

# 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

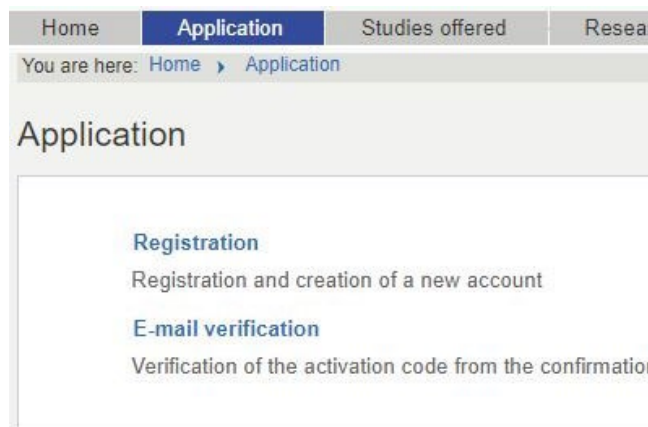
## STEP-BY-STEP PROCESS

### 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 *Registration*.

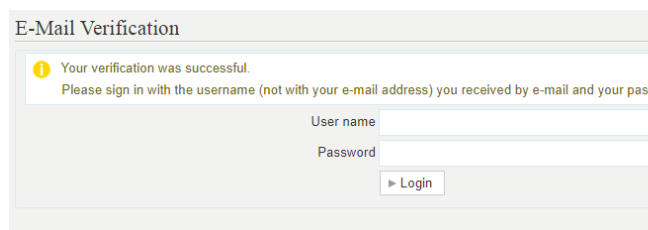
#### Note:

- 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 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?**

You will receive updates about your application or the provision of new documents by e-mail. The e-mail notifications will provide updates about the status of your application and further information. Would you like to be informed about changes concerning your application and studies?  
[Additional information...](#)

\* Enable e-mail notifications?

Yes, enable e-mail notifications

No, I inform myself independently

Save selection

- Select *Winter Semester 2025/26* 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.

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 2025/26 ▾

Start application

- Click *Add an application*.

**Application in progress**

**i** 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 currently applying for.

**i** Chosen application term: **winter semester 2025/26**

+ Add an application

- Select as degree *Master of Science* and as field of study *Sustainable Systems Engineering*.
- Select *1. Subject-related semester* when you wish to start the Master's program from the beginning. Please note that applying to higher subject-related semesters indicates that you are either transferring from another Master's program or have already completed a different Master's program and seek accreditation for the relevant courses.
- 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 fill in all application for a minor subject of the Bachelor of Arts degree programme for the 1st semester for the summer se applicants in a higher semester in a Bachelor of Arts major subject. Enrolment only in the minor subject is excluded. Please complete the compulsory fields before clicking "Next".  
You can find valid subject combinations at the following [web address](#) **i** on the pages of the individual subjects (make if you want to apply for the Bachelor program in Liberal Arts and Sciences, select "Bachelor".  
If you want to apply for the trinational Eucor Master of Laws (LL.M.) or German-French Law (LL.M.) programme, please if you want to apply for the Legum Master postgraduate degree program Law (LL.M.), select degree "Legum Magister"

\* Degree: Master of Science

\* Major/Minor: Major

\* Field of study: Sustainable Systems Engineering

\* Course of study: Master of Science, Sustainable Systems Engineerin

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

Type of admission: restrictive admissions (University)

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- If you are currently enrolled in a Master's program at a German university, select *yes* and upload a current enrolment certificate. Otherwise select *No*.

**current enrolment at a German university in a Masters's degree programme**

\* Are you enrolled in a Master's degree programme at a German university at the time of application?

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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](#)

### University degree qualifying for admission to the master's programme

- 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 grading scale.
- **Upload:**  
Upload your final or current transcript of records

**University degree qualifying for admission to the master's programme**

**i** Please provide details of your first university degree (in a Bachelor's degree programme or equivalent)

\* University degree qualifying for admission to the master's programme:

\* Please name the degree and subject(s) you study/studied:

(Expected) date of completion:  **i**

\* 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):

Total number of credits required for graduation:

**i**

If you have been matriculated at the University of Freiburg in the past, please enter your matriculation number here:

Existing matriculation number at Uni Freiburg:

**i**

Please upload the following documents here:  
(If you have several transcripts of records or degree certificates, please upload them together in one PDF or JPG file.)

\* Current or final transcript of records:  [Choose file \(click here\)](#)

Translation of transcript of records, if required:  [Choose file \(click here\)](#)

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**Case A:** Previous studies have been finished, diploma has been issued

→ Upload your diploma and (if required) officially certified translation.

