FRIEDRICH-SCHILLER-UNIVERSITÄT JENA
International Office

Manual for international applicants for the online application for the Studienkolleg

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Last updated: April 2023

1. Registration

Please go to the application portal https://friedolin2.uni-jena.de/. You can change the language from German to English in the lower right corner. On the homepage of the application portal, click on '**Apply now**' to register.

On the next page, please confirm the registration with OK to carry on. Please do **not** register, if you have already registered and/or already have an account (e.g. as a student of the University of Jena):

Please fill all mandatory fields under '**Registration**' on the next page. Please register only **once**. Mandatory fields are marked with (*). If you have questions, you can find help texts under the symbol ⓘ:

Please do not forget to answer the security question. Please do as follows:

- Provide the information requested.
- Enter a password of your choice.
- Answer the security question.
- Read the privacy notice and accept it (tick the box).
- Click on 'Register':

After you have completed the self-registration, a notification will be sent to the email address you provided. The next steps will be mentioned there.

> **ⓘ**
>
> **Please remember your user ID that you received in your welcome email after your self-registration, and your chosen password. You will need both to log into the application portal in the future.**

2. Confirm your email address

In order to log into the portal, please confirm your email address by clicking on the respective link in the welcome email. Alternatively, you can enter the activation code mentioned in the email under menu item 'Email verification' in the portal.

3. Email notifications

For data protection reasons, you can decide for yourself whether you want us to inform you about changes in the status of your application by email. This means that we notify you about changes in the status of your application (that it was processed and declared valid, that you are admitted, etc.). This also applies to the provision of documents.

You will only receive an email when the status of your application changes for the first time. In the case of more status changes, you will not be notified by email **until you log back on to the portal again and inform yourself about the changed status.** If the status changes again afterwards, you will once more be notified by email.

If you do not consent to email notifications, we will not update you on status changes by email. In that case, you have to keep yourself updated in the portal. We recommend that you consent to receiving email notifications.

4. Start your application

Please find out which application documents you need for the chosen study programme **before** applying. You can find them on the relevant website of the **International Office**:
https://www.uni-jena.de/en/preparatorycollege

Prepare all documents: Scan your application documents and save them as PDF files (**the only accepted format**) of no more than 5 MB each. For most application documents, the upload slot can only hold one file. For this purpose, combine all pages of a document into a **single** PDF.

In order to apply for a place of study, log in to the portal and select '**Start application**'. Then "**Add application form**".

4.1. Semester of application and study programme

First of all, please select the correct semester of application (summer or winter semester). Add an application form and select for *Degree* **Preparatory college (Assessment Test)** and for *Subject* your **future study programme** at the University of Jena.

The suitable preparatory course specialization (G/M/T/W) will be shown automatically.

Subject-related semester: you may apply for the first (1.) subject-related semester only.

> **ⓘ**
>
> **Information you provide now on the desired study programme cannot be edited later on. For this reason, carefully check all information provided before you confirm them by clicking on 'Continue'.**

4.2. Application documents

On the following pages, you need to provide all necessary information and upload the required application documents. Please note that only PDF files are accepted. **Please thoroughly read the instructions and the additional information provided in the help texts on the respective page**.

You can find the help texts under the symbol ⓘ. Please note that the fields marked with (*) are mandatory. You cannot go on to the next page if you have missed a mandatory field or have not uploaded a necessary file. If you need to edit or delete information, you can always return to the previous page by clicking on 'Back'.

> **ⓘ**
>
> **Please only upload the documents required in the respective upload slot. PDF files consisting of several different documents which are not required in the respective upload slot will not be accepted!**

4.2.1. Proof of university entrance qualification

Please select where you have acquired your university entrance qualification and select the type of your university entrance qualification. The most common is 'HEEQ acquired abroad (general higher education entrance qualification)'. If you have acquired your entrance qualification abroad, please select the respective

country and type of qualification. You can find information on the different types of university entrance qualification in the help text ⓘ.

Enter the grade of your university entrance qualification. This field must not be left empty. The University will later convert the grade into its equivalent in the German grading system.

Proof of university entrance qualification: Please upload your school leaving certificate (e.g. Attestat, High School Diploma, Higher Secondary Education, Lise Diplomasi, Senior School Certificate, WASSC etc.) and (if available) your assessment test certificate in PDF format.

4.2.2. German proficiency

Please provide information on your **level of German language proficiency**. Select the type of language certificate and the result of your language test. Under 'Level achieved', please enter, *for example*, 'DSH-1' or, in the case of TestDaF, '3/3/3/3', or B1 (Goethe Institute, telc, ÖSD, certificate of a recognized language institute).

Upload your language certificate as a PDF file.

4.2.3. CV

Please upload an **up-to-date CV in tabular form** as a PDF File. Please provide information on your school education and previous periods of study **without any chronological gaps**.

