FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA Division 1 – Student Affairs
Master Service Centre

Manual for online applications for master's degree programmes at Friedrich Schiller University

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1 Registration/Login

- visit the portal: https://friedolin2.uni-jena.de/
- if necessary, you can change the language at the top on the right
- **register:** select **Apply now!**:

- **log in:** if you are already a registered user of this portal, you are not required to register again
- instead, log in **with** your **user name and password** and proceed with section and then

- **if you have not registered before, select 'OK':**

Registration

Do you already have a user ID?

Do you already have a user ID for this application portal?
If you are already a registered user of this application portal, please cancel this online registration and log in with your user ID and password instead. If you have not registered before, please click on 'OK'.
Continue with the online registration?

✓ OK   ✗ Cancel

General remarks

- please read the details in the Information section carefully
- if you need help, please select the symbol ⓘ for further information
- information regarding hochschulstart.de does not apply to master's applications and can be ignored:

Information

Please fill out all required fields. Please register only **once**. After completing the self-registration, you will receive an email at the given email address describing the further procedure. **Important: Please remember your user ID, which you will receive in your welcome email after your self-registration, and your self-chosen password!** You will need these in order to log in to the application portal in the future.

Please do **not** register if you have already registered in this application portal once before.

In this case, you can log into the portal with the user ID you received in your welcome email and your chosen password.

Fields marked with (*) are mandatory.

🛡 Please see the privacy notice on self-registration.

Import data from hochschulstart.de   ⓘ Help

There are study programmes at our University which are managed by hochschulstart.de (see above under "Help" for a list). If you would like to apply for such a study programme, you must register at hochschulstart.de . If you are already registered there, please enter your BID (applicant ID) and BAN (applicant authentication number) here and click on "Transfer data from hochschulstart.de". Your personal and contact data will then be automatically imported from there.

🛡 Please note the privacy notice regarding the import of data from hochschulstart.de.

Applicant ID (BID)   [   ]

Applicant authentication number (BAN)   [   ]

→ Import data from hochschulstart.de

1.1 Personal and contact data

- **General remarks**
  - only the first letter of your name and the first letter of your place of birth is capitalized (as shown in the screenshot on the next page)
  - surname and first name are required
  - if you do not have a surname or a first name, enter your first name as your surname or visa versa
- **All first names**: enter all your first names (as stated in your passport / ID card). The name mentioned in the field "First name" has to be entered here, too.
- Mr, Ms, or Mrs. or an academic grade (BSc, BBA, BEng, MBA etc.) is NOT part of your name
- **Name prefix**: e.g. of, Esquire. Only add a name prefix, if stated in your passport / ID card
- **Name suffix**: e.g. Jr., Sr., of Wales. Only add a name suffix, if stated in your passport / ID card
- **Birth name**: e.g. maiden name or other name changes (if applicable, please upload a corresponding certificate confirming the change of name, i.e. copy of marriage certificate)

Personal data

* Surname	Mustermann
* First name	Max
All first names	Max Massimiliano ⓘ
* Gender	male ▾
Name prefix	ⓘ
Name suffix	ⓘ
Pseudonym (artist name)	
* Date of birth	01.02.1993 📅 ⓘ
* Place of birth	Jena
* Country of birth	Germany ▾
Birth name	
* Nationality	Germany ▾
2. Nationality	▾
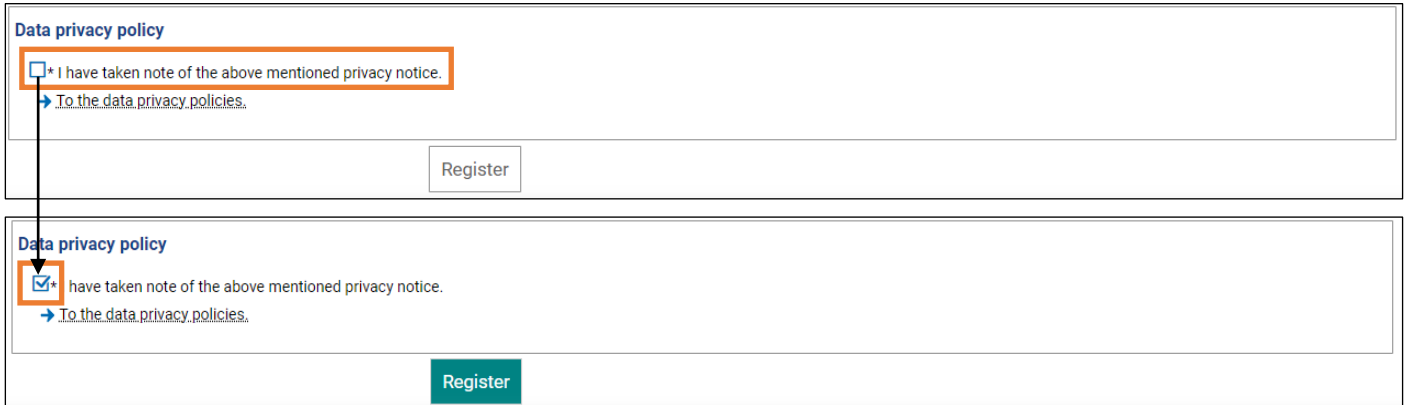
Contact details

* Country	Germany ▾
Address addition (c/o, room number)	ⓘ
* Street and house number	Fuerstengraben 1
* Postcode	07745
* City	Jena
Phone	ⓘ
Mobile phone	ⓘ
* E-mail	max.mustermann@gmail.de ⓘ
* Repeat e-mail	max.mustermann@gmail.de ⓘ

1.2   Password setup

Password

ⓘ   Your password must have at least 9 characters, including 1 special character.

