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# Application

We accept only application done via our **Master Online Application System** (not via uni-assist or other ways!). It is free of charge.

## **Please make sure to read the information given at Step by step: Your online application**

More detailed information regarding the online application is provided in our [Master Application Manual](#).

The application process applies to all applicants in the same way .Please note: It is possible to apply for more than one Masters programme.

**The application period for the summer semester 2018**

**will start on December 1st, 2017**

Please note that if the Masters programme(s) you want to apply for, is (are) not presented in the dropdown list in our Online Application System, it is because you are applying within the wrong application period or that the application period has not started yet or it is over already! Please see for detailed information on this our website at [Application Deadlines](#).

[Applicants coming from countries subject to visa requirements](#) should apply for a visa as soon as possible since it often takes several month for a visa to be issued!!

In regard to visa, the DAAD recommends not to wait until you receive confirmation of an university place, as the notice of admission arrives usually very late in Germany. Please contact the German Embassy in your home town as soon as possible and ask for information regarding the visa requirements as well as for advice about the two visa options: "applicant visa" or a "student visa".

[General Entry Requirements](#)

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# General Entry Requirements

## General entry requirements

1. University Degree
2. Language Proficiency
  - German proficiency proof
  - English proficiency proof
3. Programme Specific Requirements
4. Special Requirements for Applicants with International University Degrees

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## University degree(s)

An undergraduate studies degree **with above-average grades and a minimum of 180 ECTS or an equivalent first academic degree** from a German or foreign, internationally recognized university. Your previous studies must comply with the requirement profile of the chosen masters programme.

**Please note:** If your study programme is still in progress at the time of application, you have to show your transcripts of records at least up to the penultimate semester.

**Please note: A three-year Bangladeshi/Indian/Nepalese/Pakistani Bachelor of Science or Bachelor or Arts does not suffice for an admission to a post-graduate masters programme at the Friedrich Schiller University Jena. In order to apply, additionally to the three-year bachelor degree a Post Graduate Diploma (masters or an equivalent of at least one year duration) has to be shown.**

## Language requirements

- For German taught masters programmes

A **German proficiency proof at the Level DSH-2 has to be shown**. Please, see also the requirement profile of the corresponding masters programme (German taught M.A. programmes and German taught M.Sc. programmes).

**Please note:** If you do not have the required German proficiency proof **at the time of application**, your application **will only be considered** if you can show a **certificate attesting your German language skills at least at the Level B2** (Common European Framework of Reference for Languages) as well as a **confirmation that you have either registered for the DSH examination, the TestDaF or an equivalent examination or that you have sat it** and are going to get the results by enrolment. Further information regarding the German proficiency proof are provided on our website at German Language Requirements.

There is also the possibility to apply for the (chargeable) "German Language Course Preparing for the German Language Examination (DSH)" at the Friedrich Schiller University Jena. For application and further information on application requirements as well as application procedure, for the preparatory German language course, please can be found

on the website of the International Office at  
[http://www.uni-jena.de/en/Degree\\_Seeking\\_Studies.html](http://www.uni-jena.de/en/Degree_Seeking_Studies.html).

**The following applicants are exempted from submitting formal German proficiency evidence:**

Applicants, who did their school leaving exam at a German school in Germany or abroad and/or completed their undergraduate studies in Germany, Austria or Switzerland and the language of instruction was German, can proof their German language proficiency with their school leaving licence or their university degree.

- **For English taught masters programmes**

Generally you ought to have a high English proficiency. In order to be sure that you have the correct English requirements for the course or programme you are applying to, check the information on the course description at the corresponding website: [Master of Arts programmes](#) and [Master of Sciences programmes](#).

If you do not have the language proficiency proof required at the time of application, but are going to take the examination, or will get the results before the end of the current semester, please upload a confirmation that you have either registered already for the required examination or have sat it.

**Exempted from an English proficiency proof** are nationals from Great Britain, Ireland, USA, Australia, New Zealand, and English speaking parts of Canada or applicants with an university degree from the afore mentioned countries.

**Please note:** Also German taught masters programmes may require an English proficiency proof. Please see for information on the complete application requirements the corresponding website of the masters programme of your choice ([Master of Arts](#) or [Master of Science](#)). Please check there also the list under the heading "Application documents".

### Programme Specific Entry Requirements

In addition to the requirements described above, there may be specific entry requirements for the different masters programmes offered at the Friedrich Schiller University Jena. Every masters programme has its own regulations, so please ensure that you read the information on the master's programme, to which you want to apply.

## **Special Requirements for International Applicants**

- **College Entrance Examination:**

VR China (gaokao (??)),  
Iran (pre-university year, before 2011 college entrance examination),  
Republic of Korea (Scholastic Ability Test),  
Vietnam

- **APS certificate from the German Embassy:**

**Applicants with an university degree from a Chinese, Mongolian or Vietnamese University** have to upload for the online-application also the APS-certificate from the Academic Evaluation Centre (Akademische Prüfstelle - APS).

