



Manual for international applicants for the online application for the Studienkolleg

Table of contents

1. Registration.....	2
2. Confirm your email address.....	3
3. Email notifications.....	4
4. Start your application	4
4.1. Semester of application and study programme.....	5
4.2. Application documents	5
4.2.1. Proof of university entrance qualification	5
4.2.2. German proficiency.....	6
4.2.3. CV	6
4.2.4. Proof of previous periods of study in higher education	6
4.2.5. Additional documents and proof of grading system.....	6
4.3. Submit your application.....	6
5. Edit your application.....	7
6. Status of your application	8
6.1. Information on the application statuses	8
6.2. Status 'Received' and 'Received'.....	8
6.3. Status 'In process' and 'Received'.....	9
6.4. Status 'In process' and 'Temporarily rejected'	9
6.5. Status 'Withdrawn'	9
7. Control sheet.....	10
8. Forgot your password?.....	10
9. Decision on your application	10
10. After admission: acceptance test.....	11
11. Contact	11
11.1. Questions regarding the online application	11
11.2. Technical problems	11

Last updated: April 2023

1. Registration

Please go to the application portal <https://friedolin2.uni-jena.de/>. You can change the language from German to English in the lower right corner. On the homepage of the application portal, click on 'Apply now' to register.

On the next page, please confirm the registration with OK to carry on. Please do **not** register, if you have already registered and/or already have an account (e.g. as a student of the University of Jena):

Registration

Do you already have a user ID?

Do you already have a user ID for this application portal?

If you are already a registered user of this application portal, please cancel this online registration and log in with your user ID and password instead. If you have not registered before, please click on 'OK'.

Continue with the online registration?

Please fill all mandatory fields under 'Registration' on the next page. Please register only **once**. Mandatory fields are marked with (*). If you have questions, you can find help texts under the symbol ⓘ:

Self-registration

Information

Please fill out all required fields. Please register only **once**. After completing the self-registration, you will receive an email at the given email address describing the further procedure. **Important: Please remember your user ID, which you will receive in your welcome email after your self-registration, and your self-chosen password! You will need these in order to log in to the application portal in the future.**

Please do **not** register if you have already registered in this application portal once before.

In this case, you can log into the portal with the user ID you received in your welcome email and your chosen password.

Fields marked with (*) are mandatory.

[Please see the privacy notice on self-registration.](#)

Import data from hochschulstart.de ⓘ Help

There are study programmes at our University which are managed by hochschulstart.de (see above under "Help" for a list). If you would like to apply for such a study programme, you must register at hochschulstart.de. If you are already registered there, please enter your BID (applicant ID) and BAN (applicant authentication number) here and click on "Transfer data from hochschulstart.de". Your personal and contact data will then be automatically imported from there.

[Please note the privacy notice regarding the import of data from hochschulstart.de.](#)

Applicant ID (BID)

Applicant authentication number (BAN)

[Import data from hochschulstart.de](#)

Personal data

* Surname

* First name

All first names ⓘ

* Gender

Name prefix ⓘ

Name suffix ⓘ

Pseudonym (artist name)

Please do not forget to answer the security question. Please do as follows:

- Provide the information requested.
- Enter a password of your choice.
- Answer the security question.
- Read the privacy notice and accept it (tick the box).
- Click on 'Register':

Password

Your password must have at least 9 characters, including 1 special character.

* Password

* Repeat password

Security question (Captcha)

In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha) **Please add 8 and 9 together.**

* Response to the security question

Data privacy policy

* I have taken note of the above mentioned privacy notice.

[→ To the data privacy policies.](#)

After you have completed the self-registration, a notification will be sent to the email address you provided. The next steps will be mentioned there.

Please remember your **user ID that you received in your welcome email after your self-registration, and your **chosen password**. You will need both to log into the application portal in the future.**

2. Confirm your email address

In order to log into the portal, please confirm your email address by clicking on the respective link in the welcome email. Alternatively, you can enter the activation code mentioned in the email under menu item 'Email verification' in the portal.

In the course of your self-registration, we have reserved the following login details for you:

user ID: internsechzehn
password: your chosen password

IMPORTANT: Please remember your login details, as you will need them more often in order to log in to the application portal!

To enable you to log in with these details, please confirm your email address by clicking on the following link:

https://friedolin2neu.test.uni-jena.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml? flowId=selfRegistrationVerification-flow&token=26064c8c-932f-4a77-a001-b155e28822aa&navigationPosition=functions_mailVerification

If your email programme does not display a direct link, please copy the complete line and paste it into the address bar in your browser.