* Password	👁
* Repeat password	👁

Security question (Captcha)

ⓘ   In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha)	How many characters has DETOUR? ⟳
* Response to the security question	ⓘ

5
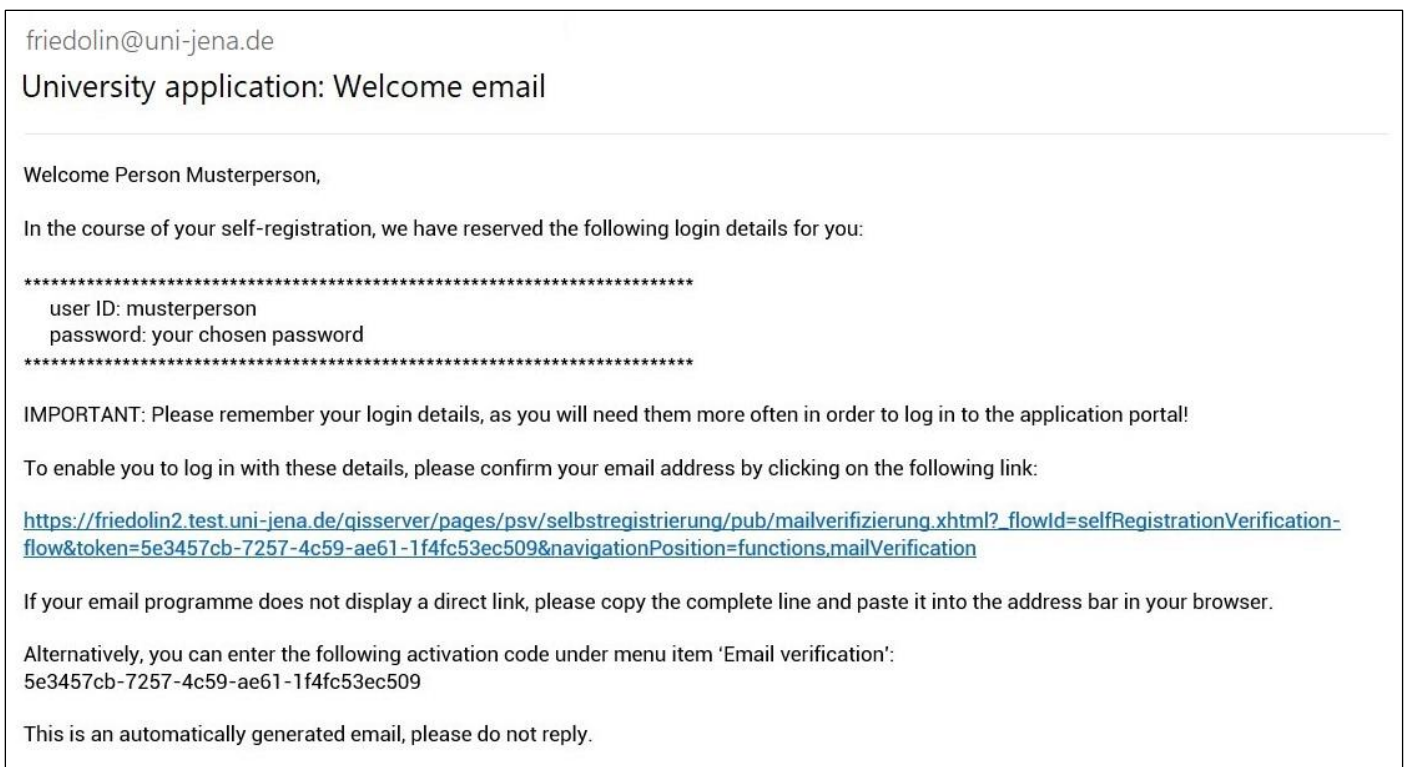
▪ confirm that you took note of the privacy notice in order to complete the registration:

Data privacy policy

☐ * I have taken note of the above mentioned privacy notice.
→ To the data privacy policies.

Register

Data privacy policy

☑ * I have taken note of the above mentioned privacy notice.
→ To the data privacy policies.

Register

1.3   Welcome email

▪ after the successful registration, you will receive a welcome email
▪ the message will be sent to the email address you provided during the registration
▪ the message **contains** your **username** and **instructions on how to confirm your email address**

friedolin@uni-jena.de

University application: Welcome email

Welcome Person Musterperson,

In the course of your self-registration, we have reserved the following login details for you:

****
    user ID: musterperson
    password: your chosen password
****

IMPORTANT: Please remember your login details, as you will need them more often in order to log in to the application portal!

To enable you to log in with these details, please confirm your email address by clicking on the following link:

https://friedolin2.test.uni-jena.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=5e3457cb-7257-4c59-ae61-1f4fc53ec509&navigationPosition=functions,mailVerification

If your email programme does not display a direct link, please copy the complete line and paste it into the address bar in your browser.

Alternatively, you can enter the following activation code under menu item 'Email verification':
5e3457cb-7257-4c59-ae61-1f4fc53ec509

This is an automatically generated email, please do not reply.

ⓘ
Remember your **username** and your **self-chosen password**! You will always
need these in order to log in to the application portal in the future.