**This is not valid for applicants with university degrees from Hongkong, Macao, Taiwan!**

The procedure may vary depending on whether the applicant is still in his/her native country or already in Germany. Please try to get the APS certificate early enough, possibly before applying for a masters programme, since the evaluation procedure at the Academic Verification Office (APS) may take several weeks.

Please note:

If you do not have the APS certificate by the closing date for applications, you can apply without it, in order to keep to the deadline. Please note, however, that we will have to inform you by email that your application is incomplete, viz. that your APS is missing, and will set a date in order to upload the missing document. Please be aware of the fact that we cannot forward your application to the admission committee for assessment as long as your APS certificate is missing in your application account. This means that the later this mandatory document is uploaded, the later the application will be reviewed by the committee. A late review will consequently lead to a late decision.



# German Language Requirements

## German Language Requirements

For **German taught masters programmes**, viz. programmes with (predominantly) German as language of instruction a **German proficiency proof at the level DSH-2 or an accepted equivalent certificate is mandatory**. Please see the information on the language requirements for the masters programmes of your interest on the corresponding website.

The Friedrich Schiller University Jena accepts the following certificates as German proficiency proof:

- the Goethe-Zertifikat C2 (GDS),
- the Deutsche Sprachdiplom der Kultusministerkonferenz (DSD II),
- the TestDaF, at least TDN 4 in all four parts of the examination,
- Certificate telc Deutsch C1 Hochschule,
- a German language examination in the framework of an assessment test at a preparatory college.

**Please note:** If you do not have the required mandatory German proficiency proof at the time of application, you can only apply if you can show a certificate attesting your German language skills **at least at the Level B2** (Common European Framework of Reference for Languages) as well as **a confirmation that you have either registered for the DSH examination, the TestDaF or an equivalent examination or that you have sat it** and are going to get the results before the end of the current semester.

There is also the possibility to apply for the (chargeable) "German Language Course Preparing for the German Language Examination (DSH)" at the Friedrich Schiller University Jena. Please note: Prerequisites for the application for the preparatory course are language skills at least at the certificate level B1 / GER (e.g. Goethe-Zertifikat B1, TestDaF at least 4x3 and/or 800 teaching units from a recognized language school). For detailed information on the application and further information, please visit the website of the International Office at [http://www.uni-jena.de/en/Degree\\_Seeking\\_Studies.html](http://www.uni-jena.de/en/Degree_Seeking_Studies.html) or contact the International Office directly i .

Shortly before taking the DSH-2-Examination or after successfully passing it, you are welcome to apply for a German taught masters programme!

The following applicants are exempted from providing proof of their German language skills:

- applicants, who have obtained a German taught bachelors degree within one of the following countries: Germany, Austria, Switzerland, and Liechtenstein. This applies only to degrees that were awarded by a university in the relevant country (no satellite campuses or international branch campuses in other countries, no correspondence course degrees, no joint- or double-degrees with institutions in other countries);
- holders of a German, Austrian or Swiss (from school where the language of instruction is German) university entrance qualification.





# Notes on Your Application

## Notes on Your Application

- Online-Application
    - Format of the Application Documents
    - Finalization of the online-application
  - Applications for Admission to a Higher Programme Semester
  - Masters Programmes with Different Rules and/or Deadlines
  - Admission procedure
  - Steps after being admitted...
    - Accepting the study place/enrolment documents
    - Enrolment/ Enrolment Documents
- 

### Online-Application:

All of the application documents required by the selection committee(s) **have to be uploaded as pdfs in the online-application-system**. Please do not send any of the uploaded application documents by post!! Detailed Information are provided in our Online Application Manual.

**Applications submitted by E-Mail or regular mail will not be accepted** and will not take part in admission process. The Master Service Centre reserves the right to delete or destroy application documents, which are submitted without using the online application system.

### Format of the Application Documents

1. Inform yourself about the required application documents on the specific website at our master portal.
2. Prepare all required application documents (scan these and save each document as **one** multi-page PDF (max. 5 MB) in order to upload them in the master application system.

**Please note :** A pdf is by nature a simple (digital) copy. Thus it does not matter if the scanned document is the original document, the certified copy of the original or the simple copy of the original! Of course, it goes without saying that it has to be visible that the scanned document(s) (i.e. high school, university, language certificates etc.) are no "self-made document". This means that you have to make the digital copy of the official documents given to you by the issuing institution or other body. In this way on the digital copy the stamp(s) and signature(s) of the issuing institution or other body is/are visible!