Alternatively, you can enter the following activation code under menu item 'Email verification':

26064c8c-932f-4a77-a001-b155e28822aa


This is an automatically generated email, please do not reply.

3. Email notifications

For data protection reasons, you can decide for yourself whether you want us to inform you about changes in the status of your application by email. This means that we notify you about changes in the status of your application (that it was processed and declared valid, that you are admitted, etc.). This also applies to the provision of documents.

The screenshot shows a form titled 'Application' with a sub-section 'Activate email notifications?'. It includes an information icon and a 'Help' link. The text explains that Friedrich Schiller University Jena will send electronic information and decisions via the application portal. It asks if the user wants to be informed by email about changes in the status of their application and the provision of documents. There are two radio button options: 'Yes, activate email notifications' (which is selected) and 'No, I inform myself independently'. A 'Save selection' button is at the bottom.

You will only receive an email when the status of your application changes for the first time. In the case of more status changes, you will not be notified by email **until you log back on to the portal again and inform yourself about the changed status**. If the status changes again afterwards, you will once more be notified by email.



If you do not consent to email notifications, we will not update you on status changes by email. In that case, you have to keep yourself updated in the portal. We recommend that you consent to receiving email notifications.

4. Start your application

Please find out which application documents you need for the chosen study programme **before** applying. You can find them on the relevant website of the **International Office**:
<https://www.uni-jena.de/en/preparatorycollege>

Prepare all documents: Scan your application documents and save them as PDF files (**the only accepted format**) of no more than 5 MB each. For most application documents, the upload slot can only hold one file. For this purpose, combine all pages of a document into a **single** PDF.


In order to apply for a place of study, log in to the portal and select **'Start application'**. Then **"Add application form"**.


The screenshot shows the 'Friedolin 2.0' application portal. On the left, under 'My application', there is a 'Start application' button with a document icon and the text 'Apply for study programmes at our University.' On the right, under 'Applications in preparation', there is an information icon and the text 'To apply for a place of study, click on "Add application form"'. Below this is a green 'Add application form' button.


4.1. Semester of application and study programme

First of all, please select the correct semester of application (summer or winter semester). Add an application form and select for *Degree* **Preparatory college (Assessment Test)** and for *Subject* your **future study programme** at the University of Jena.

Your desired study programme

 Please select the study programme for which you wish to apply.
Once you have selected a complete study programme, you can continue by clicking on "Continue". After each entry, you will automatically be shown further matching entry fields.
In the case of study programmes with several subjects (e.g. teacher training programmes), please fill these fields individually for each subject of your study programme.

* Degree 

* Subject 

Ancient Studies
Applied Computer Sc.
English and Amer. Studies
Arabic Studies
Biochemistry/Molecular Biology
Biogeosciences

The suitable preparatory course specialization (G/M/T/W) will be shown automatically.


Subject-related semester: you may apply for the first (1.) subject-related semester only.



Information you provide now on the desired study programme cannot be edited later on. For this reason, carefully check all information provided before you confirm them by clicking on 'Continue'.

4.2. Application documents

On the following pages, you need to provide all necessary information and upload the required application documents. Please note that only PDF files are accepted. **Please thoroughly read the instructions and the additional information provided in the help texts on the respective page.**

You can find the help texts under the symbol . Please note that the fields marked with (*) are mandatory. You cannot go on to the next page if you have missed a mandatory field or have not uploaded a necessary file. If you need to edit or delete information, you can always return to the previous page by clicking on 'Back'.



Please only upload the documents required in the respective upload slot. PDF files consisting of several different documents which are not required in the respective upload slot will not be accepted!

4.2.1. Proof of university entrance qualification

Please select where you have acquired your university entrance qualification and select the type of your university entrance qualification. The most common is 'HEEQ acquired abroad (general higher education entrance qualification)'. If you have acquired your entrance qualification abroad, please select the respective

country and type of qualification. You can find information on the different types of university entrance qualification in the help text ⓘ.

Enter the grade of your university entrance qualification. This field must not be left empty. The University will later convert the grade into its equivalent in the German grading system.

Proof of university entrance qualification: Please upload your school leaving certificate (e.g. Attestat, High School Diploma, Higher Secondary Education, Lise Diplomas, Senior School Certificate, WASSC etc.) and (if available) your assessment test certificate in PDF format.

4.2.2. German proficiency

Please provide information on your **level of German language proficiency**. Select the type of language certificate and the result of your language test. Under 'Level achieved', please enter, *for example*, 'DSH-1' or, in the case of TestDaF, '3/3/3/3', or B1 (Goethe Institute, telc, ÖSD, certificate of a recognized language institute).

