

# Step-by-step Application Guide

*This document serves to guide you through the online application process for **the M.Sc. Sustainable Systems Engineering/SSE**. Our application process is carried out 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 in case 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, India, Mongolia and Vietnam)
- Information about the grading and credit system at the respective university

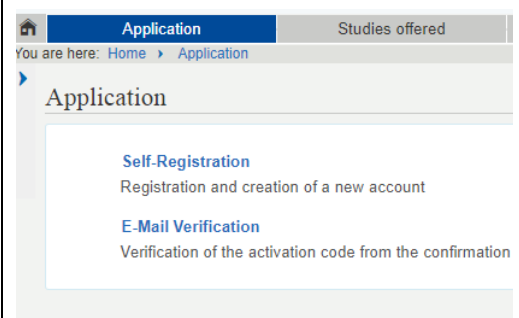
## STEP-BY-STEP PROCESS

### 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 top right corner of the page.
- Click *Application* and *Self Registration*.

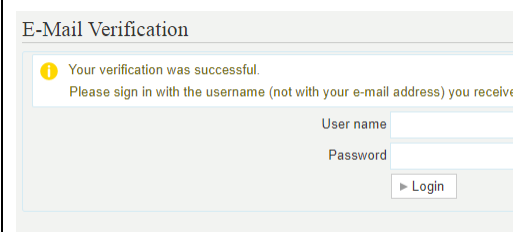
#### Note:

- 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*.

### Your Applications



**Start Application**  
You can apply for admission to several degree programs at the University of Freiburg.

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

### Enable e-mail notifications?

**i** Here you can decide if we should send you an email when changes of your application status  
**Attention:** Please note that if you don't agree, you won't receive an email about a change of s  
Would you like to be informed via email about status changes to your application as well as docum

☒ Yes, enable e-mail notifications ☐ No, I inform myself independently

- Select *Winter Semester 2024/25* and click on *Start application*.

### Semester

**i** Please select your preferred application semester  
At the moment it is possible to apply for different semesters. Please select the semester in which you wish t  
For further information on the semester terms see [here](#)   
You will find the general application deadlines [here](#)   
or for Master degree programs [here](#)

winter semester 2022/23

Start application

- Click *Add an application*.

### Online application

Semester: winter semester 2022/23 - no applications

**i** There are no documents in your inbox yet.

### Application in progress

**i** To apply to the University of Freiburg, click on "Add an application." Fields marked with \* are mandat  
If you have already applied for a previous semester please select the semester that you are now appl  
**i** Chosen application term: winter semester 2022/23

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 in automatically.

### Your desired degree program

**i** Should you want to hand in an application for both a first semester and a higher semester, you have to f  
Please complete the compulsory fields before clicking "Next".  
You can find valid subject combinations at the following [web address](#) on the pages of the individual subject  
If you want to apply for the Bachelor program in Liberal Arts and Science, select "Bachelor".  
If you want to apply for the trinal degree program Law (LL.M.), select "Master of Laws" and and field of st.  
If you want to apply for the Legum Master postgraduate degree program Law (LL.M.), select degree "Legum M

\* Degree Master of Science

\* Major/Minor Major

\* Field of study Sustainable Systems Engineering

\* Form of studies Consecutive Master programme

\* Course of study Master of Science, Sustainable Systems Er

\* Which study semester do you wish to begin your studies in? 1. subject related semester

Type of Admission restrictive admissions (University)

Next



**INATECH**  
DEPARTMENT OF SUSTAINABLE  
SYSTEMS ENGINEERING

- This step does not apply to international applicants. Please just click *Next*.
- If you are a German applicant and one of the three options applies to you, click on it and follow further instructions.

Top athlete

**i** Would you like to apply for admission under the quota for top athletes?  
 → **not intended for international applicants!**

Please note: To be considered for admission under the quota for top athletes, you must submit several documents to the University of Freiburg.  
[freiburg.de/de/dokumentencenter/bewerbung](https://www.uni-freiburg.de/de/dokumentencenter/bewerbung)

☐ Yes  
☒ No

Request for a consideration as hardship case - Master of Science (M. Sc.), Sustainable Systems Engineering

**i** Please select the degree programs for which you wish to request to be considered as a hardship case.  
 → **not intended for international applicants!**

Please note: To be considered as a hardship case, you must submit several additional forms along with your application.

☐ Master of Science Sustainable Systems Engineering

Application for a preferred admission - Master of Science (M. Sc.), Sustainable Systems Engineering

**i** If you were unable to begin a course of study you were admitted to at the University of Freiburg for preferential treatment. See here for more information the FAQ "Does it make sense to apply for preferential treatment?"

☐ Master of Science Sustainable Systems Engineering

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### 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 universities during your studies, please click on *Add Previous university studies* to enter an additional stage of your university career.