3. Upload your documents in their **original language**. **Please note: If your certificates are not issued in German or English, make sure to upload also an**

**official translation in either German or English.** Please note further: Certificates in **French must be translated** also either in German or English!

4. Make sure that your pdfs are legible and that it is evidently that they were generated from an original document or its legalized copy.

#### **Finalization of the online-application**

1. Step - **ONLINE TRANSMISSION** of the application:

After having completed the online-application, press the SAVE button and your application will be transmitted to the Master Service Centre.

2. Step - **SENDING VIA REGULAR POST/DELIVERY SERVICE the signed application form "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme "**:

- ◆ **DOWNLOAD** the application form, which was generated during the online-application
- ◆ **SAFE** the form "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme" on your computer
- ◆ **PRINT** it, **SIGN** it and **SEND** the **ORIGINAL, SIGNED APPLICATIONFORM** by regular Mail to the Master Service Centre

Please **send exclusively the original signed application form "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme " in paper form by regular post or delivery service** and NOT by electronic mail or fax . The postal address of the Master Service Centre is entered automatically in the address field on the application form. If you want to send it by express post, you may have to use the visitor's address.

Once we have received your signed application form **within the deadline (by reference of the postmark or delivery company stamp\*)**, we will send you a confirmation email, and only then your application will process further and hence will take part 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!**)

**For applicants coming from countries subject to visa requirements:** Please, apply early enough, since visa processing can take several months and you won't be able to enter the country without a valid visa. Please, read the information the DAAD has provided at its website at "Applying for the correct Visa".

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#### **Application for admission to a higher programme semester:**

The **precondition in order to enter the desired master programme in a higher semester** is that **credits and grades gained in the same or in another masters programme at a German or foreign university** can be recognised for the masters programme in Jena.

Application for a higher semester takes place either through a change of university or through a change of master degree programme.

## **Procedure:**

In order to apply for a higher programme semester two review procedures have to be performed:

1. Review of the applicant's general academic eligibility.
2. Review of the academic performance in regard to placement in a higher programme semester.

### • **1st application step: Review of the applicant's general academic eligibility**

If you apply for a higher programme semester, you have to fulfil all general entry requirements. Hence the first application step has to be made - analogous to the application for admission to the beginning of a masters programme (=1st programme semester) - via our Online-Application-System.

Please note, the application deadlines are the same for applications to the 1st semester of a masters programme as to an advanced semester.

Difference: In order to apply for admission to a higher programme semester, applicants have to upload one further document, on which the application for admission to a higher programme semester is based. This is usually the certificate of study or a corresponding document showing that you are enrolled currently in a corresponding masters programme.

Once your application has been reviewed by the admission committee and you were considered suitable in regard to your general academic eligibility for the masters programme, you will get detailed information on the 2nd application step, which is necessary to get an admission to a higher programme semester.

### • **2nd application step: Review of the applicant's academic performance in regard to placement in a higher programme semester**

At this point the examination office of the corresponding masters programme has to review whether you are eligible to join a higher programme semester or not. Therefore the examination office needs further documents. We will inform you right after a positive decision in the 1st application step, on what to do next.

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## **Master programmes with different rules and/or deadlines:**

\*\*\* Please note that the following programmes have their own application procedures, in which different rules and/or deadlines apply:

### German taught programmes:

- M.A. Cultural Management
- M.A. Music Studies
- MBA Sports Management

### English taught programme:

- [M.Sc. Photonics](#)

\*\*\* Be sure to read the programme descriptions carefully to ensure that you fulfil all requirements and that you apply in the required way.

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### **Admission procedure:**

Once we, the Master Service Centre, have received the mandatory signed "Application form for Master Application at the Friedrich Schiller University Jena" we check your application online in regard to the formal requirements. If the documents are complete it will be forwarded to the corresponding admission committee. If not, you will be informed by email and given the possibility to upload the missing document within a given timeframe.

For detailed information on how to complete a correct application read the information given at [Step by step: Your online application](#).

Complete applications will be forwarded to the relevant admission committee, where the application will be evaluated.

Those students who meet the requirements and expectations of the respective admissions committee will be granted admission. You will then receive an admission letter along with the information on the enrolment documents and the further steps sent by email and conventional post.

If you did not meet the entry requirements and the admission committee's decision is hence a "rejection", you can see the notification "rejection letter sent" in your online-application-account. You will get the official rejection letter (only) by regular post.

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### **Steps after being admitted:**

#### **Accepting the study place:**

In order to accept the offered study place you have to send the Statement of Acceptance.

This form as well as further relevant information on the enrolment procedure will be sent by email and conventional post along with the admission letter.

- [General Enrolment Documents](#)
- [Thoskaform \(German/English\)](#)

#### **Format of the enrolment documents:**

All copies of original academic (e.g. school leaving licence, university degree certificate(s) etc.) documents must be certified as true copies of the original. This means that the copies must be stamped and signed by the issuing institution, or a notary public.

