



Online Application Walkthrough for an Application for a Master's Programme

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PART I: Overview of the different application steps: Step by step - Your online application

For applicants coming from countries subject to visa requirements:

Please apply as early as possible, since visa processing can take several months and you will not be able to enter the country or start your study programme without a valid visa. Please read the information the DAAD has provided at his website at "[Applying for the correct Visa](#)"

The online application process is divided up into four easy steps:

Step 1:

Register.

Please go to your email account and find the registration email with further important information. It provides a link with which you change the default password to your personal one. Use the link and act accordingly.

This amendment is mandatory in order to continue with the application.

Step 2:

Please inform yourself about the required application documents for the master programme you wish to apply (see the specific website of the programme at the [study programme](#) website). Prepare all required documents, scan these and save each document as one PDF (max. 5 MB).

Notes: If you are interested in more than one master's programme and think you meet the requirements, then you are welcome to apply for more than one programme.

You need to register just once. Log in and file a new online application for each programme you are interested in and feel qualified for.

You cannot interrupt or cache your online application. You have to do it in one go! Thus, please prepare everything you need (see STEP 2) BEFORE you apply online.

Carry out the application steps always in the same browser window! Otherwise, your application might not be saved correctly.

Step 3:

Fill in the online application and upload the required application documents using the respective boxes. The Application Assistant will guide you through the online application.



Before saving your application, please review your entries. (Please note: once you saved the application, you cannot upload any further documents to it! Thus, if you want to add documents, you have to delete the saved application and have to apply again).

Click the button "download application" and save the application document "Application form for Master Application at the Friedrich Schiller University of Jena".

Print this form and sign it.

Step 4:

Submit only the original signed form "Application form for Master Application at the Friedrich Schiller University of Jena" as a hard copy. Please send it by regular mail and not as pdf by email.

The address of the Master-Service-Centre appears automatically in the address field on the application form. **Please do not send any other application documents during the application phase.**

If you have applied for more than one programme, you can send the different application forms (each signed) in ONE envelope and do not have to send them separately!
Please note: Only after receiving your signed "Application form for Master Application at the Friedrich Schiller University of Jena" within the deadline (by reference of the postmark or delivery company stamp*) you will partake in the selection procedure.

*This is not valid for the M.Sc. Psychology!! There the deadline for receipt of the signed "Application form" by regular mail is at the latest on 31 May!



PART II: Registration

How to register successfully in order to be able to log in in your personal online application account

1. Register.

You can find the application link as part of each programme description in our [study offers](#).

More information you can find on our website: https://www.uni-jena.de/en/Master_Service_Centre.html

Please use the registration link.

Please fill in the fields in the registration site and when completed, click register!

The e-mail address you enter is your permanent username for the log in, even when changing the e-mail-address later.

Thank you for registering!

Please go to your email account and find the registration email with further important information. It provides a link with which you change the default password to your personal one. Use the link and act accordingly.

2. Set your personal password.



3. Log in.

Username: The e-mail-address you used for registering.

Password: Choose one.

Note the details somewhere safe, you might use your account longer than you think!

If you have compiled your application documents as PDF, you are welcome to apply online now!

PART III: Online Application Steps

Note:

You cannot interrupt or cache your online application. You need to do it in one go!

Thus, please prepare everything you need BEFORE you log in and start with your application.

Furthermore:

Carry out the application steps always in the same browser window!

Otherwise, your application will not be saved correctly.

1. Personal data: EXACTLY AS STATED IN YOUR PASSPORT

If you do not, then every letter, document, email will have your wrong name on it, this is valid also for the admission letter (in case you are admitted).



FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

Home
Apply
Manage addresses
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Indications for application - personal data

Surname*

First name*

Gender* Male Female

Academic title
e. g. PhD, MD

Name affix
e. g. "of"

Date of birth*

Place of birth*

Country of birth*

Name of birth

[Cancel application](#)

- **Surname:** family name(s) – as recorded on your passport/identity card
- **First name:** given name(s) – as recorded on your passport/identity card
- **Academic title:** Please enter only academic titles. A Bachelor of Arts/Science for instance is not an academic title; neither are Mr, Ms, and Mrs.
- **Name affixes/name extensions:** only if such name affixes are recorded on your passport (e.g. if you are of noble birth)
- **Place of birth:** just **CITY** and **COUNTRY**
- **Name of birth / birth name:** e.g. maiden name or other name changes (If the case, please upload a corresponding certificate confirming the change of name, i.e. copy of the marriage certificate)



2. Citizenship

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JENA

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Apply
Manage addresses
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Change password
Logout
Back to MSZ

Indications for application - citizenship

1. of 1 nationalities

Please enter your citizenship here. If you have further citizenships, please enter them on the following pages.

Citizenship*

Choose One

Choose One

Germany

Afghanistan

Albania

Algeria

Amerik.Ozeanien

Andorra

Angola

Anguilla, Bermuda u.a.

Antigua and Barbuda

Argent. Antarktis

Argentina

Armenia

Aruba, N.Antillen

Australa

Austria

Azerbaijan

Bahamas

Bahrain

Bangladesh

Please enter your citizenship(s). If you have more than one citizenship, please enter them one after the other on the following pages.

If one of your citizenships is German, please enter the German citizenship firstly.

3. Indication for application - Graduate Studies

Please enter the details of your Graduate-Studies, *for which* you want to apply. Please note that you can only apply for master's programmes inside the specific application period for each programme. A detailed table of the application periods for each programme is part of each [programme description](#).



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Indications for application - Graduate-Studies

Please enter the details of the Graduate-Studies, that you want to apply for, here.

Semester*

Final degree*

Field of study*

English and American Studies
Archaeology of Prehistory to the Early Middle Ages
German as a Foreign Language - German as a Second Language (International Masters)
Christianity in Culture, History and Education
German Classics in the European Context
German Linguistics
History of the Ancient World
Greek and Latin Philology
Indo-European Studies
Caucasian Studies
Classical Archaeology
Art History and Film Studies
Literature/Art/Culture
Medieval Studies
Modern History
North American Studies
Philosophy
Philosophy: German Idealism and Modern European Philosophy
Political Science

- **Semester:** Please note the “Dropdown-List” shows only the actual application period!
- **Final degree:** Master of Science/Master of Arts etc.
- **Field of study:** The drop down list shows only those master’s programmes for which the online application system portal is open. Hence, if a master’s programme is not listed there, you are applying outside the application period. Check also the information on our [website](#).

Note: There is no multiple application for the same master’s programme.

If you want to repeat an application for a master’s programme you already applied for in the same application period, you need to delete the former application and start again.

Note: „Z_specific_authorization“

This box can only be used under specific circumstances and only authorised by the Master Service Centre. Why would you use it anyway if you do not have any specific authorisation to do so? If you nevertheless do so, your data will be deleted.

4. Indication for application – Graduate Studies/Programme Semesters

Here you have to indicate for which programme semester you want to apply.

Either for the **first semester**, if you want to start from the beginning, which is the default case.



You might choose a higher programme semester, because you want to skip i.e. the first semester. This might be the case when you are already enrolled in a subject-specific master's programme at another GERMAN or EUROPEAN university, and have consequently already academic achievements INSIDE THE **ECTS** SYSTEM that can be credited and might enable you to be placed in a higher/advanced semester. Note: You need at least 30 passed ECTS in order to get a *chance* for entering in a higher programme semester.

4.1. When applying for admission to the 1st programme semester

Enter **YES**, since you want to start your studies at the beginning of the master's programme.

4.2. When applying for admission to a higher programme semester

Enter NO, IF you have already achieved at least 30 ECTS-credits and gained grades in the same or in a subject-specific master's programme at a GERMAN or EUROPEAN ECTS university, and/or believe that credits can be recognized for the master's programme in Jena, allowing you to be placed in a higher programme semester.

Programme semester:

Please enter your desired programme semester. Remember: at a later stage, you need to upload proof that you have the requirements to be placed in a higher semester.

Note: If you consider applying for a higher programme semester it would be wise to contact the Master Service Centre first, as only in the tiniest fraction of cases such a placement is at all possible.

