Application Process for International Applicants for **Summer Semester 2021**

**Guide for filling out the online application form**

**Application period for the winter semester:**
- **Beginning of December 2020**
- **Deadline: January 15th, 2021**

**Please refer to this link for updated information:**
[https://www.uni-regensburg.de/ur-international/international-students/application-admission-registration/index.html](https://www.uni-regensburg.de/ur-international/international-students/application-admission-registration/index.html)

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

The online application via [https://campusportal.uni-regensburg.de](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.

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*International Office Universität Regensburg, November 2020*
1. **Registration**: enter your personal data and choose a password for your profile.

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.
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 consider the information in the applicant's portal.

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!
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”.

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**.
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.
2.5. The application documents can only be uploaded in the formats \texttt{.pdf}, \texttt{.png} and \texttt{.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).
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 screenshot with options to confirm and submit application, print data control sheet, and view status of application.]
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](image1)

![Applications submitted](image2)
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. 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.

5. In case of technical difficulties with the Campusportal, please contact the Registrar’s Office directly.