#### **Certified copies:**

A certified copy is a copy of a document which is issued or legally attested by public authorities (e.g. a notary, the embassy etc.). Copies of official documents do not have to be notarized mandatorily by the German Embassy. An apostil as proof of authenticity is not

required.

In order to certify document copies, you must present both the original and copy of the document to the person carrying out the certification. Each copy and page must be certified separately and clearly indicate: the signature of the certifying officer, the stamp of the issuing institution or notary public, which usually includes an emblem. .

Documents certified by the issuing institution must be issued through and certified by a representative of the Academic Registrar's Office, the Examinations Office, or the equivalent office that issues degrees and official transcripts of records at your university. Certification by other staff, such as faculty or college staff members, is not acceptable.

### **Enrolment:**

Detailed information on the enrolment procedure can be found in the ***Enrolment Guide*** at <http://www.uni-jena.de/en/enrolmentguide.html> provided by the International Office of the Friedrich Schiller University Jena.

We highly suggest to use the website of the International Office, which provides helpful information in regard to "preparation for Jena", "enrolment procedures" and "the orientation and welcome programme

[http://www.uni-jena.de/en/startstudying\\_international-path-226596.228002.html](http://www.uni-jena.de/en/startstudying_international-path-226596.228002.html).

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# How to apply online

## Master online application

For detailed information, advices or next steps regarding the application please see the following links:

# Step by step: Your online application

## Step by step: Your online application

The application for our Masters programmes is free of charge. The application process is organized in four easy steps. The following step-by-step instructions will show you in a simple way how to apply correctly:

### Step 1:

- Get **registered**.
- Then you will receive an email confirming the registration.  
In this email you will find **your username and a system generated password** and attached the **MASTER APPLICATION MANUAL**.  
Upon your **first log in you will be asked to change the system generated password. 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 at the master portal).
- Prepare all required documents, scan these and save each document as one PDF (max. 5 MB).  
Please note: You have to upload your official documents (high school, university, language certificates) in their original language - together with a German or English official translation. Certificates in **French must be translated into German or English**.  
Please note further: As to It has to official documents (high school, university, language certificates etc.): It has to be visible that the scanned document (viz. the digital copy) was not made from a "self-made document". This means that you have to make the digital copy of the official documents (i.e. school leaving certificate etc.) from the document given to you by the issuing institution or other body. In this way on the digital copy the stamp(s) and signature(s) of the issuing institution or other body is/are visible! However, it does not matter whether the digital copy was made from a simple copy of the original or a simple copy of the certified copy, since a scan is by nature a simple (digital) copy!

**Please note:** Make sure that you apply during the correct application period! If you apply at a time when the application period for the Masters programme of your choice is over, please, do not use the option "Z\_specific\_authorization" in order to get around the fact that the application period is over or that the application period for the Masters programme you want to apply for has not started yet! If you do so, your application is not valid and will be deleted.

**Please note further:** 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 log in in order to apply.

**Furthermore:** Carry out the application steps always in the same browser window!

**Otherwise your application will not be saved correctly**



### Step 3:

- Fill in the online-application.  
Please note: **Make sure that you enter your names as stated in your passport!**  
Please note further: The entry regarding your **correspondence address** as well as your **email address** have **be keep both during the whole application process up-to-date in your application account!** All of our official information (i.e. the official admission letter) are issued and sent via our application system, and hence to the addresses inserted there! **We will not send any information (i.e. the admission letter) by post twice, only because of not up-to-date information in your application account!**
- **Upload the required application documents** (see Step 2) at the intended spaces. 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!! 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 for Admission at the Friedrich Schiller University Jena to the Masters Programme".
- **Print this form and sign it.**

### Step 4:

- **Submit only the original signed form "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme"**. Please **send it exclusively in paper form by post to the Master Service Centre (NOT by electronic mail or fax)**. **Please use the postbox address already contained 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**.

- **Please do not send any of the uploaded application documents as hard copies with the signed application form, but exclusively the signed application form(s)!**

Please note: It is possible to apply for more than one masters programme. Of course you can post the different signed application forms together in one envelope. Just make sure that they do not stitch together.

**Only after receiving your signed "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme" within the deadline (by reference of the postmark or delivery company stamp\*)** your application will process further and will take part 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 by 31 May!

*Attention: Due to maintenance work the Online Application System may be not available from 6.00 p.m - 8.00 p.m. Please repeat the whole application process another time.  
Please begin now with your application:*



# Online application: Registration

Online application: Registration

# Online application: Login

Online application: Login

# Application deadlines

## Application deadlines

Application for a Masters programme **is always only possible within the previous semester**. For example, if you want to apply for a Masters programme starting in winter semester 2018/2019, you can apply only during the summer semester 2018.