Upload your language certificate as a PDF file.

4.2.3. CV

Please upload an **up-to-date CV in tabular form** as a PDF File. Please provide information on your school education and previous periods of study **without any chronological gaps**.

4.2.4. Proof of previous periods of study in higher education

If you have studied before, please provide proof of all your **previous periods of study in higher education (if applicable)**. Please indicate in which country and at which higher education institution you were first enrolled (**regardless of whether you have completed/not completed/abandoned your studies**).

Upload proof of your study period(s) (= Transcript of Records) **of all** higher education institutions you have previously attended in one single document. If available, upload the **degree certificate(s)** of your previously completed study programmes as PDF files in the portal.

4.2.5. Additional documents and proof of grading system

Under 'Additional documents', you can upload documents such as a **proof of the grading system** (= maximum grade to be obtained, minimum grade for passing) used by your previous higher education institution, for example. If your grade overview / transcript of records already contains information on the grading system, you do not have to upload additional proof here.

4.3. Submit your application



Once you have completed all mandatory fields and uploaded your application documents, you will see an overview of the information you provided and documents you uploaded. **Please check the information carefully before submitting your application.** The submission deadline will also be displayed there. Please tick the box at the end of the overview to confirm that the information provided is correct. Afterwards, please select 'Submit application'.

Confirm information and submit application form

I hereby confirm that the information provided is correct.

Back

→ Submit application

 You can submit your application until May 31, 2023. 

You will then receive an email and a message in the portal to notify you that your application was successfully received. The status of your application and the status of the subject you applied for will both be converted to 'Received'.

5. Edit your application

If you would like to make changes to an application that you have already submitted, we recommend that you do so by selecting '**Withdraw and edit application**'. This will allow you to make changes immediately. If you select '**Withdraw application**', your application will only be withdrawn. You then have to select 'Edit application' before you can make changes. Applications can only be edited **within the application period**.



To withdraw an application does not mean that the application will be deleted. The feature '*Withdraw and edit application*' only serves to edit your application (immediately).

We recommend that you only withdraw an application with the status 'Received' to edit it. You will receive more information on the status of your application in the following [section 6 'Status of your application'](#).

Online application

Semester of application: 

 There are no documents in your inbox yet.

Submitted applications

 Help

Application no. 1

Application status: Received

Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester

Admission
Restriction

Status of subject applied
for:
Received

 Show application details

 Withdraw and edit application

 Withdraw application

If you would like to make changes to PDF files, you first have to delete the previously uploaded files. You can then upload the new files in the relevant slot. Please take note of the information on uploading application documents [4.2 'Application documents'](#). After you have completed the editing of your application, you will

once again receive an overview of your application. **Please tick the box** to confirm that the information you provided are correct. Then select 'Submit application'.



The International Office will not process a withdrawn application until it has been submitted once again.

If you encounter problems with the editing of your application, please contact the International Office: incoming@uni-jena.de

6. Status of your application

6.1. Information on the application statuses

If you would like to know more about the status of your application or the status of the subject you applied for, please click on the respective status button. A help box with additional information will open:

The screenshot shows a table of submitted applications. The first application is highlighted in yellow. A help popup is open over the 'Received' status button, providing detailed information about the 'Received' status.

Application no.	Subject	Admission Restriction
Application no. 1	Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester	Admission Restriction
Application no. 2	Bachelor of Arts (Kernfach/Ergänzungsfach) KF Romanistik Rumänisch (Vers. 2017), 1. subject-related semester	No Admission Restriction
	Bachelor of Arts (Kernfach/Ergänzungsfach) EF Soziologie (Vers. 2013), 1. subject-related semester	No Admission Restriction

Help for Status of subject applied for: Received

The status **Received** indicates that you have submitted the application and that it is available to the University in electronic form, but has not yet been checked by the relevant student administration. Applications in this status do not yet take part in the allocation procedure and can be edited by you as you wish, an exception being the chosen study programme. To do so, please use the "Withdraw and edit application" button. Additional information (university entrance qualification, educational career to date, etc.) that are not linked to other submitted applications can also be edited. You can withdraw your submitted application at any time if you no longer wish to take part in the procedure. To do so, please use the "Withdraw application" button.

If the status of your application changes, you will receive a **notification by email (email notifications must be activated)** and a **message in the portal**.

6.2. Status 'Received' and 'Received'

If the status of your application and the status of the subject you applied for are both 'Received', your application has been received electronically by the International Office, but not yet processed. At this time, you can still edit your application by clicking on 'Withdraw and edit application'.

