

Step-by-step Application Guide

*This document serves to guide you through the online application process for **the M.Sc. Sustainable Systems Engineering/SSE**. The application process has changed and will as of the winter semester 2020/21 be completed entirely online. To apply for the SSE master's program correctly, all applicants must complete the online application in full and submit it electronically via the [application portal](#). Applicants will be asked to provide electronic copies of their documents. Documents must be color scans of the originals (pdf-format, good quality/high-resolution). In the case of translations, the original is the certified translation and the [guidelines for certification](#) apply.*

Required documents:

- Undergraduate transcript of records showing all courses taken, all credits and grades obtained and the final/current overall average grade.
- Undergraduate diploma (bachelor's degree or equivalent), if already available.
- Certified translations of undergraduate transcript of records and, if applicable, undergraduate diploma, if these documents are not in German or English.
- Proof of English proficiency [CEFR level B2](#)
- A valid APS certificate (only for applicants who have studied in China, Mongolia and Vietnam)
- Information about the grading and credit system at the respective university

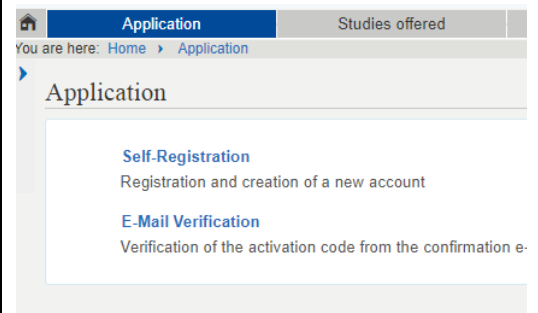
STEP-BY-STEP PROCESS

1) Register at the online application portal

- Register on *HISinONE*, the campus management website of the University of Freiburg: <https://campus.uni-freiburg.de>.
- Change the language preference of the website to *English* at the bottom right hand corner of the page.
- Click *Application* and *Self Registration*.

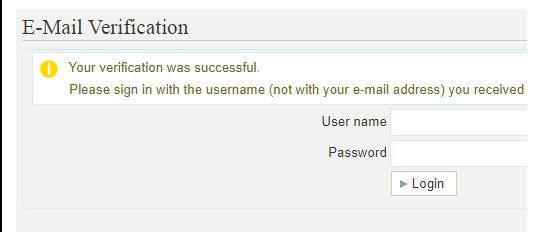
Note:

- Pay attention to the correct address format when entering the address. The address can be changed independently at any time afterwards.
- Your name cannot be changed. If it is not correct, you must withdraw the application and start again.



2) E-Mail verification

- After you have registered successfully, you will receive an e-mail with a verification link.
- Use the verification link to get to the homepage of the application portal. Use the user name stated in the verification e-mail and the password you have chosen during the registration.



Note:

- This e-mail might end up in your spam folder. Make sure to look there, too.
- The user name and password are only used for the application process. They are not used to access information once you have been assigned a Student ID after matriculation.

3) Fill in the online application form

- Click *Start Application*.

- Enable e-mail notifications if you wish to receive notifications via e-mail.

- Select *Winter Semester 2020/2021* and click on *Start application*.

- Click *Add an application*.

- Select as degree *Master of Science* and as field of study *Sustainable Systems Engineering*.
- The other fields on this page are then filled automatically.

Previous university studies

- Please enter all details of your bachelor's degree.
- If you have already completed (or started) another bachelor's degree, master's degree or changed the university, please click on *Add Previous university studies* to enter an additional stage of your university career.

Online application

Semester: winter semester 2020/21

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, 1

Previous university studies (Master of Science, Sustainable Systems Engineering

1 .

* Study course

* University or college

1 Values *Studies from* and *to* must be month/year (MM/YYYY, e. g. 08/2015):

* Studies from

* to

1 Degree:

* Please select degree

Other degree

[Add Previous university studies](#)

[Back](#) [Next](#)

Current state of university degree

- This section only refers to the bachelor's program relevant for the M.Sc. SSE. Please enter all information again.
- **Grade:**
If you did not obtain your degree from a German university enter **0** in the field *Grade according to the German grading system*. Do – in any case – enter your final grade in the grading system used at your (previous/current) university and indicate the used grading scale.
- **Upload:**
Upload your final or current transcript of records and (if available) your diploma.