## **Studies beginning (also) in the summer semester:**

The application period for the summer semester runs generally from **December 01 to January 15**. The deadline applies **for all applicants equally**.

Please note: Application for the summer semester are possible only for some Masters programmes (see list at the bottom).

## **Studies beginning in the winter semester:**

### **Application period for International applicants**

For international students there are two application periods: April 1 - May 31 and April 1 - July 15

- **Masters programmes with application deadline May 31**
- **Masters programmes with application deadline July 15**

### **Application period for German applicants**

For German applicants there are **three different application** periods for the different Masters programmes: April 1 - May 31 and April 1 - July 15 and April 1 - September 15.

## **Masters programmes starting also in summer term:**

### **Master of Science programmes:**

M.Sc. Bioinformatics

M.Sc. Biogeosciences

M.Sc. Business Mathematics

M.Sc. Chemical Biology

M.Sc. Chemistry

M.Sc. Chemistry - Energy - Environment

M.Sc. Computational and Data Science  
M.Sc. History of Natural Sciences  
M.Sc. Computer Science  
M.Sc. Mathematics  
M.Sc. Physics  
M.Sc. Material Sciences

**Master of Arts programmes:**

M.A. History of the Ancient World  
M.A. Art History and Film Studies  
M.A. Caucasian Studies  
M.A. Christianity in Culture, History and Education  
M.A. Classical Archaeology  
M.A. Cultural Anthropology/Cultural History  
M.A. English and American Studies  
M.A. German as a Foreign and Second Language  
M.A. German Classics in the European Context  
M.A. German Linguistics  
M.A. Greek and Latin Philology  
M.A. Indo-European Studies  
M.A. Languages and Cultures of the Ancient Near East  
M.A. Literature - Art - Culture  
M.A. Medieval Studies  
M.A. Modern History  
M.A. North American Studies  
M.A. Philosophy  
M.A. Philosophy - German Idealism and Modern European Philosophy  
M.A. Archaeology of Prehistory to the Early Middle Ages  
M.A. Romance Cultures in the Modern World  
M.A. Slavonic Languages, Literatures and Cultures  
M.A. South-Eastern European Studies

# Master's programmes with application deadline 31 May

## Application deadline 31 May

- M.A. Educational Science - Social Pedagogy / Social Management
- M.A. Intercultural Human Resources Development and Communications Management
- M.A. Communication in the Public Sphere
- M.A. Sports Science
- M.Pol. Master of Politics

- M.Sc. Biochemistry
- M.Sc. Evolution, Ecology and Systematics
- M.Sc. Medical Photonics
- M.Sc. Microbiology
- M.Sc. Molecular Life Science
- M.Sc. Molecular Medicine
- M.Sc. Psychology (EXCLUSION PERIOD)

# Master's programmes with application deadline 15 July

## Application deadline 15 July

- [M.A. Ancient History](#) (For German applicants 1 April - 15 September)
- [M.A. Applied Ethics and Conflict Management](#)
- [M.A. Arabic Studies](#) (For German applicants: 1 April - 15 September)
- [M.A. Archaeology of Prehistory to the Early Middle Ages](#) (For German applicants 1 April - 15 September)
- [M.A. Art History and Visual Culture](#) (For German applicants 1 April - 15 September)
- [M.A. Caucasology / Caucasus Studies](#)
- [M.A. Christianity in History, Culture, and Education](#)
- [M.A. Classical Archaeology](#)
- [M.A. Cultural Anthropology/Cultural History](#)
- [M.A. Cultural Management](#)
- [M.A. Education - Culture - Anthropology](#)
- [M.A. English Studies/American Studies](#)
- [M.A. German as a Foreign Language - German as a Second Language](#)
- [M.A. German Classics in the European Context](#)
- [M.A. German Linguistics](#)
- [M.A. Greek and Latin Philology \(Antiquity to Humanism\)](#)
- [M.A. History and Politics of the 20th Century](#)
- [M.A. History of the Ancient World](#)
- [M.A. Indo-European Studies](#)
- [M.A. Interdisciplinary Polish Studies](#)
- [M.A. Languages and Cultures of the Ancient Near East](#)
- [M.A. Literature - Art - Culture](#)
- [M.A. Medieval Studies](#)
- [M.A. Modern History](#)
- [M.A. Music Studies](#)
- [M.A. North American Studies](#)
- [M.A. Philosophy](#)
- [M.A. Political Science](#)
- [M.A. Roman Cultures in the modern World](#)
- [M.A. Slavonic Languages, Literatures, and Cultures](#)
- [M.A. Social Theory](#)
- [M.A. Sociology](#)
- [M.A. Southeast European Studies](#)