Master@uni-jena.de



5. Address(es)

5.1. Postal address/semester address:

Please enter your **Postal/correspondence address**. You may enter also a **care of address** instead (c/o).

The respective person you will enter in the field "Address affix". Please note: It is important to keep the correspondence address up to date in the online application system, since we will send official information (e.g. admission letter) **only** to the address entered in this field!

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Indications for application - addresses

Postal address/semester address

Street*
Address affix
Zip code*
City*
Country* Choose One
Region* Choose One

Home address

Street*
Address affix
Zip code*
City*
Country* Choose One
Region* Choose One

Cancel application Previous Next

- **Postal zip:** → *zip or postal code* of the city
- **Address affix:** e.g. if you have indicated a care of address, then please fill in c/o + name of the person on the post-/mailbox, viz. c/o + name of the person who is actually living at the address you indicated in the previous address fields.
c/o Samantha Simpleton (the name of the person who you want us to send official letters to).

Note: If you do not have a residence in Germany or someone c/o here, enter your home address for postal correspondence!

5.2. Home address:→ permanent address

Most of the applicants enter in this section their home address. You may also enter the same address as in the section "Postal address/Semester address" (see above)



6. Indications for application - communication

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Home
Apply
Manage addresses
Change email-address
Change password
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Back to MSZ

Indications for application - communication

Phone*

Fax

Mobile

Cancel application Previous Next

Enter your contact details and select “next”.

7. University entrance entitlement

Please enter the details of your secondary school education: the diploma which gave admission to attend university (e.g. secondary school leaving licence, baccalaureate, A-levels, high school graduation certificate, senior school certificate (e.g. WASC) etc.)

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Indications for application - university entrance entitlement

Please enter the details of your university entrance entitlement here!

State*

District

City*

Type of high school graduation*

Date of graduation

Grade

Certificate*

German university entrance acquired abroad, advanced technical college certificate
German university entrance acquired abroad, general
German university entrance acquired abroad, subject restricted
Sonstiger Erwerb der HZB im Ausland (fachgebundene Hochschulreife)
Sonstiger Erwerb der HZB im Ausland (Fachhochschulreife)

Previous Next

- **State:** fill in the country, in which you graduated from high school, viz your secondary school leaving certificate (baccalauréat, high school diploma, etc.).
- **Type of high school graduation:** normally, you'd enter the one marked above; only when having obtained a high school diploma ('Abitur') at a German school outside Germany.



- **Date of graduation:** please do not forget to insert the date of graduation from secondary school/high school.
- **Grade:** just fill in the grade according to the grading system of your high school.
- **Certificate:** Please upload the pdf of your secondary school leaving certificate.

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Back to MSZ

Indications for application - university entrance entitlement

Please enter the details of your university entrance entitlement here!

State*

District

City*

Type of high school graduation*

Date of graduation

Grade

Certificate* Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

[Cancel application](#) [Previous](#) [Next](#)



8. Present progression of studies

Please enter your **first undergraduate** study programme.

Home
Apply
Manage addresses
Change email-address
Change password
Logout
Back to MSZ

Indications for application - present progression of studies

1. of 1 academy educations

Please enter the details of your present progression of study here. To enter further completed or begun studies, please use the following pages!

From*	01/09/2015
To*	01/09/2016
Semester*	Wintersemester 2015/2016
State*	Andorra
Name of university*	Andorra State University
City*	Andorra
Type of graduation*	foreign degree
1. Subject*	Facility Management
2. Subject	Deutsch für Ausländer
3. Subject	Diakoniewissenschaft
Type of study*	Dirigieren
Course description	Dokumentationswissenschaft
Did you complete the study successfully?*	Druck- und Reproduktionstechnik
Date of graduation	Edelstein- und Schmuckdesign (Goldschmiedekunst)
Grade*	Elektrische Energietechnik
Result*	Elektrotechnik/Elektronik
Transcript of records	Energietechnik (ohne Elektrotechnik)
Certificate	Ernährungswissenschaft
	Erwachsenenbildung und außerschul. Jugendbildung
	Erziehungswissenschaft (Pädagogik)
	Erziehungswissenschaft (Pädagogik)
	Ethik
	Ethnologie
	Europäische Ethnologie und Kulturwissenschaft
	Europäische Wirtschaft
	Evangelische Religionspädagogik/kirchl.Bildungs-
	Evangelische Theologie/Religionslehre
	Facility Management