2   Prepare your application

- **inform yourself** about the **correct application period** and **required application documents** by using the programme data bank: https://www.uni-jena.de/en/study-programme?graduation_category=3
- scan each application document
- save each scan as a PDF document only
- merged PDF documents, which contain all application document in one single PDF file, are not allowed
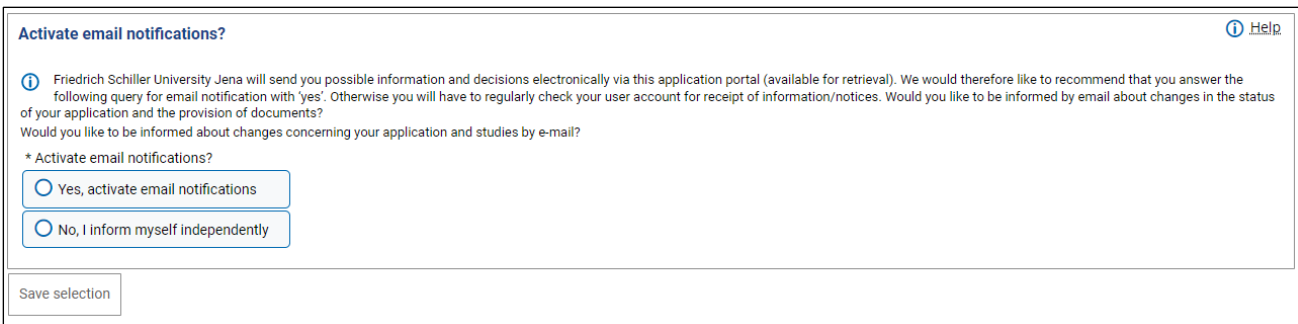
3   Add application form

3.1   You apply via Friedolin 2.0 for the very first time

- log in to the portal
- select **Start application**

- select whether you like to receive **email notifications** or not:

- select **Add application form**:

3.2   You have already an account and /or applied via Friedolin 2.0 before

- log in to the portal
- if applicable select the correct **semester of application**
- select **Add application form**

3.3   Email notifications and spam protection

- email notifications inform you about changes to your application and/ or new documents in your portal's inbox (e.g. admission letter)
- you will receive an email about your first status change
- due to spam protection, you will not receive any further emails about a new status change
- to receive new updates via email, you must log in in the meantime
- **recommendation: please log in regularly to check your current application status**

4 Start your application

4.1 Desired study programme

4.1.1 Degree and subject

- select the correct **degree** of your desired study programme:

  - Master of Arts *or*
  - Master of Science *or*
  - Master of Education

ⓘ **You will not be able to select the degrees in the list, if the application period has passed. It will not be possible to apply anymore.**

Application

📅 Semester of application: winter term 2023/24

« To overview

Information

ⓘ Incomplete and non-submitted applications will be stored for the time being so that you can continue your application later; they will then be deleted immediately after the admission procedures have been completed. In order to assist applicants in the applications, the clerks in the student administration office have access to incomplete and non-submitted applications, too. However, they will only access them after you contact the relevant student administration.

Your desired study programme

ⓘ Please select the study programme for which you wish to apply.
Once you have selected a complete study programme, you can continue by clicking on "Continue". After each entry, you will automatically be shown further matching entry fields.
In the case of study programmes with several subjects (e.g. teacher training programmes), please fill these fields individually for each subject of your study programme.

* Degree | Please select... ▾ | ⓘ

→ Continue

- select your desired **subject**
- "Major field of study", "Course specialisation/proportion" and "Study programme (component)" are then filled in automatically:

Your desired study programme

ⓘ Please select the study programme for which you wish to apply.
Once you have selected a complete study programme, you can continue by clicking on "Continue". After each entry, you will automatically be shown further matching entry fields.
In the case of study programmes with several subjects (e.g. teacher training programmes), please fill these fields individually for each subject of your study programme.

* Degree	Master of Science ▾ ⓘ
* Subject	Chemistry of Materials ▾ ⓘ
* Major field of study	no major field of study ▾ ⓘ
* Course specialisation/proportion	no course specialisation/no proportion ▾ ⓘ
* Study programme (component)	M.Sc. Chemistry of Materials ▾ ⓘ
* Which subject-related semester do you want to begin your studies with?	Please select... ▾ ⓘ

→ Continue

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ⓘ **Certain study programmes demand to select a specialisation or a major field of study!** (see sections 4.1.2 and 4.1.3)

- after selecting the subject-related semester, the type of admission is automatically filled and you can continue your application:

* Which subject-related semester do you want to begin your studies with?	1. subject-related semester ▾ ⓘ
Type of admission	Local admission restrictions (manual)

➜ Continue

ⓘ **You cannot change any information on your desired study programme once it has been saved! Therefore, please thoroughly check all information before confirming them by selecting „continue".**

4.1.2 Course specialisation

- only select **Double Degree** as course specialisation, if you have permission to study a double degree programme
- generally, studying a double degree programme requires an official nomination
- this applies to the following programmes:
  - MSc Economics
  - MA Intercultural Human Resource Development and Communication Management
  - MA Philosophy (German Idealism)
  - MA Political Science

Your desired study programme

ⓘ Please select the study programme for which you wish to apply.
Once you have selected a complete study programme, you can continue by clicking on "Continue". After each entry, you will automatically be shown further matching entry fields.
In the case of study programmes with several subjects (e.g. teacher training programmes), please fill these fields individually for each subject of your study programme.

* Degree	Master of Science ▾ ⓘ
* Subject	Economics ▾ ⓘ
* Major field of study	no major field of study ▾ ⓘ
* Course specialisation/proportion	Double Degree ▾ ⓘ
* Study programme (component)	M.Sc. Economics (Double Degree) ▾ ⓘ
* Which subject-related semester do you want to begin your studies with?	Please select... ▾ ⓘ

➜ Continue

- choose "no course specialisation/no proportion", if you do not want to study any of the five listed programmes above as a double degree programme:

Your desired study programme

ⓘ Please select the study programme for which you wish to apply.
Once you have selected a complete study programme, you can continue by clicking on "Continue". After each entry, you will automatically be shown further matching entry fields.
In the case of study programmes with several subjects (e.g. teacher training programmes), please fill these fields individually for each subject of your study programme.

