in third countries under Directive 95/46/EC of the European Parliament and of the Council, have been taken.

Data retention period

Your personal data will be erased three months after your user authorisation has expired unless other retention periods are prescribed by law (including, but not limited to, archive, civil service, commercial, budget, personnel, tax, and administrative law).

Your rights as a data subject

You have the right to obtain confirmation as to whether or not personal data concerning you are being processed. Where that is the case, you have a right to access to information on what personal data are being processed as well as other information relating to the processing of your personal data (Art. 15 GDPR). Please be aware that in certain circumstances there may be exceptions or limitations to the right of access by the data subject (cf. in particular Art. 10 BayDSG).

If the personal data that are being processed are incomplete or incorrect, you have a right to completion and rectification (Art. 16 GDPR).

You have a right to the erasure of personal data concerning you (Art. 17 GDPR) or to the restriction of the processing of that data (Art. 18 GDPR), provided that one of the grounds identified in those Articles applies. However, the right to erasure under Art. 17 (1) and (2) GDPR does not apply in certain circumstances, including when the processing of the data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Art. 17 (3b) GDPR).

In addition, you have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you (Art. 21 GDPR). If the legal requirements are met, we will then discontinue the processing of your personal data.

In particular, you have the right to object to the inclusion of your work address, phone and fax numbers, and email address in the University's public email, phone, and fax directory.

You have the right to lodge a complaint about the processing of your personal data with a supervisory authority within the meaning of Art. 51 GDPR. If you wish to exercise that right, please lodge your complaint with the data protection officer of the Free State of Bavaria (address: Der Bayerische Landesbeauftragte für den Datenschutz, Wagnmüllerstraße 18, 80538 Munich).

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.

Accept terms?

yes no

Next

6) Enter your personal details and contact information on the page you will be taken to. Please make sure you also read the additional information provided on that page.

Fields marked with a red asterisk (*) are required and must be completed.

Make sure that the email address you provided is valid and spelled correctly and that your inbox is not too full to receive new messages.

Write down the password you have set. You will need it later on.

After you have entered your details and checked them for correctness, click 'Next' to submit your registration.

You can download the terms of use that you have just accepted here [terms of use](#)
Please keep in mind that only the German text of the terms of use is legally binding. This text is available for download here [terms of use \(German\)](#)
Please fill in all required fields. Fields with * are mandatory.

Personal details

* Surname

* First name e.g. 'Mary'

* Gender ▼

* First names e.g. 'Mary Patricia Jennifer' or only 'Mary' in case of only one first name

Name prefix 'von', 'Freifrau von' etc.

* Date of birth

* Place of birth

* Country of birth ▼

Name at birth

* Nationality ▼

2. Nationality

Contact information

* Country ▼

Address addition

* Street and number

* Postal code

* City

Phone

Mobile Phone

* E-mail

* Retype E-mail

Password

* Password At least 12 but no more than 127 characters. At least a digit (0-9), an uppercase and a lowercase character.

* Retype Password

Next

7) A confirmation message will appear in your browser.



Thanks for the registration. You will shortly receive a verification email sent to your email address.

8) Your registration will then be processed by JMU, and a confirmation email with the subject line 'Online-Bewerbung: Selbstregistrierung Universität Würzburg' ('Registration to the WueStudy Portal of the University of Würzburg') should be sent to the address you specified within 15 minutes of submission of your registration. If you are not receiving that email, check your spam folder.

This is what the email looks like:

The email contains your username. It starts with a lowercase letter 's', followed by six digits.

Make sure you do not lose your username and password. You will need them to access the WueStudy portal.

To complete your registration, click the link provided in the confirmation email or write down the activation code contained in the email and enter it on the verification page of the WueStudy portal.

Online-Bewerbung: Selbstregistrierung Universität Würzburg

Von: wuestudymail@uni-wuerzburg.de

Empfangen am: 19. Oktober 2021 um 09:50

(English text can be found beneath the German text)

Welcome

we have reserved the following user data:

username: s-
password: your chosen password

Please confirm your e-mail address with the following link:

https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=i-b4cf-77d94dd716c3&navigationPosition=functions,mailVerification

If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.

Alternatively you could select the menu item 'E-Mail Verification' and type in the following activation code:

i-b4cf-77d94dd716c3

This e-mail was generated automatically, please do not reply.

- 9) To go to that page, click the 'Email verification' tile on the WueStudy portal page or go to the 'Admission' section and select 'Email verification'.

The screenshot shows the WueStudy portal interface. The top navigation bar includes 'Admission', 'Courses', 'Links', 'Help', and 'Deutsch'. The 'Admission' menu is expanded, showing 'Email verification' and 'Register'. The 'Email verification' option is highlighted with a red box. Below the navigation bar, there are several tiles for 'All about studying' and 'Application and enrollment'. The 'Email verification' tile in the 'Application and enrollment' section is also highlighted with a red box.

- 10) Enter your activation code and click 'OK'.

The screenshot shows the 'Email verification' page. The 'Verification' section has an information message: 'Please enter the activation code you received in the email confirming your registration.' Below this is a text input field for the 'Unlock code' containing the activation code 'i-b4cf-77d94dd716c3', which is highlighted with a red box. An 'OK' button is located below the input field and is also highlighted with a red box.

- 11) A message will appear confirming that verification was successful. Your registration will then be completed. This may take up to 10 minutes.

The screenshot shows the 'Email verification' page with a success message: 'Your verification has been successful. Please log in using your username (not your email address) as specified in the email you received and the password you set for your account.' Below the message is a login form with fields for 'User name' and 'Password', and a 'Login' button. The 'Login' button is highlighted with a red box.

12) Once your registration has been completed, you can log in to the WueStudy portal (wuestudy.uni-wuerzburg.de). To do so, enter your username (as I mentioned earlier, it starts with a lowercase letter 's', followed by six digits) and the password you have set in the fields in the top right-hand corner.

