Application process for international applicants
for summer semester 2024

Application for a Bachelor or State Examination subject* (study beginners and higher semesters)	Application for a Master Program
• Online registration and application in the campus portal of the University of Regensburg. **Application Period: December 2023 - 15th January 2024** • Campusportal: *https://campusportal.uni-regensburg.de* • If you encounter difficulties when applying online, we also have prepared a *video tutorial* and a *filling out guide*. **Exception for Applicants with EU nationality** (as well as Norway, Liechtenstein, Iceland and Switzerland): Application for 1st semester dentistry: **ONLY** at *www.hochschulstart.de* Application for higher semester: **ONLY** online via Campusportal	**For M.Sc. Biology/ M.Sc. Mathematics :** Application directly in Campusportal, **from approximately November on!** Campusportal: *https://campusportal.uni-regensburg.de* **For every other Master Program:** **Step 1:** Apply directly at the relevant faculty or institute. Application deadlines vary! → If you are admitted by the faculty, you will receive an email from the Registrar's Office with information on how to apply in Campusportal. **Step 2:** Application at Campuportal. **(After receiving the e-mail from the Registrar's Office!**

(*) If you are interested in a teaching degree program, please seek specific advice from the International Office.

Application Documents (for the upload on Campusportal)

Academic Degrees:

- School-leaving certificate (including transcript of grades)
- If applicable: **Certificate of university entrance exam** and **Certificate of studies** (transcript of records, degree)

Form of the Documents:
- If applying through the campus portal: digital documents (pdf)
- All documents in original language (pdf)
- translation by a sworn translator (not necessary for documents issued in English or French)

Copy of passport /identity card

Curriculum Vitae / Resume in tabular form (complete and without gaps with time data in the format month/year)

Underage applicants: Declaration of consent of parents. Template online at:

UR Homepage▶ Studium▶ Studirendenkanzlei▶ Bewerbung/Einschreibung...▶ Einschreibung

Required German certificates

- **For Degree Studies:** (relevant for all bachelor's and state examination subjects and for German-language master's programs) (not Medicine): proof of at least level B2* is required for the application. After admission, the DSH language exam must still be passed for enrollment or an *equivalent C1 exam* must be submitted.
- **For Degree Studies**: (Medicine, Dentistry): proof of having passed the DSH3 *or any other equivalent certificate.*
- **For the Preparatory German Course:** see below!

Required English certificate

Some bachelor's (B.Sc. Informatics, B.Sc. Data Science) and some master's s require an **English certificate** as well: Englisch Sprachanforderungen

For master's degree applications: additional documents vary depending on the subject. Please follow the information given by the respective institute!

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*When submitting certificates, all parts of the respective level must be passed, partial exams are not accepted.
For example, if you have have only passed the written part of the telc C1 exam, it is best to add a certificate of attendance for the B2 course to your application.

You would like to attend a preparatory German course before starting your studies?

- You have a B1 certificate with very good or good grades? Then you can apply for a place in the preparatory German course (not possible if you wish to study medicine, dentistry, molecular medicine).

- In this case, select "No degree (German course)" for the degree type in the application portal and then select the subject you want to study later in the form (select master's subject only if you have already successfully applied for a master's degree in the faculty before!)

- Please note: For the German course you have to pay course fees of 530,- EUR per semester (in addition to the semester fee).

What happens after your application has been sent online?

1. **Examination of Application** by the Registrar's Office (master's application by the respective faculty). Once the application is being processed, the Campusportal states "valid".

2. **Additional submission of documents (if necessary).** If documents are missing, the rejection notice in Campuspotal (check the mailbox) is valid and you will receive instructions on how to submit the missing document. You can also check in the portal itself which documents you still need to resubmit by e-mail. If the documents have finally not been submitted, the existing rejection notice will apply.

3. **The result of your application** can be found online. An admission or rejection notice is available for printing in the portal. The letter of admission is also valid for the German embassy without signature. **Notifications are not sent additionally by post.**

4. **Online Enrollment** (=confirmation of the offered study place) and payment of the semester fee (approx. 180 EUR) → refer to the information in your admission letter.

5. **Language Certificate for a Degree Program**: If you must take the DSH exam before starting your studies, you will find a link in the admission letter that will lead you to the registration information.

   Language Certificate for the German course: You will receive an email approx. 2 weeks before the start of the course with the placement for a course level based on your submitted German certificate. You can also take an additional placement test before the start of the semester.

6. **Enrollment** takes place only after the online enrollment. To enroll, follow the instructions on your admission letter.
   The Certificate of Enrollment ("Imma") is available for download online in the campus portal/SPUR 24 hours after your enrollment has been processed.

7. **Orientation Events and the Orientation Program Startklar**: Before the start of your studies, our team of tutors will accompany you and help you with the most important formalities: *International Office ▶ Coming to Regensburg▶ Pursuing a Degree Program ▶ Startklar*

8. **Lecture Period**: Lectures for the 2024 summer semester will begin on April 15th 2024, and end on July 19^{th,} 2024.

International Office Contact:
international.degree-student@ur.de