* Degree	Master of Science	ⓘ
* Subject	Economics	ⓘ
* Major field of study	no major field of study	ⓘ
* Course specialisation/proportion	no course specialisation/no proportion	ⓘ
* Study programme (component)	M.Sc. Economics	ⓘ
* Which subject-related semester do you want to begin your studies with?	Please select...	ⓘ

→ Continue

- if you like to study MSc Geography, you must select one of the two course specialisations:

* Degree	Master of Science	ⓘ
* Subject	Geography	ⓘ
* Major field of study	no major field of study	ⓘ
* Course specialisation/proportion	Please select...	ⓘ

Please select...
Climate and Environmental Change
Migration, demographic change and regional development

→ Continue

4.1.3 Major field of study

- must only be selected, if you want to study MA Literary Translation in Theory and Practice:

* Degree	Master of Arts	ⓘ
* Subject	Literary Translation in Theory and Practice	ⓘ
* Major field of study	Please select...	ⓘ
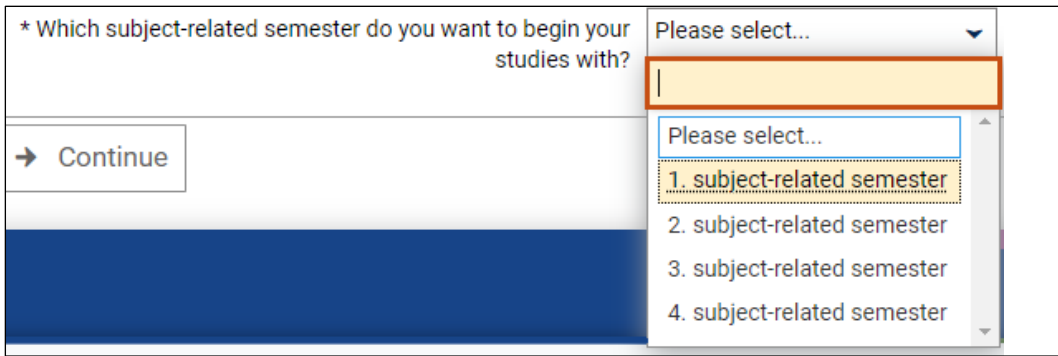
Please select...
Latinistic
Romance
Slavic

→ Continue

4.1.4 Subject-related semester

- subject-related semesters: semesters that must be completed in order to take the university examination in a particular subject, or were already completed in a subject
- the standard period of study of a master's degree programme is two years (= four subject-related semesters)
- if you are a first-year student, please select 1. subject-related semester:

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- generally, it is possible to start your studies in a higher semester (e.g. 2nd), if offered for the subject
- in this case, additional proof is needed (more information see section 4.2.3)
- contact the Master Service Centre at www.uni-jena.de/service-msz, if you want to apply for a higher sub-ject-related semester
- after selecting the subject-related semester, the type of admission is automatically filled and you can continue your application:

ⓘ **You cannot change any information on your desired study programme once it has been saved! Therefore, please thoroughly check all information before confirming them by selecting „continue".**

4.2   Application documents

4.2.1   General information

- only upload the document which is required for the respective slot
- documents must be submitted as PDF files only
- documents originally issued in a language other than German or English, must be submitted combined with a certified translation (by an official body, e.g. the awarding institution or a sworn translator)
- read the instructions and additional information provided by help texts on each page carefully
- to view the help texts, select the symbol ⓘ
- fields marked with (*) are mandatory
- it is not possible to continue to the next page, if mandatory fields were not filled
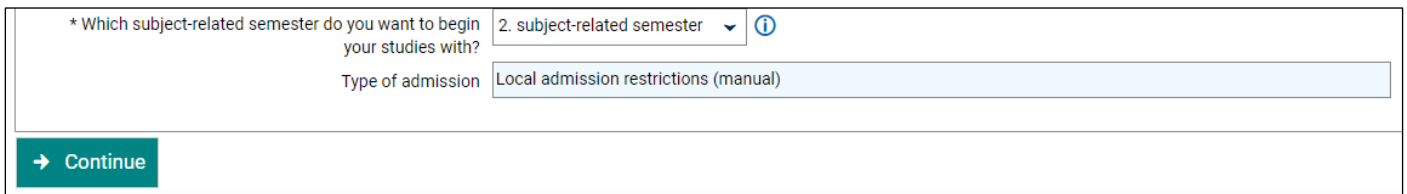- if you like to change or delete data/information on a previous page, select the button „back"

4.2.2   Proof of higher education entrance qualification (HEEQ)

- HEEQ= certificate/diploma which confirms your eligibility to start your undergraduate/bachelor's studies at a higher education institution (e.g. university). ⓘ **It is NOT you bachelor's degree certificate!**
- **type of university entrance qualification:** international applicants select "General HEEQ acquired from a (secondary) school outside of Germany" (first entry in the list)

- **average grade:**
  - fill in the (!) **numerical grade/score** according to your current Transcript of Records/ mark sheet
  - maximum number of possible decimal places is 1 (examples of average grades/scores: India: 465, Pakistan: 1064, Iran: 19.5, Uzbekistan: 4.7, USA: 3.2). Please ensure that the portal language is set to English!
  - **do not convert** your average grade/score as the University will later carry out the grade conversion
  - if you do not have a numerical average grade/score, please contact the Master Service Centre at www.uni-jena.de/service-msz

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Higher education entrance qualification (HEEQ)   ⓘ Help

ⓘ Please provide details of your higher education entrance qualification (HEEQ) that entitles you to study at a university. This is typically the highest qualification you have earned at school, for example your secondary school leaving certificate. You can also add more than one HEEQ. For international applicants, this could be the certificate of an assessment test from the preparatory college 'Studienkolleg'.
Fields marked with (*) are mandatory.