Cancel application Previous Next

- **From** = Beginning date of the undergraduate study programme
- **To** = (approximate) graduation date/end of studies.
- **Semester** = your first University semester
- **State**: fill in the state, in which you graduated from university
- **Type of graduation**: foreign degree
- **Subject(s) of study programme**: The subjects are in German; therefore, it may be difficult to find your subject. Google Translator might help. In any case you get the possibility to fill in the **actual name of your undergraduate studies**, e.g. B. Sc. Psychology, Bachelor of Pharmacy in the box **"Course description"** (see screenshot below)
- **Type of study**: choose the type of degree (default: first degree)
- **Did you successfully complete your studies?**



YES, if you have successfully completed your studies:

Did you complete the study successfully?* Yes No

Date of graduation

Grade*

Result*

Transcript of records Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

Certificate Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

[Cancel application](#) [Previous](#) [Next](#)

- **Date:** Please fill in the actual date of graduation
- **Result:** passed
- **Grade:** final grade / CGPA
- **Transcript of records:** Please upload your complete transcript of records (The transcript of records contains all the performance assessments decreed and credits of the corresponding degree programme and the current regulations)

Certificate: Please upload your bachelor certificate or at least a provisional certificate of completion of studies

NO, because your studies are still in progress:

Did you complete the study successfully?* Yes No

Since your studies are not yet completed, please enter here the expected date of graduation and your current average grade.

Date of graduation

Grade*

Result*

Transcript of records
registered
passed
finally failed
existing
drop-out or change of subject

Certificate

[Cancel application](#) [Previous](#) [Next](#)

- **Date:** please fill in the expected date of graduation
- **Result:** registered
- **Grade:** cumulative grade point average of the whole study period, viz. of all semesters shown on the transcript of records



- **Transcript of records:** Please upload the most current Transcript of records , which contains all the classes taken and exams passed and credits of the corresponding degree programme and the current grading system
- **Certificate:** you do not have to upload any, since you did not complete your studies yet.

NO, when you broke off a study programme in the past or because you failed or changed your study subject/ programme.

Did you complete the study successfully?* Yes No

Since your studies are not yet completed, please enter here the expected date of graduation and your current average grade.

Date of graduation

Grade*

Result*

Transcript of records Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

Certificate Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

[Cancel application](#) [Previous](#) [Next](#)

- **Date:** obsolete/ void (you can enter one if you like, though).
- **Result:** drop of studies/change of subject. (This information is required for administrative purposes. The admission committee cannot see these entries; it sees just the uploaded application documents).
- **Grade: 0** see screenshot above
- **Transcript of records:** obsolete
- **Certificate:** obsolete

9. Present progression of studies: Did you complete or begin further studies?

You have the possibility to indicate further studies, e.g. additional undergraduate degrees, master’s studies etc.

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Indications for application - present progression of studies

Did you complete or begin other studies?* Yes No

[Cancel application](#) [Previous](#) [Next](#)

- ➔ **If YES: Same procedure as above**
- ➔ **If NO: Press next**



10. Stays abroad:

This step is not mandatory. Thus, you have to fill in information only if you think it might be relevant for the presentation of your subject specific qualification.

- If YES: Please fill in study visits outside your home country.
- If NO: Just press next

11. Language skills:

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UNIVERSITÄT
JENA

Indications for application - language skills

1. of 1 language skills

Please enter all details of your language skills - including your mother tongue! To enter further language skills, please use the following pages.

Language*

Proficiency proof* Mother tongue/bilingual Certificate No proficiency proof

Type of certificate*

Result*

Other*

Certificate Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

Language qualification: Please fill in your language proficiency, in particular mandatory ones as defined in the study regulations for each programme, to be found in the [study offers](#).