4.2.4. Proof of previous periods of study in higher education

If you have studied before, please provide proof of all your **previous periods of study in higher education (if applicable.** Please indicate in which country and at which higher education institution you were first enrolled **(regardless of whether you have completed/not completed/abandoned your studies).**

Upload proof of your study period(s) (= Transcript of Records) **of all** higher education institutions you have previously attended in one single document. If available, upload the **degree certificate(s)** of your previously completed study programmes as PDF files in the portal.

4.2.5. Additional documents and proof of grading system

Under 'Additional documents', you can upload documents such as a **proof of the grading system** (= maximum grade to be obtained, minimum grade for passing) used by your previous higher education institution, for example. If your grade overview / transcript of records already contains information on the grading system, you do not have to upload additional proof here.

4.3. Submit your application

Once you have completed all mandatory fields and uploaded your application documents, you will see an overview of the information you provided and documents you uploaded. **Please check the information carefully before submitting your application.** The submission deadline will also be displayed there. Please tick the box at the end of the overview to confirm that the information provided is correct. Afterwards, please select 'Submit application'.

Confirm information and submit application form

☐ I hereby confirm that the information provided is correct.

[Back] → Submit application

ⓘ You can submit your application until May 31, 2023. ⓘ

You will then receive an email and a message in the portal to notify you that your application was successfully received. The status of your application and the status of the subject you applied for will both be converted to 'Received'.

5. Edit your application

If you would like to make changes to an application that you have already submitted, we recommend that you do so by selecting '**Withdraw and edit application**'. This will allow you to make changes immediately. If you select '**Withdraw application**', your application will only be withdrawn. You then have to select 'Edit application' before you can make changes. Applications can only be edited **within the application period**.

ⓘ

To withdraw an application does <u>not</u> mean that the application will be deleted. The feature *'Withdraw and edit application'* only serves to edit your application (immediately).

We recommend that you only withdraw an application with the status 'Received' to edit it. You will receive more information on the status of your application in the following section 6 'Status of your application'.

Online application

Semester of application: [winter term 2022/23 - 2 Applications ▾] ⓘ

ⓘ There are no documents in your inbox yet.

Submitted applications   ⓘ Help

Application no. 1   [Application status: Received]

Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester | Admission Restriction | Status of subject applied for: Received

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

If you would like to make changes to PDF files, you first have to delete the previously uploaded files. You can then upload the new files in the relevant slot. Please take note of the information on uploading application documents 4.2 'Application documents'. After you have completed the editing of your application, you will

once again receive an overview of your application. **Please tick the box** to confirm that the information you provided are correct. Then select 'Submit application'.

Ⓘ

The International Office will not process a withdrawn application until it has been submitted once again.

If you encounter problems with the editing of your application, please contact the International Office: incoming@uni-jena.de

6. Status of your application

6.1. Information on the application statuses

If you would like to know more about the status of your application or the status of the subject you applied for, please click on the respective status button. A help box with additional information will open:

If the status of your application changes, you will receive a **notification by email (email notifications must be activated)** and a **message in the portal.**

6.2. Status 'Received' and 'Received'

If the status of your application and the status of the subject you applied for are both 'Received', your application has been received electronically by the International Office, but not yet processed. At this time, you can still edit your application by clicking on 'Withdraw and edit application'.

6.3. Status 'In process' and 'Received'

If the status of your application is 'In process' and the status of the subject you applied for is 'Received', the International Office is currently processing them. We strongly recommend **NOT** to withdraw and edit applications at that time.
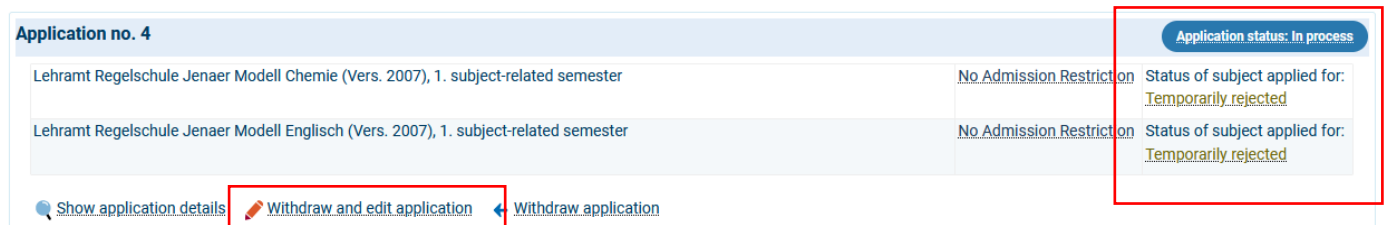

6.4. Status 'In process' and 'Temporarily rejected'

If the International Office has reviewed your application and found it incomplete, the status of the subject you applied for will change from 'Received' to 'Temporarily rejected':

You then can withdraw the application, edit it and submit the correct documents.