* Acquired in	Other country/state ▾
* Country/State	▾
* Type of university entrance qualification	▾ ⓘ
* Average grade of the foreign university entrance qualification	
* Date of award	dd.mm.yyyy 📅 ⓘ

[Back] [→ Continue]

- **University entrance qualification certificate** examples: baccalauréat, General Certificate of Education (A-levels), high school diploma, intermediate, HSC, lisesi diplomasi, WASSC, etc.
  - ⓘ **DO NOT upload** your bachelor's degree certificate here!

4.2.3 Proof of previous periods of study in higher education

- provide proof of the **study programme relevant to admission** (= usually your undergraduate/bachelor's degree)
- **programme level:** select "first Enrolment" for your undergraduate/bachelor's studies
- **average grade:**
  - fill in the (!) numerical grade/score according to your current Transcript of Records/ mark sheet
  - only two positions after decimal point are allowed, e.g. '2.25' (Please ensure that the portal language is set to English)
  - **do not convert your average grade/score** as the University will later carry out the grade conversion
  - if you do not have a numerical average grade/score, please contact the Master Service Centre at www.uni-jena.de/service-msz
- **university location, university name, study programme / subject:**
  - no pre-selections available
  - type in information manually
- **university location:**
  - city/town where your university is located
  - do not enter an address, state or country
- **type of degree:** international applicants select **"degree from abroad"**
- **result of final examination:** select **"registered for"** even if you have not registered your bachelor's thesis or have not taken the final examination yet
- **higher education degree relevant to admission:** select yes

	Period of study	
	from	[____] 📅
	to	[____] 📅
	Programme level	[_____ ▼]

ⓘ Please enter the current or final numerical average grade of your higher education degree in the following field. Please use a dot (.) when entering digits, e.g. '3.4'.

* Average grade	[_____] ⓘ
* Acquired in	[_____ ▼]
* University location	[_____]
* University name	[_____]
* Type of degree	[_____ ▼]
* Study programme / subject	[_____]
* Result of the final examination	[_____ ▼]

ⓘ The document must contain your current overall average grade.

* Upload Transcript of Records	🖱 Choose file (click here or drop in here) ⓘ
* Higher education degree relevant to admission	[_____ ▼]

ⓘ Please upload your higher education degree certificate as PDF file.

Upload higher education degree certificate	🖱 Choose file (click here or drop in here) ⓘ

📄 Add Proof of previous periods of study in higher education

【 ≪ To overview 】 【 ← Back 】 【 → Continue 】

- **add further additional periods of study in higher education**, if
  - you obtained additional degrees (e.g. 2nd bachelor's degree or 1st master's degree)
  - you started undergraduate / graduate studies but did not graduate / did not obtain a degree

ⓘ Please upload your higher education degree certificate as PDF file.

Upload higher education degree certificate	🖱 Choose file (click here or drop in here) ⓘ

📄 Add Proof of previous periods of study in higher education

【 ≪ To overview 】 【 ← Back 】 【 → Continue 】

4.2.4 Student status

Student status query (W)

* Are you currently enrolled at the University of Jena?	[_____ ▼]
Friedrich Schiller University Jena student ID number	[_____]

【 Back 】 【 → Continue 】

- select no, if you are not enrolled at University of Jena during your application
- select yes, if you are already enrolled at University of Jena during your application (e.g. in a bachelor's or master's programme or DSH course) and add your student ID number (= Matrikelnummer)
- do **not** enter your applicant number here!

4.2.5   Proof of eligibility for a higher subject-related semester in a master's programme

- Proof only necessary if you selected a higher semester (i.e. 2nd, 3rd or 4th):

Proof of eligibility for a higher subject-related semester in a master's programme (W)

ⓘ   You are applying for a higher subject-related semester. Please provide evidence of the academic achievements to date that qualify you for admission to a higher subject-related semester in a master's programme (e.g. transcript of records).

* Upload proof of eligibility for a higher subject-related se-
mester as PDF   Choose file (click here or drop in here, max 10 file or files)

Back   → Continue

Proof of eligibility for a higher-related semester in a master's programme:

- academic achievements that qualify you for admission to a higher subject-related semester in a master's programme (e.g. current transcript of records/ mark sheet of your current master's degree studies)
- you must have obtained at least 30 ECTS-credits already and gained grades in the same or in a subject-specific master's programme at a GERMAN or EUROPEAN ECTS university

4.2.6   Additional documents and proof of grading system

- use this part of the application, if you like to upload additional documents such as proof of relevant work experience, letter of recommendation etc.

Additional documents (W)

ⓘ   Here you can submit additional documents that you consider to be important for your application. These could include proof of relevant professional/practical experiences, recommendation letters, internship reference letters etc. Please upload your documents as PDF files.

ⓘ   Optional Application Content
This part of the application is optional; you do not have to enter any information here. If you wish to make an entry, please click on the 'Add' button, otherwise please click on 'Continue'.

📄 Add Additional documents (W)

Back   → Continue

- you may use this section to upload **proof of the grading system/scheme** (= highest possible grade and lowest passing grade) used at your university, if you did not study in Germany
- in case this information is already provided on your transcript of records/ mark sheet, you do not need to upload any further proof

5   Submit your application

- overview of your provided information and uploaded documents
- **review the information carefully before submitting your application**
- you can also check the submission deadline
- confirm that the information provided is correct
- afterwards select **Submit application**
- you will receive a confirmation email that your application was successfully received
- your application status has changed to „Received"

Confirm information and submit application form

☐ I hereby confirm that the information provided is correct.

Back   → Submit application

ⓘ You can submit your application until Sep 15, 2023. ⓘ

Confirm information and submit application form

☑ I hereby confirm that the information provided is correct.