- [M.Sc. Bioinformatics](#)
- [M.Sc. Biological and Geological Studies](#)
- [M.Sc. Business Administration](#)
- [M.Sc. Business Administration for Engineers and Natural Scientists](#)
- [M.Sc. Business and Economics Education](#)
- [M.Sc. Business Information Systems](#)
- [M.Sc. Business Mathematics](#)
- [M.Sc. Chemical Biology](#)
- [M.Sc. Chemistry](#)
- [M.Sc. Chemistry - Energy - Environment](#)



- M.Sc. Computational and Data Science
- M.Sc. Economics
- M.Sc. Geography
- M.Sc. Geoinformatics
- M.Sc. Geoscience
- M.Sc. History of Sciences
- M.Sc. Informatics
- M.Sc. Material Science
- M.Sc. Mathematics
- M.Sc. Molecular Nutrition
- M.Sc. Physics

# FAQ

## FAQ

We at the Master Service Centre will be happy to answer any questions you may have. However, we do encourage you to browse our FAQ (Frequently Asked Questions) before contacting us. Perhaps you will find the information you are seeking in here:

1. [Questions regarding financial matters](#)
2. [Questions regarding the online application](#)
3. [Questions regarding the status of my application](#)
4. [Questions regarding the APS \(chinese, mongolian, vietnamese university degrees\)](#)
5. [Questions regarding the Visa application](#)
6. [Questions regarding the admission/enrollment](#)
7. [Question regarding standards of c](#)

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- [Question regarding standards of official translations](#)
  - [Question regarding standards of language of the application documents/translation](#)
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## 1. Financial Matters

Please find further important and helpful information and tips on living and studying in Germany in the brochure "[Destination Germany - A Pocket Guide for International Students](#)" by the DAAD. There you will find information among other things on cost of living and proof of financial resources for the visa application.

### 1. [How much money do I need approximately to pursue graduate studies in Jena?](#)

The FSU International Office estimates a total amount of €3,800 per semester, which can be broken down as follows.

**Tuition fees:** The FSU does not charge tuition fees. Instead, students must pay a Student Services Fee per semester (<http://www.uni-jena.de/Semesterbeitrag.html>) in order to be officially enrolled. This includes a "semester ticket" that allows you to use all public transportation in Jena and the surrounding areas for free. Students in their first semester will be charged €20 more for the creation of a student identity card, or THOSKA.

**Living expenses:** We advise students to have a minimum amount of €600 per month at their disposal for day-to-day costs such as food, rent, etc. This is comparatively affordable, as it costs much more to live in other regions of Germany.

**Course materials:** Each semester, you will be expected to buy books and perhaps other materials for your study programme. These may cost €150 or more, depending on the type of programme you are in.

**Health insurance:** All students in Germany must have full health insurance coverage. Assuming your home country does not have a bilateral agreement for the

recognition of your national health insurance and you are under 30 years of age, you can purchase coverage for just under 60 Euros per month (total: €350 per semester).

**Travel costs:** It is up to you to calculate the cost of travel from your place of residence to Germany. As this depends on your home country, we have not included the amount in our estimate above. For your information, a train trip from either Frankfurt or Berlin to Jena costs approximately €60.

2. **Is there any scholarship or other financial aid available for me?**

We regret to inform you, however, that we do not have scholarship funds to distribute to students at the master's level. For further information, please see the website of the International Office at the Friedrich-Schiller-University of Jena: [Stipends and Financial Matters](#). Please note, however, that Applications for stipends must usually be made 1 year in advance.

3. **Is there the opportunity to work while studying?**

For detailed information we would like to refer to the website of the International Office: [Stipends and Financial Matters](#) as well as [Degree-Seeking Students' Guide and Frequently Asked Questions](#).

## **2. Online Application**

1. **How do I apply?**

[Here](#) you will find a step by step instructions on how apply online. Please note that your application will take part in the application process **ONLY** if you passed through all application steps.

2. **My study degree will be issued after the application deadline expired?**

This because i.e. you are currently in the last semester of your undergraduate degree programme?

You are welcome to apply with your Transcript of Records, if it shows your academic performance up to and including your penultimate semester, viz. the proof of credits from your 1st term until the term before last.

**Please note:** Only in case of admission you have to proof that you have successfully completed your undergraduate studies. Hence have to submit your Bachelors degree (at least a provisional one) at the latest for enrolment (for summer semester application approx. by middle of March/ for winter semester enrollment: approx. by middle of September).

3. **My language proficiency proof will be issued after the application deadline expired (German, English etc.). Can I nevertheless apply ?**

If you do not have the mandatory Language proficiency proof required for the Masters programme at the time of application, but you are going to take the required examination, or will get the results before the end of the current semester, please upload a confirmation that you have either registered already for the required examination or have sat it.