Online application

Semester: winter semester 2020/21

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016

Current state of university degree (Master of Science, Sustainable Systems Engineering

* Current state of university degree

* Please name the degree and subject(s) you study/studied (Expected) date of completion [📅](#)

* Name of University / Higher Education Institution

* Country

1 Grade

* Grade according to the German grading system (if unknown please enter 0)

If applicable: grade in an international grading system

Grading scale (highest possible mark and minimum pass mark)

1 If you have been matriculated at Uni Freiburg in the past, please enter your matriculation number:

Existing matriculation number at Uni Freiburg

1 Please upload the following documents here:
(If you got more than one transcript of records or diploma certificate, please upload each of them in only one)

* Current or final transcript of records [Datei auswählen](#) Keine ausgewählt

1 No documents found.

Translation of transcript of records, if required [Datei auswählen](#) Keine ausgewählt

1 No documents found.

Original diploma certificate, if available [Datei auswählen](#) Keine ausgewählt

1 No documents found.

Translation of current or final diploma certificate, if required [Datei auswählen](#) Keine ausgewählt

1 No documents found.

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Case A: Previous studies have been finished, diploma has been issued
→ Upload your transcript of records and your diploma.

Case B: Previous studies have been finished, but the diploma has not been issued yet
→ Upload your transcript of records.

- Should not all grades, all credits and the final overall grade be shown on your transcript of records, please follow the instructions and upload a separate document from the examination office or other official bodies of your university. Documents issued by individual professors are invalid.

Case C: Previous studies have not been finished yet
→ Upload your current transcript of record.

- Should not all grades, all credits and the current overall grade be shown on your transcript of records, please follow the instructions and upload separate documents from the examination office or other official bodies of your university. Documents issued by individual professors are invalid.

Case B:

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016

Previous study has been finished but the diploma hasn't been issued yet – further documents (upload Engineering, Hauptfach, PO 2016 1. FS)

1 If you do not obtain a diploma, you must upload the following documents:

Confirmation from the university confirming the completion of the study programme and the final grade (if not stated in the transcript of records) [Datei auswählen](#) Keine ausgewählt

1 No documents found.

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Case C:

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016

Previous studies have not been finished yet – further documents (Master of Science, Sustainable Systems Engineering

1 If you have not completed your previous studies yet, please upload the following documents. ONLY if not stated in the transcript of records.

Confirmation from the university about the total number of credits obtained so far (if not stated in the transcript of records) [Datei auswählen](#) Keine ausgewählt

1 No documents found.

Confirmation from the university about the grading of the final thesis (if applicable and if not stated in the transcript of records) [Datei auswählen](#) Keine ausgewählt

1 No documents found.

Confirmation from the university about submission, declaration or registration of the final thesis (if applicable and if not stated in the transcript of records) [Datei auswählen](#) Keine ausgewählt

1 No documents found.

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Note:

- We use the so-called *Modified Bavarian Formula* to convert grades earned in countries other than Germany. In order to do so we need specific information about how the grading system in each country works. For this, we need the maximum grade you can get at your university as well as the minimum in order to pass. We also need information about the credit system (work load and credits) at your university, respectively in your country, in order to transfer your credits into ECTS credits. Ideal would be a document of your university with an explanation of the grading and credit system. Probably you are not the first one who wants to convert grades given in your country into the German system. Therefore, you will surely find something at your university or at other official institutions. If not, try to explain it as well as possible and hand in your own explanation.

Please add this document to your transcript of records and upload it as one pdf document.

APS certificate

- If you have a Chinese, Mongolian or Vietnamese degree, you need to upload a valid APS certificate.

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 20

APS (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016 1. F:

1 Please upload your APS document here.
If the certificate will be submitted later, please upload the following statement: "I will submit the APS before ..."

* APS

1 No documents found.

English language proficiency

- The required English proficiency level for the SSE master's program is CEFR B2. Click [here](#) to check which CEFR level your test result corresponds to.
- If you are a native English speaker, select *native speaker*.
- If your scores have an expiration date please make sure that the scores are at least valid until the application deadline, May 15th.
- If you do not have your test scores yet, upload a document that says which test you have taken or intend to take.

Online application

Semester: winter semester 2020/21

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 20

English Language skills (with upload) (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016 1. F:

1 According to the Table for CEFR Language Level and Test Scores for TOEFL, IELTS, PTE Academic and ...

For more information please check the website of the program or of the Common European Framework of Reference for Languages (CEFR).