Back   → Submit application

6   Edit your application

- you must withdraw and edit your application, if there are missing document/s related to your subject
- you are informed about the missing document/s after logging in to the portal and on the following page showing your applications:

Semester of application: Winter term 2024/25

ⓘ There are no documents in your inbox yet. ⓘ

Submitted applications   ⓘ Help

Application no. 1		Application status: Received
Master of Science Molecular Medicine (Vers. 2009), 1. subject-related semester	Local admission restrictions (manual)	Status of subject applied for: **Received**

🔍 Show application details   🖊 Withdraw and edit application   ← Withdraw application

Application no. 2		Application status: Received
Master of Science Medical Photonics (Vers. 2007), 1. subject-related semester	Local admission restrictions (manual)	Status of subject applied for: **Received**

🔍 Show application details   🖊 Withdraw and edit application   ← Withdraw application

❗Unfortunately, **your application is still incomplete.**
To edit your application and to learn more about the missing document/s:

- use option 'withdraw and edit application',
- upload the document as requested,
- complete the editing process by selecting "submit application"
- submit application by 31.5.

Note: Unsubmitted applications will not be considered.

Personal information

Applicant:
Applicant number:

My application ▾

winter term 2023

Subject	Service point status
Application no. 1: M.Sc. Economics (Double Degree)	In progress

View my application

⚠ Missing document(s) related to the subject
Please note: Your application is not complete. Please submit the following subject-related documents (in addition, the consequences in the event of non-submission are listed here):

M.Sc. Economics (Double Degree)
- proof of your eligibility for applying for a higher subject-related semester – -
- up-to-date CV in tabular form – -

- should you experience any problems while editing your application, please contact the Master Service Centre at www.uni-jena.de/service-msz
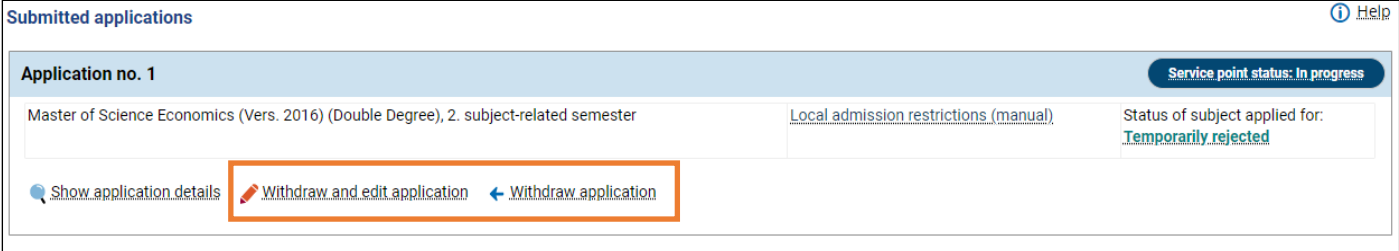
6.1   Edit options

Withdraw and edit application:

- recommended edit option
- allows direct editing

Withdraw application:

▪ does not allow direct editing as your application is only withdrawn
▪ after withdrawing your application, you must select "edit application" in order to make changes to your application

Submitted applications		ⓘ Help
Application no. 1		Service point status: In progress
Master of Science Economics (Vers. 2016) (Double Degree), 2. subject-related semester	Local admission restrictions (manual)	Status of subject applied for: **Temporarily rejected**
🔍 Show application details ✏ Withdraw and edit application ← Withdraw application		

▪ we recommend to only withdraw applications with the application status "Received"
▪ learn more on the status of your application in section 7 "Status of your application"

6.2 Edit PDF documents

▪ in case there is only one upload slot: you need to delete the previously uploaded document/s first
▪ afterwards you can upload the correct document/s
▪ please note the information on uploading application files in section 4.2 Application documents

> ⓘ
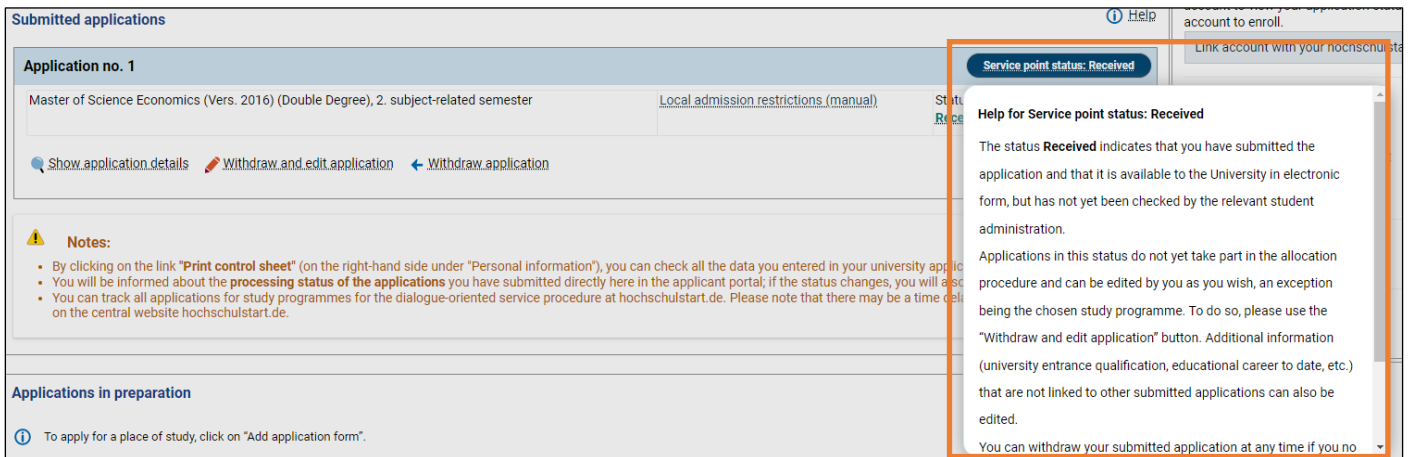>
> **Once withdrawn, an application will not be processed by the Master Service Centre!**
>
> **Please do not forget to resubmit your application!**

7 Status of your application

7.1 Information on each application status

- select **service point status** or **status of subject applied for**
- a help box opens with further information
- you will receive a confirmation email, should your application status has changed (only if you activated email notifications!)

