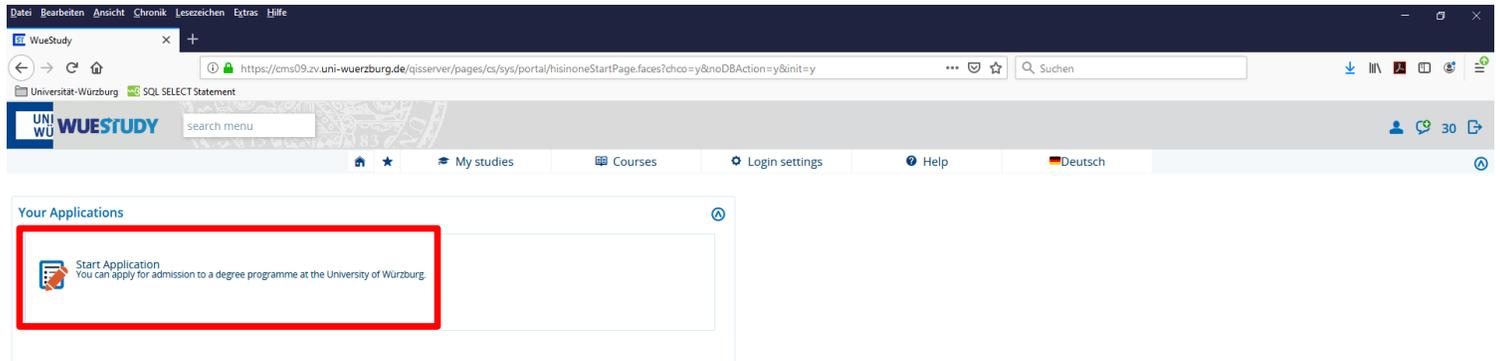# Tutorial: Online-Enrollment

1) This tutorial will show you how to enrol via the WueStudy portal.
   To be able to enrol, you will have to register to the portal. We have another tutorial that shows you how that works.
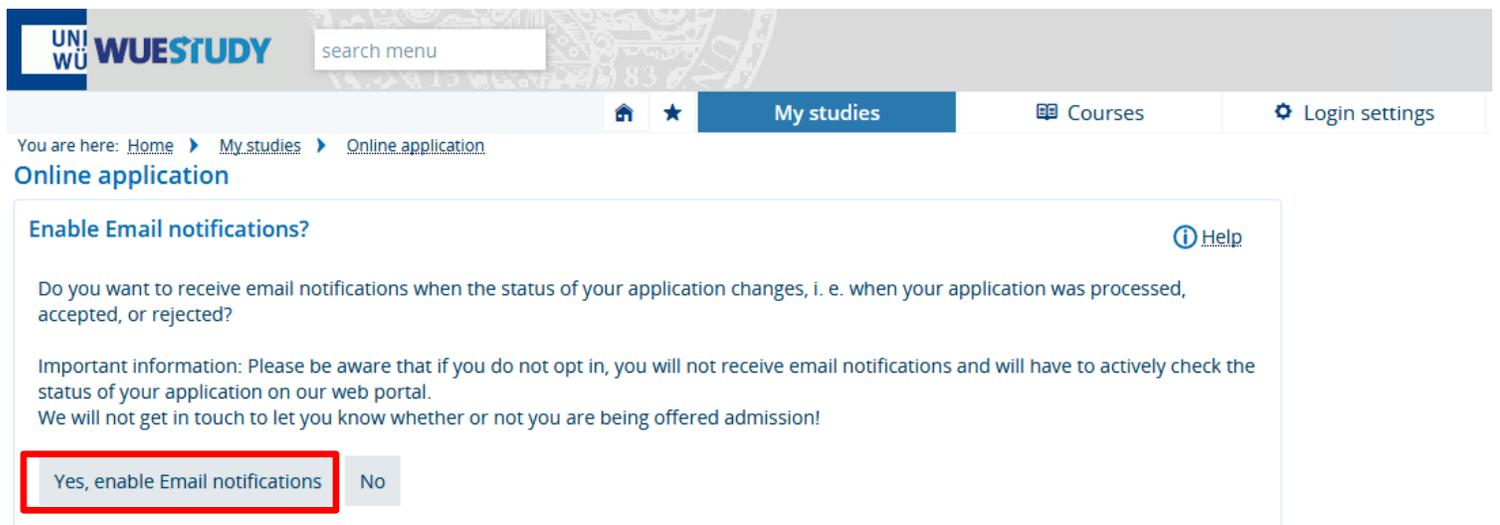
2) Start out by logging in to WueStudy (user name: small s and six digits) in the login area (top right) in WueStudy.
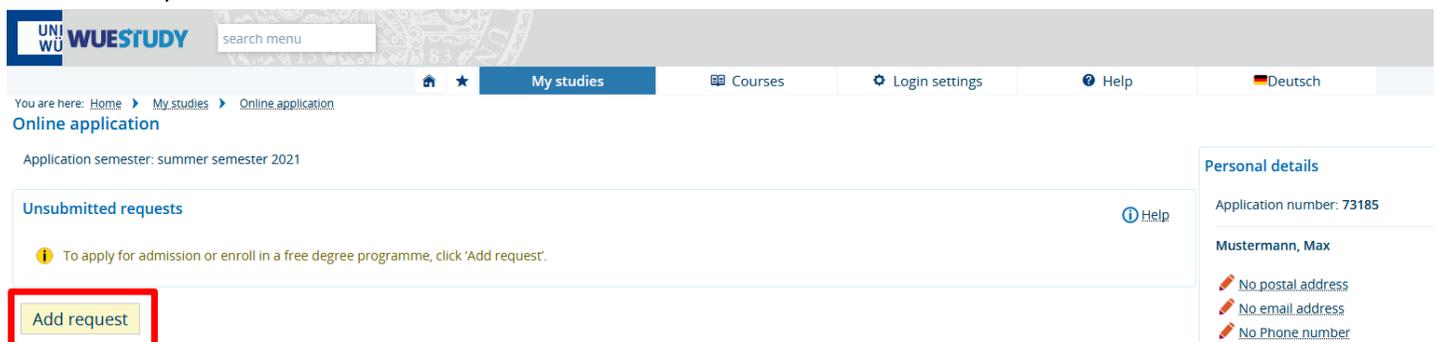   Then click 'Start Application'.

