

# Application process for international applicants

## Guide for filling out the online application form

Application deadline for the winter semester: 15.7. - Application deadline for the summer semester: 15.1.

The entire application including documents must be received online at the University of Regensburg by these deadlines.

- The online application via <https://campusportal.uni-regensburg.de> consists of 2 steps:
1. registration of the applicant data and opening of an applicant profile
  2. application and online submission



The default language configuration is normally German. The language selection button, to change to English, is located on the furthest right bottom of the page.



1. **Registration:** enter your personal data and choose a password for your profile.

**Choose your portal**

Please choose your portal:



**Portal for applying and enrolling**  
For those who want to apply to study or enroll for study at Universität Regensburg.  
**Please note:** If you are currently enrolled at Universität Regensburg, please log on using your computer center account and use the function **Apply to change degree program**.  
If you were previously enrolled as a student at Universität Regensburg, please send an email to [studentenkanzlei@ur.de](mailto:studentenkanzlei@ur.de) giving your personal information (surname, first name, date of birth). We will then create an account for you to register with and send the data to you by email.



**SPUR**  
Universität Regensburg student portal (login with your computer center account).



1.1. If it is the first time you apply or enroll at the UR, please open a new applicant's account.

1.1.1 You will receive a verification e-mail with your user ID.

2) Application (only required for programs with restricted admittance with with local restrictions on numbers or applicants who qualified for a higher education abroad):

- Login
- During the **application period** : Apply. **Please note that you can only make an online application after you have received your school certificate on the certificate may not be in the future).**
- The award of places for the programs with restricted admittance takes place after the application deadline. You will then be notified of successful via this portal. Notifications for the first semester of study in programs with restricted admittance are generated soon after period. Notifications for further semesters are generated approximately five weeks before the start of the lecture period.
- **Please note the information on how to proceed further and the deadlines for enrolling in the letter of admission. After the deadline approval for admission expires.**
- Note: First semester applications for Medicine, Dentistry and Pharmacy from EU applicants take place centrally via [hochschulstart.de](https://hochschulstart.de) EU, however, should NOT use [hochschulstart.de](https://hochschulstart.de), but rather our campus portal here.

3) Enrolling for all programs with free admissions or where admission has been granted:

- Login with your account data. If you have already applied, please use the same login data!
- During the **enrollment period** : Matriculate online, upload a photo and print your enrollment form. **When you print your matriculation form and keep within the time limits shown.**
- Note: If you are already enrolled at Universität Regensburg, and only wish to change your degree program, please contact the student center. You can call up the function "Apply to change degree program".



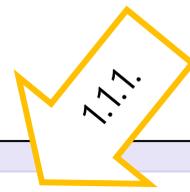
**Create an account!**  
Create an account and chose your login data.  
If you already have an account, login to the portal using the fields at the top of the page with your username and password.



[studentenkanzlei@ur.de](mailto:studentenkanzlei@ur.de)

**Campus portal Universität Regensburg: setting up your account**

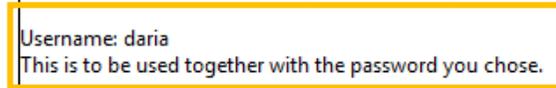
Welcome Pineda Daria, We have reserved the following username for you to carry out your online applications (username and password) as you will need them right the way through until your enrollment.



Welcome Pineda Daria,

We have reserved the following username for you to carry out your online applications

**Username: daria**  
**This is to be used together with the password you chose.**



- 1.2 Currently enrolled students log in directly with their personal UR user data, RZ account and password (e.g. sfl88888).
- 1.3 Applicants who have already been enrolled at the UR at an earlier point in time should considerate the information in the applicant's portal.

Username Password Login

Only for applicants: password reset

1) Create an account as an applicant

If you have never been enrolled at Universität Regensburg:

- Use "Create an account" to create an account for your application. After entering your contact information, you will receive an email with instructions on how to activate your account.
- Take good care of your login data (username and password): you will need it throughout the way through the application process.

If you are currently enrolled as a student at Universität Regensburg:

- please log on using your computer center account and use the first name and last name to change details.

If you were previously enrolled as a student at Universität Regensburg:

- please send an email to [studentenkanzlei@ur.de](mailto:studentenkanzlei@ur.de) giving your personal information (surname, first name, date of birth, address, telephone number, e-mail address) and send the data to you by email.

2. **Application:** After you have been informed about the University of Regensburg and know that you meet the academic admission requirements for the desired subject, you can start your application.
  - 2.1. The status of your application is only displayed in the application portal. If something changes, you will only receive an e-mail *notification if you activate this function there!*

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

Edit Datadictionary

### Online application

**Enable email notifications?**

Would you like to be informed via email about status changes to your application as well as document availability?