You can enter multiple qualifications. Do not worry, as on the final application form, not all will appear which is normal and saves paper.

12. Indications for application - first enrolment in Germany

This site of the application system does only appear if you have been/are currently enrolled in a German University and hence had to specify before in your application.



13. Documents

Please upload now the correct documents to the respective boxes.

The screenshot shows a web interface for Friedrich-Schiller-Universität Jena. The header includes the university name and logo. A left sidebar contains navigation links: Home, Apply, Manage addresses, Change email-address, Change password, Logout, and Back to MSZ. The main content area is titled 'Indications for application - Documents' and instructs users to send the following documents:

- Letter of Motivation**: A file upload box with a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.' Below it, it specifies 'PDF documents, 5 MB, preferably black & white or grayscale.'
- Curriculum Vitae**: A file upload box with a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.' Below it, it specifies 'PDF documents, 5 MB, preferably black & white or grayscale.'

At the bottom right of the form area, there are three buttons: 'Cancel application', 'Previous', and 'Next'.

Please upload there the following application documents:

- **Curriculum Vitae (CV):** Please upload your CV (PDF), including complete contact information, educational background, and professional experience (see also <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae> for information on creating a CV)
- **Letter of Motivation:** Please upload your letter of motivation (PDF), in which you describe your intention to pursue graduate studies in the field of your choice. **Your letter of motivation will be written in the teaching language of the programme you apply for.**

14. Further application documents regarding your qualification

Possibility to upload further (mandatory or optional) documents, relevant for the presentation of your subject specific qualification (i.e. previous work and/or internship references).



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Indications for application - study-related documents

1. of 1 further documents

Delete

File Keine Datei ausgewählt.
PDF documents, 5 MB, preferably black & white or grayscale.

Name of document*

Description

- **Document:** Please upload the pdf of the corresponding document.
- **Name of document:** Further document.
- **Description:** Short title/content of the document (not mandatory).

You can upload a number of documents you consider relevant for your application.

Afterwards, select “Next”.

15. Indications for application – overview

You have now **almost** completed the online application.

Please review all data before transmitting the application online. You have the possibility to edit your entries!

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Indications for application - overview

You passed through all required steps of your online application. Please verify the data you have entered. Then transmit the application online. This starts the application process.

Overview Classical Archaeology (Master of Arts)

Personal data

Surname	Mustermann
Firstname	Maximilian
Gender	Male
Title	-
Name affix	-
Date of birth	01/12/1995
Place of birth	Andorra, Andorra
Name at birth	-



16. Online transmission of application

Abschluß ausserhalb Dtlid. Anthropologie (Humanbiologie): 2015-09-01 - 2018-03-31

From	01/09/2015
To	31/03/2018
Type of graduation	Abschluß ausserhalb Dtlid.
1. Subject	Anthropologie (Humanbiologie)
2. Subject	–
3. Subject	–
Course description	B. Sc. Forensic Anthropology
Type of study	first degree
Country	Andorra
Name of university	Andorra State
City	Andorra
Did you complete the study successfully?	Yes
Date of graduation	01/09/2018
Result	passed
Grade	1,0
Certificate	
Transcript of Records	

Language skills [Edit](#)

English
Test
IELTS
7.0 C1

Conditional documents [Edit](#)

Letter of Motivation
Curriculum Vitae

Further documents [Edit](#)

further documents [Show](#) | [Download](#)

–

[Cancel application](#)

[Previous](#)

[Submit application](#)

After verifying the data you have entered (correcting it if necessary), please press **Submit Application** in order to transmit it online to the Master Service Centre.



17 FINAL STEP: SUBMIT APPLICATION FORM AS HARD COPY

Sending the application form "Application form for Master Application at the Friedrich Schiller University of Jena"

Only after sending the originally signed application form by regular mail your application will process further! As soon we receive the signed form, you will get a confirmation email (see next point).

- Please **DOWNLOAD** the application form,
- Please **SAVE** the form "Application form for Master Application at the Friedrich Schiller University of Jena" on your computer,
- **PRINT** it and **SIGN** it.