3) Please confirm that you want to receive email notifications when the status of your application changes.
   To do so, click 'Yes, enable email notifications'.

Click 'Add request'.

4) Select the degree programme, subject and semester of your choice.

Here are a few things that you need to know:

- The year in brackets after the subject indicates the examination regulations version. If you want to be enrolled into the first subject semester, select the most recent version.
- Some degree programmes comprise more than one subject. If that is the case, you will have to select the same subject semester for each of the subjects.

After you have made your selections, click 'Continue'.

Online application

Application semester: summer semester 2021

The degree programme of your choice

ℹ️ 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 February 15th 2021** onwards.

* Degree programme	Teaching degree Realschule
* Subject	LARS Englisch HF (2016)
In which semester do you want to start studying?	1. subject related semester
Type of Admission	No Admission Restriction

* Degree programme	Teaching degree Realschule
* Subject	LARS Geographie HF (2015)
* In which semester do you want to start studying?	1. subject related semester
Type of Admission	No Admission Restriction

* Degree programme	Teaching degree Realschule
* Subject	LARS Erziehungswissenschaften HF (2015)
* In which semester do you want to start studying?	1. subject related semester
Type of Admission	No Admission Restriction

Continue

Personal details

Application number: **73185**

Mustermann, Max

🖊 No postal address
🖊 No email address
🖊 No Phone number

📄 Print data control sheet [PDF]

Help & Contact

If you have any questions regarding the application procedure, please contact us per phone at +49 931 318 318 3 or per email at bewerbung@uni-wuerzburg.de.

ℹ️ Information on online application

5) Enter your higher education entrance qualification.

Online application

Application semester: summer semester 2021

1. Request: LARS Englisch HF (2016), LARS Geographie HF (2015), LARS Erziehungswissenschaften HF (2015)

Entrance qualification

ℹ️ Help

ℹ️ Please enter the data of your entrance qualification. The fields marked with * are obligatory.

