

Guideline to filling out the “Online-Einschreibung und Immatrikulationsantrag”

http://www.uni-muenchen.de/studium/hochschulzugang/bewerb_einschreib/verfahren/online_einschreib/online_einschreib/index.html

General information when filling out this application form: all fields that are marked with a * HAVE to be filled out!

Once you’ve completed the entire procedure, you need to print out your application and bring it with you when you sign in. This application document will contain your future “Matrikelnummer” and is therefore EXTREMELY important!

If you’re already a student at LMU, you don’t need to fill out this form. You just need to apply to change your degree program (<http://www.uni-muenchen.de/studium/kontakt/studentenkanzlei/sachgebiet2/index.html>)

To navigate through the online registration, you have two buttons to move between the individual sections: backward (“zurück”) and forward (“weiter”). You’ll also see the “Kontrollansicht” button, which always gives you a chance to check through what you’ve entered so far.

In order to hopefully guide you through the procedure more easily, I’ve also kept the German terms (in green).

1. Applicant

Just some general information on navigating through the online registration.

2. Semester for application (Semester für die Einschreibung)

Semester for immatriculation: *you only have the WS10/11 as a choice!*

Seeing as you are currently applying for immatriculation and don’t have a „Matrikelnummer” yet, leave this field empty.

3. Personal Details (Angaben zur Person)

Surname (Nachname)*:

(all) First name(s) (Vorname(n))*:

Sex (Geschlecht)*:

Title (Titel):

Further names (Namenszusatz):

Date of birth (Geburtsdatum)*: DD.MM.YYYY

Place of birth (Geburtsort)*:

Maiden name (Geburtsname):

Nationality (Staatsangehörigkeit)*:

4. Addresses/Communication (**Anschriften/Kommunikation**)

- **Home Address (**Heimatanschrift**)**

Street and house number (**Straße und Hausnummer**)*:

Additional information (**Zusatz**; i.e. c/o, room, apartment, etc.):

Country code (**Länderkennzeichen**)*:

Zip code (**Postleitzahl**)*:

Town/city (**Ort**)*:

Telephone (**Telefonnummer**): *(please be aware of phone type! Landline (Festnetz) or cell phone (Handy))*

- **Address during the semester (**Semesteranschrift**)**

Street and house number (**Straße und Hausnummer**)*:

Additional information (**Zusatz**; i.e. c/o, room, apartment, etc.):

Country code (**Länderkennzeichen**)*:

Zip code (**Postleitzahl**)*:

Town/city (**Ort**)*:

Telephone (**Telefonnummer**): *(see above)*

5. University entrance certificate (**Hochschulzugangsberechtigung; HZB**) and health insurance (**Krankenkasse**)

- **University entrance certificate (UEC, i.e. Abitur)**

Type of UEC (Art der HZB)*:

Seeing as many of you are coming from abroad, I'm not too sure what type of certificate from the very long list suits you best. I'd pick "ohne Angabe", as nearly all the other options are related to German school certificates.

Date of completion (Datum des Erwerbs der HZB)*: DD.MM.YYYY

Grade (Note)*: *for example, if you have a "2.0" in your certificate, write "20" – don't use decimal places!*

Town/District where UEC was obtained (national) (Stadt/Kreis des Erwerbs der HZB im Inland)*:

State where UEC was obtained (international) (Staat bei Erwerb im Ausland)*:

As to where you obtained your UEC, you HAVE to click either national or international!

- **Health insurance**

Health insurance company (**Krankenkasse**):

Policy number (**persönliche Versichertennummer**):

6. Form of study (Form des Studiums)

Pick “Zertifik.-/Aufbaustudium” here!

7. Intended degree (angestrebter Abschluss)

Click “Master (Ifach)”

8. Subjects (Hauptfach)

“Evolution, ecology und syst”

Info: you need to bring letter of acceptance with you, when you come to officially register for your Master’s, which will we do together during your orientation weeks.

9. Didactics / Field of study (Didaktik/Fachrichtung)

Not applicable for you! Fields aren’t activated.

10. Information on studies (Studienganginfo)

Short paragraph giving you a summary of what you’ve chosen in the last couple of pages.

11. Earlier studies (Früheres Studium)

If you haven’t studied at a German university before joining EES, you can skip this page and go directly to 12. (Studies abroad)

If you HAVE studied in Germany prior to joining EES:

First university (Ersthochschule):

When were you enrolled (Semester der Ersteinschreibung):

If you’re enrolled at the LMU, please say when you were first enrolled here (Semester der Ersteinschreibung an der LMU):

You’re then asked to fill out the “semester counter” (Semesterzähler) - if you haven’t spent semesters at a German university until now, don’t worry about it.

Total of semesters spent at a German university (Hochschulsemestergesamt):

the total of ALL semesters you have spent at a German university or Fachhochschule, including holiday semesters, earlier semesters at the LMU, etc.

Holiday semesters (Urlaubssemester):

Semesters, where you were more or less on leave from your studies

Practical semesters (Praxissemester):

Semesters you spent working in companies etc., while enrolled in a Fachhochschule

Semesters spent in a “Studienkolleg”

Only for students who spent a year at a study college, in order to be able to attend courses at a university.