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

→ Upload your alternative document: confirmation from the university that the degree was completed, stating the grade.

- 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 alternative documents.


- The separate document should show that you have passed, handed in or at least registered for your final thesis. It should also include 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. If your program does not have the concept of a final thesis, please upload a confirmation of that fact instead.


**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

**Case A:**

**Degree has been completed and the degree certificate is available - furtl**


\* Original diploma certificate  Choose file (click here or drop in the box)


Officially certified translation of the diploma certificate, if required  Choose file (click here or drop in the box)

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**Case B:**

**Degree has been completed but the degree certificate**


 If the degree certificate has not been issued yet, please upload the following document:


Confirmation from the university that the degree was completed, stating the final grade (if not stated in the transcript of records) 


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**Case C:**


**Degree has not yet been completed – further documents:**


 If you have not completed the degree yet, please upload the following documents instead of the degree certificate, **ON** the day of submission:

Confirmation from the university, including grades and information on credits acquired (if not stated in the transcript already provided) 

 and

Confirmation from the university of the grade of the final thesis (if not stated in the transcript already provided) 

 or

Alternatively the confirmation of the university of the submission or at least the registration of the final thesis or the expected completion date of the degree programme (if not stated in the transcript already provided) 

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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.**

### APS certificate

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

The screenshot shows a form titled "APS". It contains an information icon and the text: "Please upload your APS document here. The APS certificate must be submitted by the application deadline." Below this, there is a label "\* APS" followed by a file upload button that says "Choose file (click here or drop)". At the bottom of the form, there are three navigation buttons: "To overview", "Back", and "Next".

### 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.

#### 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.

The screenshot shows a form titled "English Language skills (with upload)". It contains an information icon and the text: "According to the Table for CEFR Language Level and Test Scores for instance TOEFL, IELTS, PTE Acad". Below this, it says: "For more information please check the website of the program or of the Common European Framework of Reference (CEFR)". There are two input fields: "\* Level of proficiency according to the Common European Reference Frame (CEFR)" and "\* Proof of language proficiency (multiple choice is possible by holding CTRL)". The second field has a dropdown menu with options: "TOEFL (internet-based)", "TOEFL (computer-based)", "TOEFL (paper-based)", "German University Entrance Qualification (e)", and "Native speaker". There is also an "Other (if not listed above)" field and a "Test result" field. At the bottom, there is an information icon and the text: "Please upload the following documents here:". Below this, there is a label "Language certificate" followed by a file upload button that says "Upload". At the bottom of the form, there are two navigation buttons: "Back" and "Next".

- Select what applies to the Bachelor degree based on which you are seeking admission to the Master degree.

The screenshot shows a form titled "Documents". It contains an information icon and the text: "Please note the Step-by-step application guide: <https://www.inatech.uni-freiburg.de/en/studies/master>". Below this, it says: "Admission Requirements:". There is an input field with the label "\* Degree at German or foreign university". At the bottom of the form, there are three navigation buttons: "To overview", "Back", and "Next".

## 4) Confirmation of your data

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

The screenshot shows a form titled "Confirmation of your data (Master of Science, Sustainable Systems Engineering, Hauptfach, PO 2021 1. FS)". It contains an information icon and the text: "Please download the following document: [Confirmation of the applicant \[PDF\]](#)". Below this, it says: "and carry out the following steps:". There is a list of steps: "print", "fill", "sign", "scan", and "upload". At the bottom, there is an information icon and the text: "\* Upload signed form". Below this, there is a file upload button that says "Upload file (click here or drop in here, max 1 file or)". At the bottom of the form, there are two navigation buttons: "Back" and "Next".

## 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

[← To overview](#) [← Back](#) [→ Submit application](#)

**i** Notes on submission: You can submit your application until May 15, 2025.

Information for German applicants and applicants with German university entrance qualification (Bildungsinlä no longer have the opportunity to change your application after submitting it. You will then be forwarded directly to the select "To overview" at the top, your details will be saved and you can continue processing your application later. If you Help & Contact. **i**

## 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*.

### Submitted applications

Application
Master of Science (M. Sc.), Sustainable Systems Engineering , Hauptfach, PO 2021, 1. subject-related semester
<a href="#">Print data control sheet [PDF]</a> <a href="#">Show details</a> <a href="#">Cancel and edit application</a> <a href="#">← Cancel application</a>

**!** You have submitted your Application to the University of Freiburg, thank you for you

- 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 stud documents for matriculation at the University of Freiburg.

### Application in progress

**i** 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

**i** Chosen application term: winter semester 2025/26

[+ 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@inotech.uni-freiburg.de](mailto:study@inotech.uni-freiburg.de).