7.2 Status „In preparation"

- initial status of all applications
- applications in this status do not take part in the allocation procedure and can be edited by you as you wish
- applications with that status will not be checked by the Master Service Centre until you submitted your application first!
- after submission, the status changes to „Received"
- applications with this status can only be submitted within the application period

7.3 Status "Received" and "Received"

- service point status and status of subject is "Received"
- indicates that **your application was electronically received** by the Master Service Centre, but not yet processed
- you can make changes to your application
- choose **Withdraw and edit application** to edit your application

Submitted applications			(i) Help
Application no. 1			Service point status: Received
Master of Science Economics (Vers. 2016) (Double Degree), 2. subject-related semester		Local admission restrictions (manual)	Status of subject applied for: **Received**
🔍 Show application details ✏️ Withdraw and edit application ← Withdraw application			

7.4   Status "In progress" and "Received"

- service point status is „In process" and status of subject is "Received"
- indicates that:
  - your **application is either currently processed** by the Master Service Centre *or*
  - your **application is complete and was handed over to the selection committee**
- please do **not** withdraw and edit the application at this point

Your application was forwarded to the committee:

- you receive an email notification
- forwarding your application will not be indicated in the portal!
- the admission decision is displayed by the change of your status

Application no. 2			Service point status: In progress
Master of Science Betriebswirtschaftslehre (Vers. 2010), 1. subject-related semester		Local admission restrictions (manual)	Status of subject applied for: **Received**
🔍 Show application details ✏️ Withdraw and edit application ← Withdraw application			

7.5   Status "In progress" and "Temporarily excluded"

- service point status is "In progress" and status of subject is "Temporarily excluded"
- indicates that your **application is incomplete**
- withdraw and edit your application (by e.g. uploading the correct documents)
- correct documents and information can no longer be changed
- after editing your application, please do not forget to submit your application
- if you do not submit your application, the status changes to "Withdrawn"

Application no. 4			Application status: In progress
Master of Science Psychology with a focus on Cognitive Psychology and Cognitive Neuroscience (vers. 2023), 1. subject-related semester		Local admission restrictions (automatic)	Status of subject applied for: **Temporarily excluded**
🔍 Show application details ✏️ Withdraw and edit application ← Withdraw application			

7.6 Status "Withdrawn"

- withdraw your application to edit your application
- as long as your application is withdrawn it will not take part in the procedure and will subsequently not be processed by the Master Service Centre until you re-submit the application
- you can submit a previously withdrawn application within the application deadline by selecting "Submit application"
- the status will then change to "Received" once again

Applications in preparation   (i) Help

Application no. 1	Service point status: Withdrawn - Received
Master of Science Economics (Vers. 2016) (Double Degree), 2. subject-related semester	Local admission restrictions (manual)

→ Submit application ✎ Edit application

(i) You can submit your application until Sep 15, 2023. (i)

8   Admission decision

- in case of admission or rejection or rejection on formal grounds, you find the respective letter as a PDF file in section **My messages** or in your **Inbox**
- to access your inbox, select **View my application**

Friedolin 2.0

My application ▾

winter term 2023

Subject	Service point status
Application no. 1: M.A. Gesellschaftstheorie	Admission offered
Application no. 2: M.A. Interkulturelle Personalentwicklung und Kommunikationsmanagement	In progress

View my application

My messages ▾

✓ **A new document is available in your application portal.** •••
2023-03-17 - 14:16

9   Accepting your admission offer

- you can **accept** the **offer within the displayed period**
- select **Accept offer**
- you are then asked again if you really want to accept the admission offer
- choose either „yes" or „no"
- if you accepted the offer, the status is converted to "Admitted"
- if you received a **conditional admission** you can view the condition/s in your admission letter as well as in the box **Remark(-s)**
- find out if you must apply for online enrolment in the next section 10 Online enrolment

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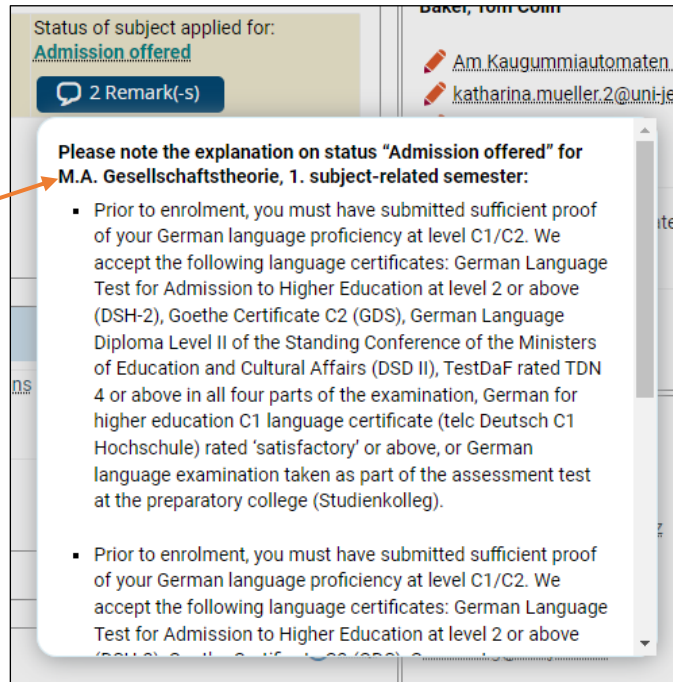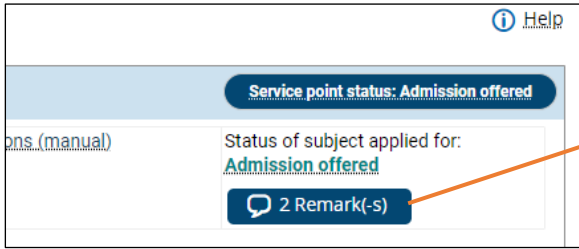
ⓘ