6.5. Status 'Withdrawn'

When you withdraw an application, its status automatically changes from 'In process' to 'Withdrawn'. Only after you have edited and re-submitted it, the status will change back to 'Received'. You can edit and submit your application by the deadline displayed:

ⓘ

   If you withdraw an application and forget to re-submit it, the status will remain 'Withdrawn'. **The International Office will not process a withdrawn application until it has been submitted once again.**

7. Control sheet

When you click on **'Print control sheet'** (on the right side under 'Personal information'), you can check all the data you entered in your application.
You will be informed about the **status of your applications** directly in the application portal. If the status changes, **you will also receive a separate email, if you have consented to being notified about status changes by email.**
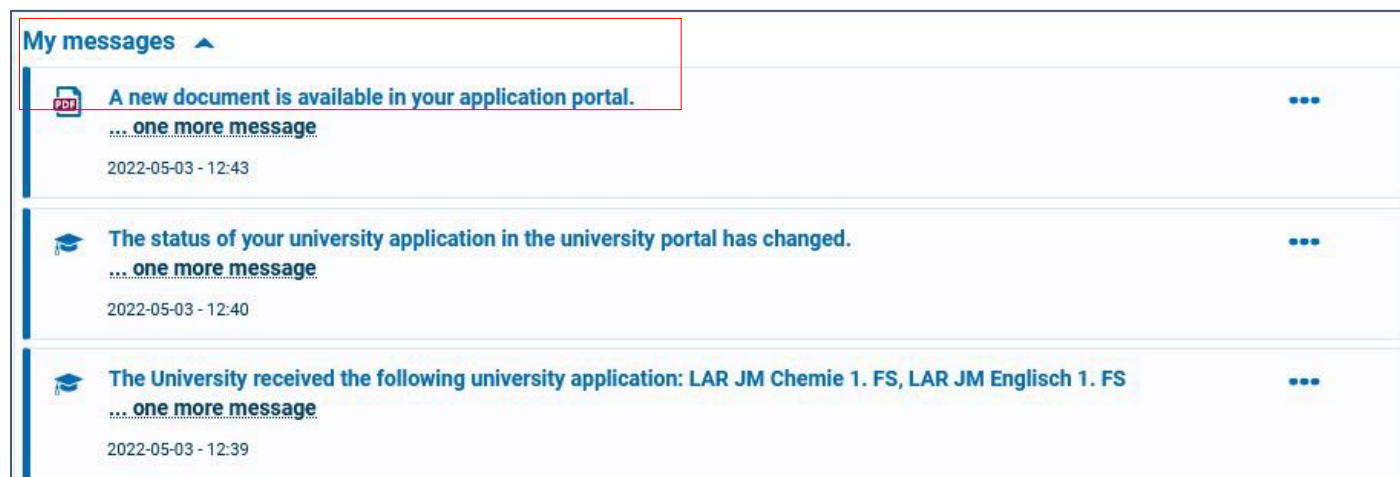
8. Forgot your password?

If you have forgotten your password, you can reset it. Go to 'Lost login data?' in the top right corner and follow the instructions displayed.

9. Decision on your application

If you are admitted, if your application is rejected or excluded from the procedure, a respective **notice** will be issued. You can view and download it under 'My messages' or in your inbox.

Print the document (admission or rejection letter) and follow the instructions in it.

Note: Your status will change to "place returned". This is for technical reasons only, because you must not apply for enrolment at the University of Jena. Your admission is valid still.

10. After admission: acceptance test

Once you have accepted the offer of admission, you **must NOT** apply for enrolment within the period specified in the portal.

Take part in the **acceptance test** at the Studienkolleg Nordhausen. If you pass the test and get a place, you may enrol at the Studienkolleg Nordhausen. Please see all further information about the acceptance test and enrolment at https://www.hs-nordhausen.de/en/international/staatliches-studienkolleg/.

11. Contact

11.1. Questions regarding the online application

If you have questions regarding your online application, our team at the **International Office** will be happy to advise you. You can reach us by email or telephone and also in person during our open office hours:

Email: incoming@uni-jena.de
Website: https://www.uni-jena.de/en/preparatorycollege
Advisory services and office hours: https://www.uni-jena.de/en/ib-internationalestudierende

Postal address:	**Address for visitors:**
Friedrich-Schiller-Universität Jena	Friedrich Schiller University Jena
Internationales Büro	International Office
International students and applicants	Room 0.18
	Fürstengraben 1
07737 Jena	07743 Jena

11.2. Technical problems

Should you encounter any technical problems during registration and/or your online application, you can log a request in the **Service Desk Portal** using your University login credentials:
https://servicedesk.uni-jena.de/servicedesk/customer/user/login?destination=portals

Go to Campus Management > Friedolin 2.0 > Enquiries regarding HISInOne-APP

ⓘ If you do not have University login credentials yet, please first register for the Service Desk Portal. You can find more information on that step here:
https://www.uni-jena.de/en/servicedeskportal#guests

We wish you the best of success in your application and look forward to welcoming you to our University!

Kind regards,
the Team of the International Office