* Acquired in	Abroad
* Country	Afghanistan
* Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad
* Average grade	2,5
* Date of acquirement	01.01.2000

Request to improve the waiting time by means of an vocational training (only for an application for the 1st subject semester)

ℹ️ Help

Did you acquire your higher education entrance qualification (HZB) before **16 July 2007** and did you successfully complete vocational training PRIOR to acquiring your higher education entrance qualification?

○ Yes
☑ No

Continue

You will then see an overview of the details of your programme.
Tick 'I hereby confirm that the data entered is correct' to confirm that the information you have provided is correct.
Then click 'Submit request'.

Entrance qualification

Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad
Average grade	2.5
Date of acquirement	01/01/2000
Acquired in	Afghanistan

The degree programme of your choice

Course of study (subject)	Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015)
Begin term of study submitted	1
Requestsubject status	In preparation
Type of Admission	No Admission Restriction

Enrollment periods Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015) 1. Semester:

1.-7. Semester: from Feb 15, 2021 by May 15, 2021

Show all periods

Entrance qualification

Type of Entrance Qualification	General higher education entrance qualification obtained at a German school abroad
Average grade	2.5
Date of acquirement	01/01/2000
Acquired in	Afghanistan

Confirm statements and submit application request

I hereby confirm that the data entered is correct. ☑

Back   Submit request

ⓘ You can submit your application by May 15, 2021.

6) Enter the required information into the enrolment wizard.
To save your progress, click 'Continue'.

⌂ ★	**My studies**	📖 Courses	⚙ Login settings	❓ Help	

Home	You are here: Home ▶ My studies ▶ Online application
Personal details	
Address	**Home**
University entrance qualification	
Your university background	### Welcome to our online enrolment wizard!
Double degree program	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 the information you provided when you applied for admission.
Stays abroad	Please take account of the additional information on this page and let our wizard guide you through the online enrolment process!
Qualifications previously earned	
Health Insurance	Should you encounter any problems during online enrolment, please restart the process.
Home District	
Professional experience	**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.
Picture	
Completion of enrollment	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 1990).
	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.

Back to overview   Continue

7) When you have entered all your information and uploaded your photo, you can complete the enrolment process.

Home	You are here: Home ▶ My studies ▶ Online application
Personal details	
Address	**Completion of enrollment**
University entrance qualification	
Your university background	Data input completed. Clicking "Complete input of enrolment data and back to overview" will take you to the list of your applications for admission and for enrolment. There, you can create a printout of your application for enrolment. Please submit your signed application for enrolment per post together with the required documents. We will then process your application for enrolment.
Double degree program	
Stays abroad	
Qualifications previously earned	You will no longer be able to make changes to your data until you have been officially enrolled.
Health Insurance	Please note that due to the large number of applications we receive, processing of your application may take some time. We apologise for any inconvenience this may cause.
Home District	
Professional experience	
Picture	**Finish online enrollment and back to overview**
Completion of enrollment	
	Back to overview **Back** ↻ Reset

8) You will once again see an overview of the details of your programme.

Underneath those details, you will find your application for enrolment. Please print that application out, sign it and send it to the University of Würzburg along with the documents listed on the printout.

Please also read and follow the information and instructions given in the printout.

You are here: Home ▶ My studies ▶ Online application

Online application

Application semester: summer semester 2021

Submitted requests   ⓘ Help

Request #1   Open admission

Erste Staatsprüfung für das Lehramt an Realschulen Englisch Hauptfach (2016), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission
Erste Staatsprüfung für das Lehramt an Realschulen Geographie Hauptfach (2015), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission
Erste Staatsprüfung für das Lehramt an Realschulen Erziehungswissenschaften Hauptfach (2015), 1. subject related semester	No Admission Restriction	Requestsubject status: Open admission

Request for enrollment   🔍 Show details

ⓘ You can submit your enrollment by May 15, 2021.

Personal details

Application number: **73185**
Student ID number:

Mustermann, Max

✏ Teststraße 1, 97074 Würzburg
✏ test@testmail.com
✏ No Phone number

E-mail Notifications enabled ⓘ
↻ Disable

📄 Print data control sheet [PDF]

Help & Contact

If you have any questions regarding the application procedure, please contact us per phone at +49 931 318 318 3 or per email at bewerbung@uni-wuerzburg.de.
ⓘ Information on online application

From:

To:
Julius-Maximilians-Universität Würzburg
Studierendenkanzlei
Sanderring 2
97070 Würzburg

Streetadress:
Studierendenkanzlei - Student Affairs
Oswald-Külpe-Weg 84 (entrance on the right)
97074 Würzburg

Application for Enrolment in the

Dear Sir or Madam,
I apply for enrolment at the Universität Würzburg.