If you missed the deadline, you can no longer accept the admission offer. Should you still be interested in your study place, please contact us as soon as possible at **www.uni-jena.de/service-msz**

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10 Online enrolment

10.1 Who must apply for online enrolment?

Whether you are required to apply for online enrolment depends on your status:

You are enrolled at University of Jena at time of receiving your admission offer. (e.g. DSH course or bachelor's programme)	You are <u>not</u> enrolled at University of Jena at time of receiving your admission offer.
⇨ You do **NOT** have to apply for online enrolment ⇨ A simplified enrolment process applies ⇨ Please visit the information page for all further steps of your enrolment preparations including information on the needed enrolment documents: https://www.uni-jena.de/en/master-enrolment	⇨ After accepting your admission offer, you can apply for the online enrolment within the displayed period. ⇨ Learn more about the enrolment process in the following section 10.2.

10.2 Online enrolment process

- to apply for online enrolment, select **Apply for enrolment** in the online portal
- **you can only apply within the displayed period**
- follow the instructions on the following pages
- **send** the **filled form "application for enrolment" AND the listed documents** (see checklist on page one for reference) **by the displayed deadline** to the Master Service Centre via:
    - post *OR*
    - put them either in the mailbox (in front of the entrance Schlossgasse) or in the MSZ mailbox on the 3rd floor *OR*
    - hand in the documents in person during our office hours
- the **postal address** of the Master Service Centre as well as the submission deadline is shown on the very first page of your enrolment form:

To: Friedrich-Schiller-University of Jena Master Service Centre (MSZ) Fürstengraben 1 07743 Jena GERMANY		
Application for enrolment from **06.08.2021** on **Wintersemester** 2021	**Date of birth:**	**Applicant number:**
I apply for enrolment in accordance with the information provided by me in the following data sheets and submit the following documents by **03.09.2021** .	**Enrolment on:**	**Matriculation number (SSZ):**
	1. applicationnumber Subject: M.Sc. Mathematik Subject-related semester: 1	

10.3 Enrolment preparation documents

- documents will be checked by the Master Service Centre after receipt
- incomplete and/or incorrect documents:
    - you will be notified about missing documents in the portal and via email
    - receipt of the document "missing documents for your enrolment" in the portal
- complete and correct documents:
    - your application file will be handed over to the International Office resp. Student Service Centre
    - your final steps of your enrolment will be concluded there
    - you will be notified via email when your application file was forwarded

ⓘ **All important information on your enrolment preparations is listed on the following page:**
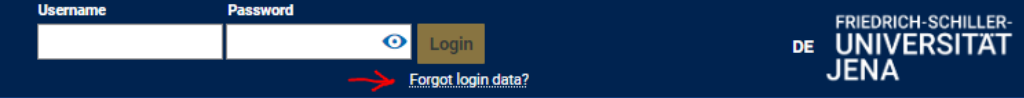**https://www.uni-jena.de/en/master-enrolment**

ⓘ

After the application period has passed, you can no longer apply for an online enrolment nor can you complete an application, should you have started one. In case you are still interested in applying for an online enrolment, please contact us as soon as possible at www.uni-jena.de/service-msz.

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11 How to request a new password

- select "Forgot login data?" on the start page:

- next type in your user name or email address, your date of birth and answer the **security question (Captcha)**:

- after entering the data and successfully answering the security question, a **security code** is shown
- **the security code is required to reset your password:**

- next you will receive an email with the subject "Your access to your university portal" with a link
- the email is sent to the email address you used during your registration
- click the link in the email to request a new password
- type in the security code and your new password twice
- your user name is already filled in
- select "change password" to complete your password reset request:

FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA Division 1 – Student Affairs
Master Service Centre

12 Contact

Questions about the online application

Should you have questions regarding your online application, please contact the **Master Service Centre**. You can reach us via Service Desk, chat, phone or in person during our office hours:

Tel.: +49 3641 9-411555

Service Desk: www.uni-jena.de/service-msz

Webpage: https://www.uni-jena.de/en/Master_Service_Centre

Consulting services and office hours: https://www.uni-jena.de/en/Consultation_Master

FAQ: https://www.uni-jena.de/en/faq_master-application

Postal address:
Friedrich-Schiller-Universität Jena
Master-Service-Zentrum (MSZ)
07737 Jena

Consulting room:
Friedrich-Schiller-Universität Jena
Master-Service-Zentrum (MSZ)
Room D307, 3rd floor
Fürstengraben 1
07743 Jena

Technical problems

Should you have technical problems during the registration and/or online application, please send an online ticket via the **Service Desk Portal** by using your university log in data:
https://servicedesk.uni-jena.de/servicedesk/customer/user/login?destination=portals

Please choose Campus Management > Friedolin 2.0 > Enquiry regarding Friedolin 2.0

ⓘ If you do not have a university login, please register yourself. Information on the registration is provided here: https://www.uni-jena.de/en/servicedeskportal#guests

We hope you found this guide helpful! We are glad to welcome you as a student at our University!

Sincerely,
Your Team of the Master Service Centre