* Level of proficiency according to the Common European Reference Frame (CEFR)

* Certified proof of language proficiency (multiple choice is possible)

TOEFL (internet-based)
TOEFL (computer-based)
TOEFL (paper-based)
IELTS

Other (if not listed above)

Test result

1 Please upload the following documents here:

Language certificate

1 No documents found.

Note:

- We do not accept your proof of English proficiency send from the test center directly to us via mail. Please upload the documents yourself.
- Even if you cannot present your proof of English proficiency by May 15th, you can still participate in the application process.
- If you cannot upload your proof of English proficiency by May 15th, keep the document with you and show it together with your other documents during the matriculation process. Do not send it to us or the university via mail or e-mail.
- Important: If you cannot show your original proof of English proficiency during the matriculation process, you will not be able to matriculate!

- Select once again which degree you use to apply for the program.

Online application

Semester: winter semester 2020/21

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016

Documents (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016 1. FS)

1 Admission Requirements

* Degree at German or foreign university

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4) Confirmation of your data

- Important: Download the document *Confirmation of the applicant*, print it and sign it. Scan and upload the signed form. We will not process your application without the signed uploaded form!

Online application

Semester: winter semester 2020/21

1. Request: Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016

Confirmation of your data (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2016 1. FS)

1 Please download the following document: *Confirmation of the applicant (PDF)* [if](#)

and carry out the following steps:

- print
- fill
- sign
- scan
- upload

* Upload signed form: [Datei auswählen](#) Keine ausgewählt

1 No documents found

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5) Submit application

- Check the overview of your application.
- Scroll down and make sure all your data and documents are correct.
- Confirm that your application is correct by checking the box and clicking *Submit application*.
- If you found a mistake click *Back* and change it.

Confirm statements and submit application form for admission

I hereby confirm that the data entered is correct. ☒

Back Submit application

1 The application is possible until May 15, 2020.

6) Print submitted application

- Congratulations! You have successfully completed your application.
- Print a copy of your application for your own records by clicking *Print data control sheet*.

Note:

- If you want to apply for another program, click *Add an application*.
- If you want to change your application after you have submitted it, click *Cancel and edit application*. This is only possible until May 15th.
- If you change your mind and you want to withdraw your application, click *Cancel application*.

Online application

Semester: winter semester 2020/21 - 1 request

1 There are no documents in your inbox yet.

Submitted applications

Application

Master of Science (M. Sc.), Sustainable Systems Engineering, Hauptfach, PO 2016, 1. subject related semester

[Print data control sheet \[PDF\]](#) [Show details](#) [Cancel and edit application](#) [Cancel application](#)

1 You have submitted your Application to the University of Freiburg

- Save or print the data control sheet for your own reference.
- When you cancel and edit your application and then re-submit it, please save / print the new data control sheet.
- You are not required to send in any paper documents to the university. If you are admitted for a course of study you need application documents for matriculation at the University of Freiburg.
- When the status of your application has changed, you will receive an automatic e-mail message informing you about it has changed and if any action is required from your side.
- Letters of acceptance and rejection for the undergraduate programs are sent out by the university in August for application summer semester (this does not necessarily apply in the case of master's programs). For postgraduate programs the application deadline.

2 Important for international applicants for Bachelor or State Examination degree programs (1)

- You may only submit one application including one or more fields of study with restrictive admissions.
- If you have already submitted an application including one or more fields of study with restrictive admissions, you may admissions but cannot submit it. This is why the 'Submit application' button is inactive on this page as well as on the 1

Application in progress

1 To apply to the University of Freiburg, click on "Add an application." Fields marked with * are mandatory. If you have already applied for a previous semester please select the semester that you are now applying for, on the top c

2 Chosen application term: winter semester 2020/21

Add an application

IMPORTANT:

- Our application process has changed and will as of the winter semester 2020/21 be completed entirely online. Unfortunately, this aspect is not yet noted in our selection statute. However, all documents have to be provided electronically and we will not accept hard-copy versions of applications or any other documents send via regular mail.
- All applications (from EU and non-EU students) are due May 15th. After that date it will not be possible to upload or change anything.
- In case you will be selected by the SSE admission committee, your admission will be conditional! You will need to show the originals or certified copies of all submitted documents – and your high-school degree certificate (*Hochschulzugangsberechtigung*) – at the time of your matriculation at the University of Freiburg (around mid of October, details will follow together with the admission letter). Without these original documents you will not be matriculated, no exemptions!

Should you have any questions, please feel free to contact study@inatech.uni-freiburg.de