Applicant number:

Degree   **Subject**   **Subject semester**

Please find attached the following documents:

- **Complete certified copy of Abitur certificate or certificate of other higher education entrance qualification (HZB)**
  Where applicable, applicants who acquired their higher education entrance qualification (HZB) in a country other than Germany will be required to include their Zeugnis-Anerkennungsbescheid (letter of recognition of foreign qualifications) and language certificates. You may find more information on this at http://www.studienangelegenheiten.uni-wuerzburg.de/studienberechtigung0/
- **Current proof of health insurance coverage from a German public health insurance company** (gesetzliche Krankenkasse) or, if I have private health insurance coverage, Befreiungsbescheid (proof of exemption from statutory health insurance) issued by a German public health insurance company. A template can be found at http://www.uni-wuerzburg.de/fileadmin/32020000/Ref_2.2_-_SG_1/Formulare/KKV-Muster.pdf
- **Photocopy of ID card or passport** (information that is not required for identification purposes, in particular access and serial numbers, can and should be blacked out in the copy)
- **Proof of having paid the semester fees** (e. g. photocopy of bank transfer form or bank statement)

I also attach:

- **Aptitude test** if you would like to enrol for either of the degree subjects Sport (Physical Education, teaching degree Gymnasium, Realschule, Mittelschule or Grundschule) or Musik (Music, teaching degree Gymnasium, Realschule, Mittelschule or Grundschule) einschreiben
- **Certificate confirming the type and length of service** if, during the admission procedure, you claimed having completed a service and have not yet submitted the respective certificate.
- **CV if not submitted already with the application** (record of periods after acquisition of higher education entrance qualification (HZB) in particular)
- **Proof of years of study done in the past, if applicable** (e.g. by a copy of your record of study, certificates of enrolment and/or disenrolment etc.)
- **Complete certified copies of certificates of academic and/or state examinations taken in the past (preliminary and/or final examinations)**
- **Passport with valid residence permit** (required from foreign nationals only)
- **Proof of having passed the Deutsche Sprachprüfung für den Hochschulzugang** (German language test for university admission, DSH) (only required from applicants who have obtained their higher education entrance qualification in a country other than Germany); for more information, please refer to http://www.studienangelegenheiten.uni-wuerzburg.de/studienberechtigung0/auslaendische_zeugnisse_von_deutschen_staatsangehoerigen/#c209882

How to enrol:

1. Please pay the semester fees amounting to €   (Studentenwerk fees amounting to €   plus €   for your public transport pass (Semesterticket)) per bank transfer to the account of the University of Würzburg (bank details see below under 'Bank details of the University of Würzburg').
   Before you make the payment, please check our web pages (https://www.uni-wuerzburg.de/en/studying-at-jmu/ studienangelegenheiten/beitraegeundgebuehren/) to see if you are eligible for an exemption from either of the fees. Those pages will also tell you how to apply for an exemption. Please be aware that you must submit your application for an exemption along with your application for enrolment! If you fail to do so, we will not be able to grant you an exemption.

2. **If you were offered a place on a degree programme in medicine, dentistry, or pharmacy by hochschulstart.de**, please sign this application for enrolment and email it to Unterlagen-Einschreibung@uni-wuerzburg.de at the office of Student Affairs together with the documents listed above. Please be aware that you must submit your documents within the deadline identified in your letter of admission.
   If you were offered a place on a degree programme other than medicine, dentistry, or pharmacy, please note:
   You will not have to appear at the office of Student Affairs in person! Just sign this application for enrolment and return it to the address specified above together with the documents listed above.
   You will no longer have access to this application for enrolment after   This application for enrolment and all required documents must have been received by the University of Würzburg and the semester fees must have been transferred to the University's account by this date. If your degree programme is a restricted admission programme, please note that the above deadline does not apply to you. For the deadline that does apply to you, please refer to your letter of admission.

   Important information: If you fail to meet this deadline, your admission to the University of Würzburg will become void and you will lose all claims to your place at our University.