Previous university studies

**i** -

\* Study course

\* University or college

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

\* Studies from  to

**i** 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.

Current state of university degree

\* 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

**i** 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)

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

Existing matriculation number at Uni Freiburg

**i** 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 PDF or image file)

\* Current or final transcript of records

Translation of transcript of records, if required

Original diploma certificate, if available

Translation of current or final diploma certificate, if required

[Upload file \(pdf\)](#) [Upload file \(pdf\)](#) [Upload file \(pdf\)](#) [Upload file \(pdf\)](#)

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

Case A:

I have finished my previous studies and I can upload my diploma - further documents

\* Original diploma certificate

Translation of current or final diploma certificate, if required

[Upload file \(pdf\)](#) [Upload file \(pdf\)](#)

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**Case B:** Previous studies have been finished, but the diploma has not been issued yet

→ Upload your transcript of records and an alternative document.

- Should your transcript not show all completed courses with grades and credits as well as a current overall grade, please upload a separate document with this information..
- The separate document should be issued by 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 records and an alternative document.

- The separate document should show the expected date of graduation and the current average grade. Should your transcript not show all completed courses with grades and credits, please make sure to provide this information as well.
- The separate document should be issued by the examination office or by other official bodies of your university. Documents issued by individual professors are invalid.

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 highest grade you can get at your university as well as the lowest grade it takes to pass. We also need information about the credit system (work load and credits) at your university or in your country in order to transfer your credits into ECTS credits. A document from your university with an explanation of the grading and credit system would be ideal. You are probably not the first one in your country who wants to convert grades 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 best as possible and hand in your own explanation.

**Please add this document to your transcript of records and upload it as one PDF file.**

**Case B:**

Previous study has been finished but the diploma hasn't been issued yet – further documents:

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

Confirmation from the university that the study programme is completed including the final grade (if not stated in the transcript of records)

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**Case C:**

Previous studies have not been finished yet – further documents:

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

Confirmation from the university about the total number of credits obtained so far (if not stated in the transcript of records) Upload file (click)

1 or

Confirmation from the university about the grading of the final thesis (if applicable and if not stated in the transcript of records) Upload file (click)

1 or

Confirmation from the university about submission, declaration or registration of the final thesis (if applicable and if not stated in the transcript of records) Upload file (click)

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**APS certificate**

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

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

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

1 Please upload your APS document here.

If the certificate will be submitted later, please upload the following statement: "I will submit the APS b

\* APS Datel auswählen Keine ausgewählt

1 No documents found.

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## 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 and which certificates are accepted.
- 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.

### Note:

- We do not accept your proof of English proficiency sent 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 with which degree you are applying for the program.

English Language skills (with upload)

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

For more information please check the website of the program or of the Common European Framework of Reference

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

\* Proof of language proficiency (multiple choice is possible by holding CTRL)

TOEFL (internet-based)
TOEFL (computer-based)
TOEFL (paper-based)
German University Entrance Qualification (e.g. Abi)
Native speaker

Other (if not listed above)

Test result

1 Please upload the following documents here:

Language certificate

Upload file (click)

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Documents (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2021 1. FS)

1 Please note the Step-by-step application guide: <https://www.inatech.uni-freiburg.de/en/studies/master-of-science-sustainable>

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!

Confirmation of your data (Master of Science, Sustainable Systems Engineering, Hauptfach)

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

and carry out the following steps:

- print
- fill
- sign
- scan
- upload

\* Upload signed form

Upload file (click)

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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 information I have provided is correct. I take note of the instructions for submission in the info box below.

Back Submit application

1 Notes on submission: You can submit your application until May 15, 2022.

Please note that you will no longer be able to change your application after submitting it for subjects without admission. Please note that you will no longer be able to change your application after submitting it for subjects without admission. If you select "To overview" at the top, your details will be saved & the relevant information and contact persons on the right under Help & Contact.

## 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*.

The screenshot shows a web interface for submitted applications. At the top, it says 'Submitted applications'. Below that, there's a section for 'Application' with the details: 'Master of Science (M. Sc.), Sustainable Systems Engineering, Hauptfach, PO 2021, 1. subject'. There are three buttons: 'Print data control sheet [PDF]', 'Show details', and 'Cancel and edit application'. Below this, a warning icon is followed by a message: 'You have submitted your Application to the University of Freiburg, thank'. A list of instructions follows: '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 d', 'You are not required to send in any paper documents to the university. If you are admitted for documents for matriculation at the University of Freiburg.', 'When the status of your application has changed, you will receive an automatic e-mail messa', 'changed and if any action is required from your side.', 'Letters of acceptance and rejection for the undergraduate programs will be available for down semester (this does not necessarily apply in the case of master's programs). For postgraduate deadlines.', and 'PLEASE print out the notice sent out for your records, as your application including the releva'. Below this, there's a section for 'Application in progress' with two information icons. The first says 'To apply to the University of Freiburg, click on "Add an application." Fields marked with \* are ma' and 'If you have already applied for a previous semester please select the semester that you are now'. The second says 'Chosen application term: winter semester 2022/23'. At the bottom, there's a green button with a plus icon and the text 'Add an application'.

### IMPORTANT:

- Our application process has changed and will be carried out entirely online as of winter semester 2020/21. 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 15<sup>th</sup>. After that date it will not be possible to upload or change anything.
- In case you are 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. There are no exemptions!

Should you have any questions, please feel free to contact [study@inatech.uni-freiburg.de](mailto:study@inatech.uni-freiburg.de).