#### 4. Do I have to send notarized copy for the application?

No, since all the documents have to be uploaded in the online application system, you do not need to send the uploaded documents as hard copy!

#### 5. Do I really only need to submit the signed online application form "Application for Admission at the Friedrich Schiller University Jena to the Masters Programme"?

Yes! To complete your online application you have to send the signed application form "**Application for Admission at the Friedrich Schiller University Jena to the Masters Programme**" to the Master Service Centre within the deadline (by reference of the postmark or delivery company stamp). This form will be generated on completion of the online application.

**Only after receiving this form in time, your application will proceed further.**

*(Further submitted application documents (e.g. certified copies) can only be returned to you if a prepaid envelope C4 (for A4) was submitted. Without the prepaid envelope, we cannot send your documents back and we will have to destroy the application documents later.*

#### 6. I don't received my password via e-mail received from the online application system. What should I do now?

First, check whether your e-mail inbox is overflowing, or whether the e-mail from landed in a SPAM folder. If this is not the case, please contact us.

#### 7. How do I know if I'm admitted or not?

For information about the status of your application, please log in the application system. There you will find the information.

Inquiries about the application status via e-mail or telephone will not be answered!

#### 8. Do I need German language abilities as a requirement for the application of a master programme at the Friedrich Schiller University Jena?

For all German taught master programmes, you have to prove your German language skills. The required level is DSH-2 or TestDaF 4x4 or an equivalent.

For all English taught programmes there is no need to submit a German language proficiency proof. However, we recommend to have at least some knowledge of German, since this will make it easier for you managing daily life.

### **3. Application Status**

#### 1. How long will it take the committee to take the decision for masters degree?

We cannot not make any reliable statements about when decisions are taken.

You can rest assured, however, that we and the admission committees are perfectly

aware of the importance of "early decisions", especially for international students coming from countries subject to visa requirements.

Hence, after having sent your documents to the Master Service Centre, we will check the documents, convert the grades into the German system and check the formal requirements. As soon as your application is complete, the admission commission has access to your documents in the application database and will start to assess your qualification. The commission then indicates its decision in the database, and we, the Master-Service-Centre will inform you about the result. **This happens continuously, i.e. we will not wait until the application deadline.**

**Please note:** Over 80% of the applicants for English taught masters programmes are coming from countries subject to visa requirements! Thus it is not possible to speed up the process for particular applications. Documents are processed, and decisions are made *as soon as possible!*

We will contact you as soon as an admission decision is made by email!

## 2. **When and how will I be informed of my admission status?**

Information about the status of your application you will find at your application account. For that you have to log in with your login information. (Inquiries about the application status via e-mail or phone cannot be answered).

### ◆ **Status: Application received electronically**

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

### ◆ **Status: Application document received**

The signed application form has reached the Master Service Centre. A confirmation email will be sent via the online-application-system. Now you have to wait! We will check if your applications is formally complying with the requirements (i.e. are all mandatory documents uploaded? etc.).

◇ If there are documents missing, we will inform you by email via the online-application-system. You have then the possibility to upload the missing document(s) into the online-system.

◇ If you your application documents are complete it will be forward to the admission committee.

### ◆ **Status: Application handed over to committee**

Again: You have to wait, till the admission committee has come to a decision.

We kindly ask you to refrain from enquiries (telephone, in writing, by e-mail) pertaining to when the admission committee will come to a decision. We cannot make any statements regarding this. Please be assured, however, that as soon as the admission committee(s) inform us on their decision(s), we will inform you by email!

### ◆ **Status: Letter of Admission sent**

You will get an email with the PDF of your admission letter along with the information regarding your enrolment. Additionally we will send the official admission letter as well as the required enrolment information by regular post.

◆ **Status: Letter of rejection sent**

You will get an email with the PDF of your rejection letter.

#### **4. Questions regarding the APS**

Applicants with an university degree from China, Vietnam or Mongolia have to have their higher education entrance qualification and grade certificates checked and recognized by the Academic Verification Office (APS) in their native country. The procedure may vary depending on whether they are still in their native country or already in Germany. For more detailed information, contact the relevant APS.

**Please try to get the APS certificate early enough**, possibly before applying for a masters programme, since the evaluation procedure at the Academic Verification Office (APS) may take several weeks, and you will not be able to apply in due time without the APS certificate.

**1. My APS will be issued only after the Application Deadline has expired. Can I nevertheless apply?**

We suggest to apply with all the other required documents for the application, but **instead of uploading the mandatory APS to upload a declaration that you will submit the APS certificate as soon as possible** (please enter an approximate date).

**Please note: We cannot forward your application to the admission committee as long you have not uploaded the APS.** Hence the later you upload this mandatory document, the later your application will be reviewed by the committee. A late review will consequently lead to a late decision.