Clinical semesters (Kliniksemester):

Only if you’ve studied medicine and have spent time working in hospitals and/or clinics

Number of semesters you’ve interrupted your studies**(Unterbrechungssemester):**

Only count if you were exmatriculated and then re-enrolled in the SAME course of study, as well as not being enrolled in any others studies during that time.

Semesters spent studying in the ex-DDR (Semester in der ehemaligen DDR):

Type of study in the ex-DDR (Art des Studiums in der ehemaligen DDR):
on-campus (Präsenzstudium) or correspondence course (Fernstudium)

12. Studies abroad (Auslandsstudium)

If you’ve spent any time enrolled at a university abroad, please mention the TOTAL number of months and not just the last semester if it was more than that.

1st Country (1. Staat):

Number of Months (Anzahl der Monate):

2nd Country (2. Staat):

Number of months (Anzahl der Monate):

13. Course of studies (Studienverlauf)

If you’re enrolling at a German university for the first time and have not completed any final exams abroad until now, you can skip this page and go straight to the next one (14. Last completed exams – “Zuletzt abgelegte Prüfungen”).

- **Last completed exams (Zuletzt abgelegte Prüfungen)**

Only mention intermediate exams if they are relevant for the course you are enrolling for!

Last exam (letzte Prüfung):

Options here are: intermediate exam (Zwischenprüfung)
 Final exam at the University of Munich
 (Abschlussprüfung LMU)
 Final exam at any other German university
 (Abschlussprüfung andere HS)
 Final exam at other universities abroad
 (Abschlussprüfung im Ausland)

Exam before that (vorletzte Prüfung): see above

- **Last course of studies at a different university (Letztes Studium an einer anderen Hochschule)**

In which semester were you last enrolled?

(In welchem Semester waren Sie zuletzt eingeschrieben?)

(example: SS2005 for summer semester 2005)

This last semester does NOT have to be the one directly before this one!

In which country? (In welchem Land?)

National (Inland) or international (Ausland)

German University (National, Inland)

please pick one!

Country (International, Ausland)

Pick the country in which you were enrolled at university

Course of studies (Studiengang)

Study form (Form des Studiums):

options are first degree (Erstudium)

 second degree (Zweitstudium)

 additional qualifications (Erweiterungsstudium)

intended degree (Abschlussziel):

1. subject (1. Studienfach)

2. subject (2. Studienfach)

3. subject (3. Studienfach)

- **Duration of studies (Studienzeiten):**

Time span (i.e. WS 2000 – SS2002)	Number of semesters	University (Town/City)	Course and intended degree
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14. Completed exams (**abgelegte Prüfungen**)

If you haven't completed any exams at either a German or any other university, you can skip this page and go straight to the next one.

Further: if there are no options given in a field where you'd like to pick something, you need to go back to the previous page and fill out the corresponding field! Then, try again.

- **Last completed exam (letzte Prüfung)**

Here, the university would like detailed information on the exams you listed on the previous page, so if you haven't completed any exams, go on to the next page.

Type of exam (Art der zeitlich letzten Prüfung): is directly inserted by the program from the previous page!

University (Hochschule):

Study form (Studienform): see "course of studies" under 13.

Degree (Abschluss):

1. subject (1. Studienfach):

2. subject (2. Studienfach):

3. subject (3. Studienfach):

Date of exam (Prüfungsdatum):

Success of exam (Prüfungserfolg):

You have three choices here: pass (*bestanden*), fail (*nicht bestanden*) or final fail (*endgültig nicht bestanden*; means that you are not eligible to carry on with your current studies and need to switch subjects)

Grade (Prüfungsnote):

once again, please leave out the comma and treat decimal numbers as whole numbers (i.e. instead of "2,57", insert "257")

Semester in which you completed this exam

- **Penultimate completed exam (vorletzte Prüfung)**

This is the next to last exam you completed before your last completed exam. It has the exact same format as the section above.

15. Second university (**Zweithochschule**)

You only need to fill this section out if you are enrolled in a second German university, as well as being enrolled at LMU. If this isn't the case, you can go straight to the next page. If you ARE simultaneously enrolled at another university, please bring the appropriate documents to the official enrolment, as well as filling out this page.

University (**Hochschule**):

Form of study (**Studienform**): *see above*

Intended Degree (**angestrebter Abschluss**):

1. subject (**1. Studienfach**):

2. subject (**2. Studienfach**):

3. subject (**3. Studienfach**):

16. Do you have a training qualification? (Berufsabschluss**)**

Yes or no

Please use the “Kontrollansicht” to check all of your input. This will be the only time you can make any changes to your online-enrolment. Once you’ve hit the “Abschicken” button, you won’t be able to make any changes – these can then only be made when you come to the official registration.

Don’t worry if you’ve made any mistakes or haven’t filled out all fields. Just make a note of where information may be missing, and we’ll sort it out when we go for the registration.

As mentioned at the beginning, once you’ve completed this form, you MUST print it out and bring it with you to the official sign-up.

As a reminder, here’s a list as to the additional documents you’ll need to bring for your final registration:

- **LMU official letter of acceptance**
- **Proof of German health insurance**
- **Passport**
- **Original diplomas and transcripts (no certified copies!)**
- **Marriage license, if you’ve had any name changes since applying to the university**
- **If you are a DAAD recipient: scholarship paperwork!**