Example of the out print:

 **FRIEDRICH-SCHILLER-UNIVERSITÄT JENA**
Dezernat 1
Master-Service-Zentrum (MSZ)

Eingangsstempel:

Maximilian Mustermann, Festina Rd 1 28587 Andorra

Friedrich Schiller University Jena
Master Service Centre
MASTER Application
07737 Jena
GERMANY

Application No: 117

Date of birth: 01/12/1995

For official use only/to be completed by the MSZ:

Fachspez. Bewerb.-Nr.:	
ZUL-Bewerb.-Nr.:	
MATRIKEL-NR.:	
©NOTE Vorstudium:	

**Application for Admission at the Friedrich Schiller University
Jena to the Masters Programme**
Date: 07.12.2018
Application for: Sommersemester 2019
Applying for Degree Programme, study semester: Klassische Archäologie, 1

1. Personal data:

Last name/Surname/Family name:	Mustermann
First name/Given name:	Maximilian
Name affix:	
Academic title:	

Please note: Some information you entered in the system will not be printed on the application form, e.g. if the applicant's University is a non-German University, the fields "Name of University/College/Institution" and "Date of University entrance" under the heading "5. Previous Studies" remain blank on the application form.

On the print, you will find our address to where the hard copy needs to be sent and your application number.

Confirmation e-mail (including important instructions)

Immediately after transmitting the online application, you will also get a confirmation email.

Please read the information given in the email (see the standard email text below).



da dies die weitere Bearbeitung der Bewerbungsunterlagen verzögern kann.

Mit freundlichen Grüessen
Ihr Team des Master-Service-Zentrums

Dear Maximilian Mustermann,

Thank you for submitting your application for admission to a master program online via the 'Master Online Application System'.

However, in order to complete your application, please download the "Application form for Master Application at the Friedrich Schiller University Jena", sign it and send the signed form by conventional post (NOT BY EMAIL or FAX) to the P.O. box address already inserted in the address field on the application form. If you want to send the signed application form as express letter/special delivery and your post office does not accept the P.O. box address, then please use our visitor's address: Friedrich Schiller University Jena, Master Service Centre (MSZ), Fuerstengraben 1, 07743 Jena, GERMANY

As soon as we receive your signed 'Application form for Master Application at the Friedrich Schiller University Jena', you will get a confirmation email.

Please note that your application will only proceed further and participate in the further application process, if the signed application form is submitted in due time (by reference of the postmark or delivery company stamp). Please note, however, that there is ONE EXCEPTION: M.Sc. PSYCHOLOGY! Here the deadline for receipt of the signed "Application form" by regular mail is at the latest May 31!.

Please note further: By logging in your application account you can update yourself on the status of your application. Please refrain from enquiries (telephone, in writing, by e-mail) regarding the status of your application in the meantime, because this can delay the further processing of the applications.

Sincerely,
Your Team of the Master Service Centre



Please **SIGN** the printed Application form and **SEND ONLY THE SIGNED FORM BY CONVENTIONAL MAIL AS A HARD COPY WITHOUT ANY OTHER PAPERS** to the Master-Service-Centre. Do not send it by fax or email, since we need the originally signed form.

3. subject	
Final exam yes/no:	yes
Degree:	Abschluß ausserhalb Dtlid.
Date of final exam:	01.09.2018
Mark/Grade (final or temporary)	1,0
Form des Studiums:	Erststudium

6. Language skills

a. German skills

DSH-2: yes/no	no
TestDaF: yes/no	no
Other, equal Certificate	

b. Foreign languages skills (without German skills):

Language	Certificate/Test	Score
Englisch	IELTS	7.0 C1

I confirm that to the best of my knowledge and belief all the information I have given on this form are true, complete and accurate. I am aware that intentionally or negligently giving false information constitutes an administrative offence and may lead to exclusion from the admission procedure or – if discovered later – to the cancellation of my admission or enrolment.



PLEASE SIGN HERE

Place, Date

Signature of Applicant

See also information given in the confirmation e-mail “Application received”:

Please note: We will not work on your application without having received this document as hard copy.

As soon as we receive it, you will receive another confirmation email that your application form was received, and additional information.

