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)**
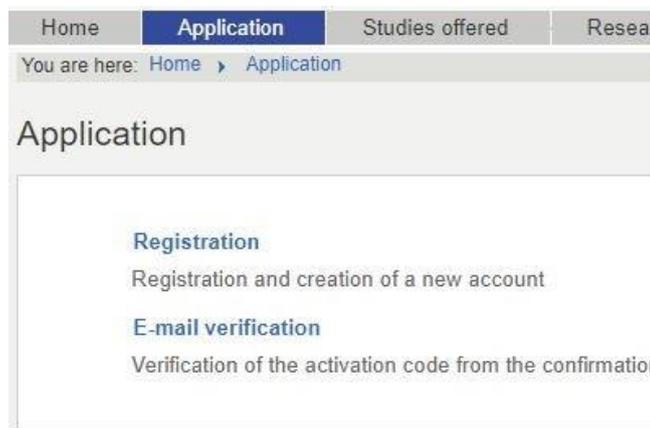- **Information about the grading and credit system at the respective university**

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.
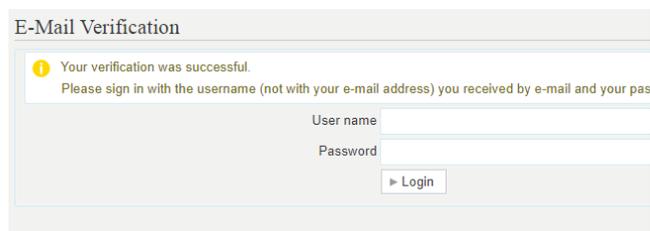- Click *Application* and *Registration.*

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.

Home	Application	Studies offered	Resea

You are here: Home ▸ Application

Application

Registration
Registration and creation of a new account

E-mail verification
Verification of the activation code from the confirmation

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.

E-Mail Verification

ⓘ Your verification was successful.
Please sign in with the username (not with your e-mail address) you received by e-mail and your pas
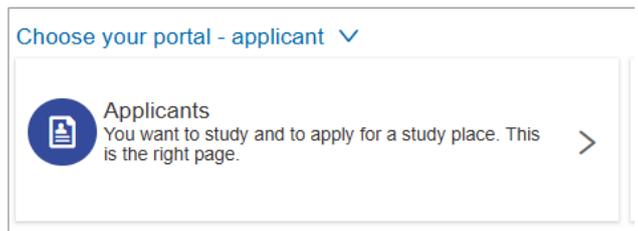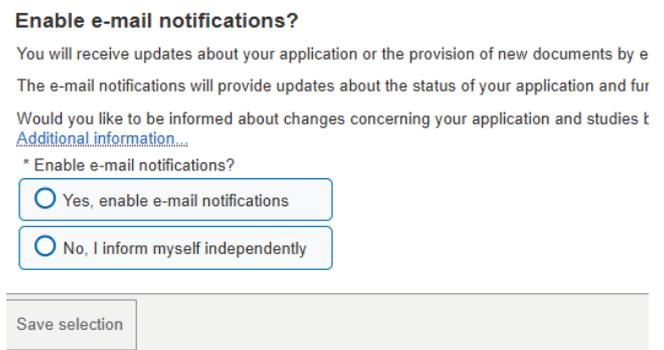
User name
Password
▸ Login

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.

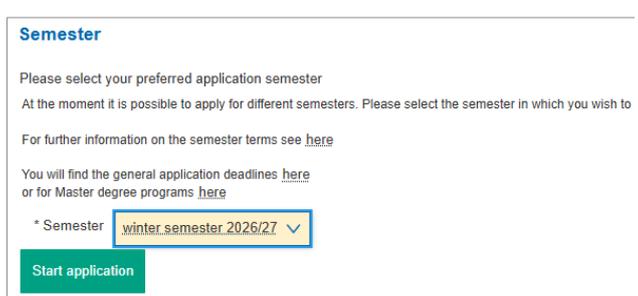## 3) Fill in the online application form

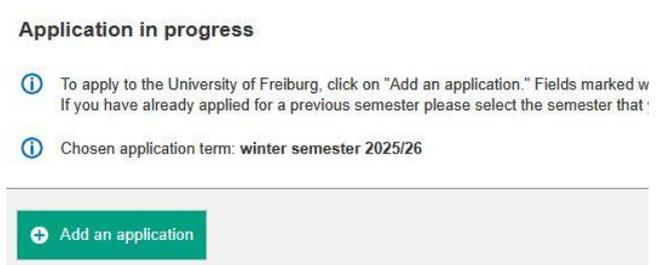- Click *Applicants* and choose the application portal.

Choose your portal - applicant ∨

Applicants
You want to study and to apply for a study place. This is the right page. >

- 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

The e-mail notifications will provide updates about the status of your application and fur

Would you like to be informed about changes concerning your application and studies k
Additional information...

* Enable e-mail notifications?

○ Yes, enable e-mail notifications

○ No, I inform myself independently

Save selection

- Select *Winter Semester 2026/27* and click on S*tart application*.

Semester

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 to

For further information on the semester terms see here

You will find the general application deadlines here
or for Master degree programs here

* Semester   winter semester 2026/27 ∨

Start application

- Click *Add an application.*

Application in progress

ⓘ To apply to the University of Freiburg, click on "Add an application." Fields marked w
If you have already applied for a previous semester please select the semester that

ⓘ 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.

- 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*.

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.

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

Case A: Previous studies have been finished, diploma has been issued
→ Upload your diploma and (if required) officially certified translation.

Case A:

> **Degree has been completed and the degree certificate is available - furtl**
>
> * Original diploma certificate — Choose file (click here or drop in he
>
> Officially certified translation of the diploma certificate, if required — Choose f
>
> ◀◀ To overview ← Back → Next

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 B:

> **Degree has been completed but the degree certificate**
>
> ⓘ If the degree certificate has not been issued yet, please upload the follov
>
> Confirmation from the university that the degree was completed, stating the final grade (if not stated in the transcript of records)
>
> ◀◀ To overview ← Back → Next

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.

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**
>
> Confirmation from the university, including grades and information on credits acquired (if not stated in the transcript already provided) — Choose file (click here or drop
>
> ⓘ and
>
> Confirmation from the university of the grade of the final thesis (if not stated in the transcript already provided) — Choose file (click here or drop
>
> ⓘ 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) — Choose file (click here or drop
>
> ◀◀ To overview ← Back → Next

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

4

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.

APS

ⓘ Please upload your APS document here.
The APS certificate must be submitted by the application deadline.

* APS   Choose file (click here or drop

« To overview   ← Back   → 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 <u>not</u> accept your proof of English proficiency sent from the test center directly to us via mail. Please upload the documents yourself.

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

English Language skills (with upload)

ⓘ According to the Table for CEFR Language Level and Test Scores for instance TOEFL, IELTS, PTE Acad
For more information please check the website of the program or of the Common European Framework of Re

* 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
Native speaker
Other (if not listed above)
Test result

ⓘ Please upload the following documents here:
Language certificate   ⬆ Upload

Back   → Next

Documents

ⓘ Please note the Step-by-step application guide: https://www.inatech.uni-freiburg.de/en/studies/maste

Admission Requirements:
* Degree at German or foreign university

« To overview   ← Back   → Next

4) 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 bo

« To overview   ← Back   → Submit application

Notes on submission: You can submit your application until May 15, 2026.

5) 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

📄 Print data control sheet [PDF]   🔍 Show details   ✏ Cancel and edit application   ← Cancel application

⚠ 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 shee
- 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

ⓘ 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

ⓘ 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 15th. 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.