Yes, enable email notifications No



2.2. Applicants for **Joint Courses of Study** cannot go "Next" until all subjects have been selected, i.e. either 2 major subjects or 1 major subject and 2 minor subjects. Therefore, please note when making your selection whether the subject is marked "major" or "minor".

**Your choice of program**

Please select the program you wish to apply for. In addition, detail your educational background. After you have chosen a complete program, you can go to the next stage by clicking the "Next" button. Every time you make an entry, you will automatically be shown the entry fields which fit to your choices. If you are applying for a program with several subjects (for example teaching degrees), you will need to make these entries for each subject.

- \* University entrance qualification: Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche
- \* Degree: Bachelor of Arts (joint)
- \* Form of studies: first enrollment
- \* Subject: B.A. General and Comp. Linguistics
- \* In which semester do you want to start studying?: 1. subject-related semester

- \* University entrance qualification: Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche
- \* Degree: Bachelor of Arts (joint)
- \* Form of studies: first enrollment
- \* Subject: B.A. History of Science **minor**
- \* In which semester do you want to start studying?: 1. subject-related semester

- \* University entrance qualification: Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein UND KEINE deutsche
- \* Degree: Bachelor of Arts (joint)
- \* Form of studies: first enrollment
- \* Subject: B.A. History **minor**
- \* In which semester do you want to start studying?: 1. subject-related semester

**Next**

1. Major

2. Major/1. Minor

2. Minor

2.3. The attendance of a **Studienkolleg** is only necessary in specific cases. If you have a direct higher education entrance qualification for universities in Germany, click here on "Next". If you are **unsure about your higher education entrance qualification**, please contact the [Advisors at the International Office](#).

**Application for admission to a studienkolleg (preparatory college) (B.A. Allg./Vergl. Sprachwiss. 1. FS, B.A. Wissenschafts FS)**

**Further details**  
Click on the following button to add a possible relevant part of the application

[Add Application for admission to a studienkolleg \(preparatory college\)](#)

**Back** **Next**

- 2.4. To **apply for a place in the preparatory German course**, please select "Non- degree (German course)" as your degree right at the beginning of the application. Later in the form, you will be asked to select the subject and degree you would like to study at the UR after the German course.
- Applicants for the Studienkolleg and the subjects Human Medicine, Dentistry and Molecular Medicine will not find these subjects in the selection menu because the UR does not offer courses for this groups. Applicants who intend to study these subjects must visit language courses outside the UR and apply directly for a subject afterwards.

**our choice of program**

**i** Please select the program you wish to apply for. In addition, detail your educational background. After you have chosen a complete program, you can go to the next stage by clicking the "Next" button. Every time you make an entry, you will automatically be shown the er If you are applying for a program with several subjects (for example teaching degrees), you will need to make these entries for each subject.

\* University entrance qualification Ich habe KEINE Staatsangehörigkeit aus EU, Island, Norwegen oder Liechtenstein U

\* Degree **Please select...**

Please select

**Next**

ug-Infos zu ausgefilterten Studiengängen:

- Non-degree (German course)
- Bachelor of Arts
- Bachelor of Arts (joint)
- Bachelor of Education
- Bachelor of Science

Non-degree (German course)

**Deutschkurs: geplantes Fach und Abschluss (Kein Abschl. Deutsch(e) Philologie 1. FS)**

**i** Bitte geben Sie an, welches Fach Sie nach Abschluss des Deutschkurses studieren möchten.

\* Geplantes Fach

**i** Welchen Abschluss streben Sie an?

\* Geplanter Abschluss

**Zurück** **Weiter**

2.5. The application documents can only be uploaded in the formats .pdf, .png and .jpg, other formats will not be accepted.

- Please try to merge your documents (e.g. school leaving certificate) into a single PDF-file.
- All applicants must upload at least the documents marked with an asterisk (\*). In some cases, further documents are required, which are mandatory even though they are not marked with an asterisk (for example, if you had a change of name due to a marriage).
- In the case of documents not issued in German, English or French, a translation must also be uploaded (preferably together in one file with the original document).

**Upload documents (B.A. Allg./Vergl. Sprachwiss. 1. FS, B.A. Wissenschaftsgeschichte NF 1. FS)**

**i** Please upload the documents for your application (as pdf, png or jpg files). As far as possible please put your documents together in one file. All certificates and supporting documents must be submitted **not only** in the original language **but also** as an official English or French translation.

\* Copy of passport  Keine Datei ausgewählt.

**i** No documents found.

**i** Resume in German or English  Keine Datei ausgewählt.

\* Resume

**i** No documents found.

**i** German language skills:  
• For attendance at a preparatory German language semester: at least A2  
• For DSH examination and studienkolleg (preparatory college): at least B2  
Please note our [list of proof of German skills which we accept](#).