With this e-mail you will hold the confirmation that your application will process further.

Your status of Application is now: „Application document received“:



FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

- Home
- Apply
- Manage addresses
- Change email-address
- Change password
- Logout

Back to MSZ

Application: Classical Archaeology (Master of Arts)

Application

Application sent electronically	07/12/2018 12:50:22
Application document received	07/12/2018

[Back](#) [Cancel application](#)

You need to wait then, since we have to check the various applications before we can forward these to the admission committee. We urge you to refrain from subsequent enquiries pertaining to the application status, as this is counterproductive because answering frequent enquiries on these keeps us from actually working on your applications. You can always check your status by logging on to our Online Application System.

For further information please see the next point.

Your application is complete now!

PART IV: Status of your Application

Checking the status of your Application:

You can get an up-to-date overview of the status of your application online whenever you like. Just log in!

Please refrain from enquiries (telephone, in writing, by e-mail) in regard to your application status!

1. Status: Application received electronically

Now you have to send the **signed** "Application form for Master Application at the Friedrich Schiller University of Jena" within the **deadline**.

2. Status: Application document received = Your application will be evaluated formally.

The signed application form has reached the Master-Service-Centre. A confirmation email will be sent via the online application system.



Now you do need to wait! We will inform you as soon as we can and we will decide when that is going to be.

We will check if your application is formally complying with the requirements (i.e. are all mandatory documents uploaded etc.).

If there are documents missing, we will inform you by e-mail via the online application system. You have then the possibility to upload the missing document(s) into the online-system. If applications remain incomplete despite several requests, **we will revoke these and delete the data.**

If your application documents are complete, your application will be forwarded online to the admission committee for academic evaluation.

3. Status: Missing Documents

You will be informed by email if your application is incomplete, and hence documents missing.

Dear Maximilian Mustermann,

Thank you for submitting your application for admission to a Masters programme via the 'Master Online Application System'.

Unfortunately we have to inform you that your application documents are not complete. In order to see which documents are missing and have to be uploaded, please log in your application account and upload the relevant documents.

Please note that your application will only proceed further and forwarded to the admission committee, once you have uploaded the missing documents in due time - before the application deadline expires/within the given timeframe.

Once your application documents are complete, you will get further information about your status of application.

Sincerely,
Your Team of the Master Service Centre

Please log in your application account.

There you will find name of the master's programme with the information „missing document“.



FRIEDRICH-SCHILLER-UNIVERSITÄT JENA

Your running Applications

You want to apply for a further master program? Apply now!

Classical Archaeology (Master of Arts) - Sommersemester 2019 (Bewerbungsnummer: 117)

Missing documents

The requested documents can be uploaded [here](#).

For further details about the application status click [here](#).

You can upload the missing documents; in this case, Max had confused a letter of motivation and a letter of recommendation:

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Upload requested documents

You can upload requested documents here. Please keep in mind you can upload each document once.

Motivationsschreiben

Please upload a letter of motivation here, not a letter of recommendation. Deadline 15 January 2019

Document Keine Datei ausgewählt.

4. Status: Application handed over to committee

You will need to wait until the admission committee has come to a decision. This might take quite some time and we cannot influence that substantially, so please **do not enquire with us if you see this status**, because we cannot change it and in the minute the decisions are made in the departments, the status will be updated and you will be notified instantly.

5. Admission or Rejection?

- **Admission**

You will get a PDF of your admission letter along with the needed information regarding your enrolment. At the same time, we will send the official admission letter as well the required enrolment information as hard copies by regular post.



For applicants coming from countries subject to visa requirements:

Please, contact the German embassy if you have not done so already in order to get an appointment to avoid long waiting times. Please read also the information on "[Applying for the correct Visa](#)" the DAAD has provided at his website.

- **Rejection**

In order to see and download the rejection letter please click on the respective box

You now have the possibility to download the rejection letter with the admission committee's reasoning for the rejection.

We hope you found this guide helpful and if you are admitted into a master's programme, we will be glad to welcome you as a student at our University!

Master the Master!

Sincerely,

The Team of the Master Service Centre