#### **5. Question regarding the Visa application**

**1. I need an early admission because of the visa**

Since, over 80% of the applicants for English taught masters programmes are coming from countries subject to visa requirements, it is not possible to speed up the process for particular applications. Documents are processed, and decisions are made as soon as possible!

We suggest **applicants coming from countries subject to visa requirements** to submit their **application early enough, since visa processing can take several months** and you won't be able to enter the country without a valid visa.

The type of visa you need depends on whether you have already received your notification of admission from a German university. (Do not enter the country as a tourist! A tourist visa cannot be converted to a student visa or student applicant visa!). **For detailed information** please see the website of the DAAD at [Visa application](#).

**2. Can I apply for a tourist visa and then change it to a student visa after arrival?**

No, you cannot! Since tourist visas cannot be converted into a student visa. With the wrong visa, you will be forced to leave the country at some point and apply for the correct visa at home.

Please read the information the DAAD has provided at his website at "[Applying for](#)

the correct Visa".

## **6. Admission/Enrollment**

### **1. How many students are admitted to each programme?**

There is no specific quota that regulates the number of students, which can be admitted to the FSU's Masters programmes. However, only those students who meet the requirements and expectations of the respective Admissions Committee will be granted admission.

### **2. I have been admitted but cannot attend the programme this year after all. Can I defer my admission offer?**

It is not possible to postpone the admission granted for one application turnus to the, since it is the decision of the admission committee whether your admission will be reaffirmed. In order to get a new admission, you have to go through the online application again, where you have to upload all required application documents as you did already in the last application period. Please note, however, you have to upload also the current admission letter for your application so that the admission committee can see that you were judged already as eligible.

### **3. What should I do in order to be enrolled?**

You will get the information with regard to the enrollment procedure along with the admission letter both by email and conventional post.

However, the general procedure is as follows:

- ◆ Ensure that you have sufficient financial means to pursue the study programme of your choice. (See next question for more details.)
- ◆ find accommodation that suits your needs. The Studentenwerk Thüringen can be of assistance. Alternatively, you can seek a private apartment. Useful websites and tips on finding a room or shared apartment are in the Student's Guide for International Applicants.
- ◆ Apply for student visa. Please contact the German Embassy or Consulate next to you to learn more about the procedure. Please note: It can take up to twelve weeks to obtain a visa.
- ◆ Make arrangements to travel to Jena. Whether this means purchasing a plane ticket or simply hopping on a train, please make sure to keep in mind that the winter semester starts on October 1 and the summer semester on April.

TIP: Get detailed Information on the enrolment procedure from the ***Enrolment Guide*** provided by the International Office of the Friedrich Schiller University Jena at <http://www.uni-jena.de/en/enrolmentguide.html>.

### **4. Can I get in touch with the person responsible for my programme or with other students in my programme?**

If you have questions concerning the academic aspects of your programme, you are welcome to contact the faculty or staff member indicated on the corresponding description in our website. You are welcome to contact current students at the Friedrich Schiller University Jena, especially those in your field of study. We will be happy to provide you with their contact information.

## **7. Standards of official certifications?**

Official certifications must always contain **an original official stamp and an original signature of the issuing authority**. A copy or scan of your officially certified documentation will not be sufficient. A copy can only ever be officially certified, if it bears the original certifying stamp!

The official stamp may be round or oval in shape, and will contain a coat-of-arms. It is not sufficient if certifications bear only a stamp containing only words.

With document copies comprising multiple pages, it must be apparent that each page originates from the same official certification. The official stamp must be visible on each page: The pages must be arranged in such a way that each page is embossed with part of the official stamp. It is sufficient if the endorsement is set out and undersigned on one page only.

Exception: With a certification performed by a notary (with cord and seal imprint), it is sufficient for the certification declaration to be set out on one page only.

### **Outside Germany, the following institutions may certify their documents:**

- schools and universities issuing the documents,
- the Ministry of Education of your home Country,
- German embassies,
- the cultural department of the embassy of the country from where the certificate originates,
- the authorities and notaries authorised to perform official certifications in your home country.

## **8. Standards for certified translations?**

We will accept translations of certificates issued by the following:

- sworn translators
- outside of Germany, institutions may only assume the translation of certificates, if these are entitled to prepared sworn or court-approved translations.

### **Important:**

You must also arrange the certification of copies of translations.

Exception: You do not need an additional certification, if the translation bears the original stamp of the translator.

However, translators may not certify any documents in the original language - rather only the translations they have personally produced.

## **9. Standards for the language of official certificates (school, university, language certificates)?**



Submit your certificates in their original language - together with a German or English translation. If in your country of origin, alongside the original language, your certificates were also officially issued in German or English, then we do not require a translation.

Important: Certificates in **French must be translated into German or English.**