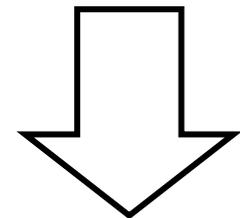
\* Certification of German language skills  Keine Datei ausgewählt.

**i** No documents found.

**i** School-leaving certificate with overview of grades (e.g. baccalaureat, lise diplomasi, matura)  Keine Datei ausgewählt.

\* School-leaving certificate

Error notifications appear always at the rare right side of the page



Lebenslauf in Deutsch oder Englisch

\* Lebenslauf   Keine Datei ausgewählt.

Keine Dokumente zugeordnet.

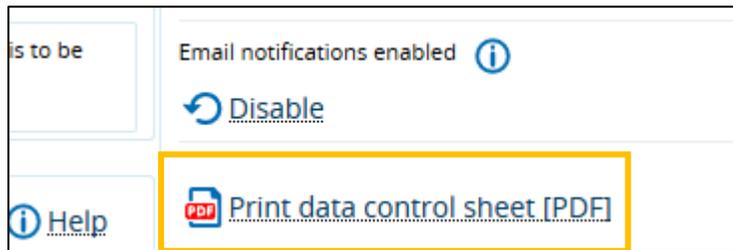
[Kontrollblatt drucken \[PDF\]](#)

**Fehler:**

**Wichtige Informationen und Kontakt**  
Liebe Studieninteressierte,  
herzlich willkommen an der Universität Regensburg - bitte beachten Sie die folgenden Hinweise zu Ihrer Bewerbung und

2.6. At the end of your application you can see an overview of the data you have entered. If everything is correct, **confirm that your details are correct and submit your application**. You can also generate a "data control sheet" to document your entries. You will find the button on the right side of the page.

- Even if you fill out several applications, only **one application can be submitted**. This one will be marked with the status "received".
- You will always see the current status of your application in the "Status of requested subject" field.
- By clicking on the "Print your application" button, you will receive an automatically generated confirmation of your application.



Application #2		Status of application: received
Kein Abschl. Deutsch(e) Philologie, 1. subject-related semester	Örtliche Zulassungsbeschränkung (manuell)	Status of requested subject: received
<a href="#">Print out your application</a> <a href="#">Show details</a> <a href="#">Cancel and edit application</a> <a href="#">Cancel application</a>		

**!** After completing the online steps in the application process, please create a print out with the link **Print out your application**. Please note the information given there on the next steps, in particular whether the application is to be submitted by post. Please note the application deadline for subjects with restricted admittance and for applicants who have qualified abroad for admission to universities.

2.7. If your application is not complete, you will be notified accordingly on the applicant's portal. In this case, upload the required documents and submit the application again. **Applications in evaluation process will be marked "received" and later "valid"**.

- The status "valid" does not mean that you have been admitted, but that all documents have arrived at the Registrar's Office.
- You will also see the Officer's reply to your application later in the "Status of requested subject " field.

**My university portal**

**Your Applications**

Edit Datadictionary

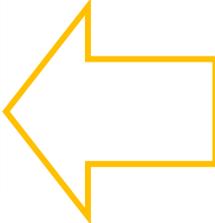
**summer semester 2020**

Program	Application #1: B.A. General and Comp. Linguistics, B.A. History of Science minor, B.A. History minor
Status of application	received canceled
Program	Application #2: Kein Abschl. Deutsch(e) Philologie
Status of application	received canceled

[View my application](#)

**!** Missing document(s) related to the complete application  
 Please note: Your application is not complete! The following application-related documents are still missing:

- Zeugnis -- exclusion



**Applications submitted** [Help](#)

Application #1		Status of application: valid	
B.A. General and Comp. Linguistics, 1. subject-related semester	Admission Restriction	Status of requested subject:	valid
B.A. History of Science minor, 1. subject-related semester	Admission Restriction	Status of requested subject:	valid

## Our recommendations

1. Inform yourself about the courses offered at the University of Regensburg before applying online: [International Office > Information on subjects offered > List of Undergraduate & Graduate Courses](#)
2. Find out whether you can study the desired course with your school and higher education certificates: [Advisory Service International Office](#)
3. Prepare your application documents in digital form on time.
4. Please take into consideration that the University of Regensburg is closed in winter **from 20.12.2019 until 06.01.2020!** Unfortunately, you will not be able to reach us during this time. We will also not be able to reply to emails until January 7, 2020. 
5. Make sure you activate the email notification in the applicant's portal so that you do not miss any status changes. It is particularly important when applying for subjects with limited admission to accept the assigned place before stated deadline.
6. In case of technical difficulties with the Campusportal, please contact the [Registrar' Office](#) directly.