3. The enrolment process will be completed once the University of Würzburg has received your documents, your semester fees have been credited to the University's account and the respective checks and reviews have been completed.
   An email confirming that enrolment was effected will be sent to the email address you specified in your documents.
   If Student Affairs receives your documents by three weeks prior to the beginning of the lecture period at the latest, your student ID card will usually be sent to you per post. If Student Affairs receives your documents less than three weeks prior to the beginning of the lecture period, you will be required to collect your student ID card at the University's Chip Card Office (Karten-Service-Büro), 97074 Würzburg, Oswald-Külpe-Weg 82, room 00.018. Should you have any questions regarding your student ID card, please contact: kartenservice@uni-wuerzburg.de

Bank details of the University of Würzburg

Recipient: Uni Würzburg
IBAN: DE27700500004301190315
BIC: BYLADEMM
Account number: 430 1190 315
Sort code (BLZ): 700 500 00
Bayerische Landesbank München
Reference line 1:
Reference line 2:

Examinations/assessments failed without an option for retake (endgültiges Nichtbestehen)

Please note that you will only be allowed to take up or continue studies in the selected degree programme if you have not lost the respective entitlement (Studienanspruch). According to Section 46 No. 3 Bayerisches Hochschulgesetz (Bavarian Higher Education Act, BayHSchG), having lost your entitlement to take up or continue studies in the selected degree programme (Verlust des Studienanspruchs) is considered an enrolment impediment which will lead to a denial of enrolment. Should you lose your entitlement to take up or continue studies in the selected degree programme after you were enrolled at the University of Würzburg or should it come to your knowledge, after you were enrolled at the University of Würzburg, that you failed your final attempt to successfully complete an examination or assessment, you will be obliged to notify the University of this without delay! In this case, the enrolment impediment according to Section 46 No. 3 Bayerisches Hochschulgesetz (Bavarian Higher Education Act, BayHSchG) will manifest retroactively and will lead to disenrolment according to Section 49 Subsection 2 Sentence 1 No. 2!

By signing this document, you declare that you have failed neither your final attempt to successfully complete an examination or assessment that must be successfully completed according to the relevant examination regulations nor your final attempt to meet academic requirements necessary for admission to an examination or assessment and have therefore not lost your entitlement to take assessments (Prüfungsanspruch).

Data protection statement

I am aware that the University of Würzburg requires the data collected in this application for enrolment to be able to fulfil its tasks in particular in the areas of course and examination management (e. g. enrolment, re-enrolment, disenrolment), access and usage rights to University facilities, preparing credit certificates, compiling statistics of higher education as well as for Career Service and alumni management purposes. If and when I use IT-based self-service functions, I expressly consent to my personal data being used, in compliance with the provisions of data protection law, for course and examination management purposes. My student ID card is a chip card bearing a current photograph of myself; the

card is property of the University of Würzburg. Chip cards are issued by the Chip Card Office of the University of Würzburg which may outsource production to external service providers. Personal data (your library number) is stored on the chip of your student ID card in accordance with data protection approval. If the chip card is used to make payments, clearing will be effected via Studentenwerk Würzburg and via the chip number. Personal data will only be exchanged between Studentenwerk and the University of Würzburg insofar as this is necessary for clearing purposes.

Legal basis (for data collection)

The legal basis for the collection of personal data is Section 42 Subsection 4 Bayerisches Hochschulgesetz (Bavarian Higher Education Act, BayHSchG) as amended from time to time. According to the aforementioned Act, every student is obliged to provide all personal data requested in this application for enrolment in those fields that are not marked 'optional'. Failure to provide complete information may lead to a denial of enrolment. All data will be processed in accordance with the provisions laid down in the Bayerisches Datenschutzgesetz (Bavarian Data Protection Act, BayDSG) as amended from time to time.

Complete, true and correct information

I apply for enrolment on the basis of the information I provided above. I declare that the information I provided in this application for enrolment is complete, true and correct. I am aware that negligently or intentionally providing incorrect information is an administrative offence and – if detected after completion of the enrolment process – will lead to a cancellation of my enrolment. I consent to my data being stored and processed by the University of Würzburg insofar as this is necessary for the University to fulfil its tasks.

_____
Date, Place

_____
Signature