The screenshot shows the application portal with a red box highlighting the 'Application status: Received' button and the 'Status of subject applied for: Received' text.

Application no.	Subject	Admission Restriction
Application no. 1	Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester	Admission Restriction

Application status: Received

Status of subject applied for: **Received**

6.3. Status 'In process' and 'Received'

If the status of your application is 'In process' and the status of the subject you applied for is 'Received', the International Office is currently processing them. We strongly recommend **NOT** to withdraw and edit applications at that time.



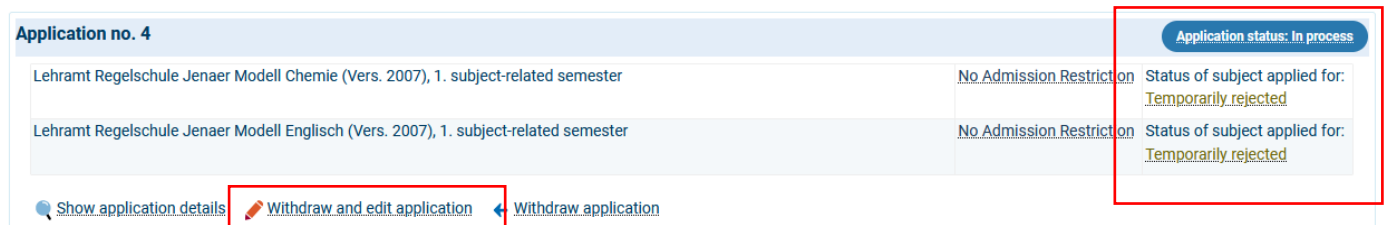
The screenshot shows a user interface for 'Submitted applications'. At the top right, there is a 'Help' icon. Below the title, there is a blue button labeled 'Application status: In process'. The main content area shows a table with one row: 'Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester' with 'Admission Restriction' in the next column. To the right of this row, a box displays 'Status of subject applied for: Received'. At the bottom, there are three buttons: 'Show application details' (with a magnifying glass icon), 'Withdraw and edit application' (with a pencil icon), and 'Withdraw application' (with a left arrow icon).

6.4. Status 'In process' and 'Temporarily rejected'

If the International Office has reviewed your application and found it incomplete, the status of the subject you applied for will change from 'Received' to 'Temporarily rejected':



You then can withdraw the application, edit it and submit the correct documents.



The screenshot shows a user interface for 'Submitted applications'. At the top right, there is a blue button labeled 'Application status: In process'. The main content area shows a table with two rows: 'Lehramt Regelschule Jenaer Modell Chemie (Vers. 2007), 1. subject-related semester' and 'Lehramt Regelschule Jenaer Modell Englisch (Vers. 2007), 1. subject-related semester', both with 'No Admission Restriction' in the next column. To the right of each row, a box displays 'Status of subject applied for: Temporarily rejected'. At the bottom, there are three buttons: 'Show application details' (with a magnifying glass icon), 'Withdraw and edit application' (with a pencil icon), and 'Withdraw application' (with a left arrow icon).

6.5. Status 'Withdrawn'

When you withdraw an application, its status automatically changes from 'In process' to 'Withdrawn'. Only after you have edited and re-submitted it, the status will change back to 'Received'. You can edit and submit your application by the deadline displayed:



The screenshot shows a user interface for 'Submitted applications'. At the top right, there is a blue button labeled 'Application status: Withdrawn - In process'. The main content area shows a table with two rows: 'Lehramt Regelschule Jenaer Modell Chemie (Vers. 2007), 1. subject-related semester' and 'Lehramt Regelschule Jenaer Modell Englisch (Vers. 2007), 1. subject-related semester', both with 'No Admission Restriction' in the next column. Below the table, there are two buttons: 'Submit application' (with a right arrow icon) and 'Edit application' (with a pencil icon). At the bottom, there is a yellow information box with a red border and a red 'i' icon, containing the text 'You can submit your application by Jul 15, 2022.' with a 'Help' icon.



If you withdraw an application and forget to re-submit it, the status will remain 'Withdrawn'. **The International Office will not process a withdrawn application until it has been submitted once again.**

7. Control sheet

When you click on **'Print control sheet'** (on the right side under 'Personal information'), you can check all the data you entered in your application.

You will be informed about the **status of your applications** directly in the application portal. If the status changes, **you will also receive a separate email, if you have consented to being notified about status changes by email.**

8. Forgot your password?

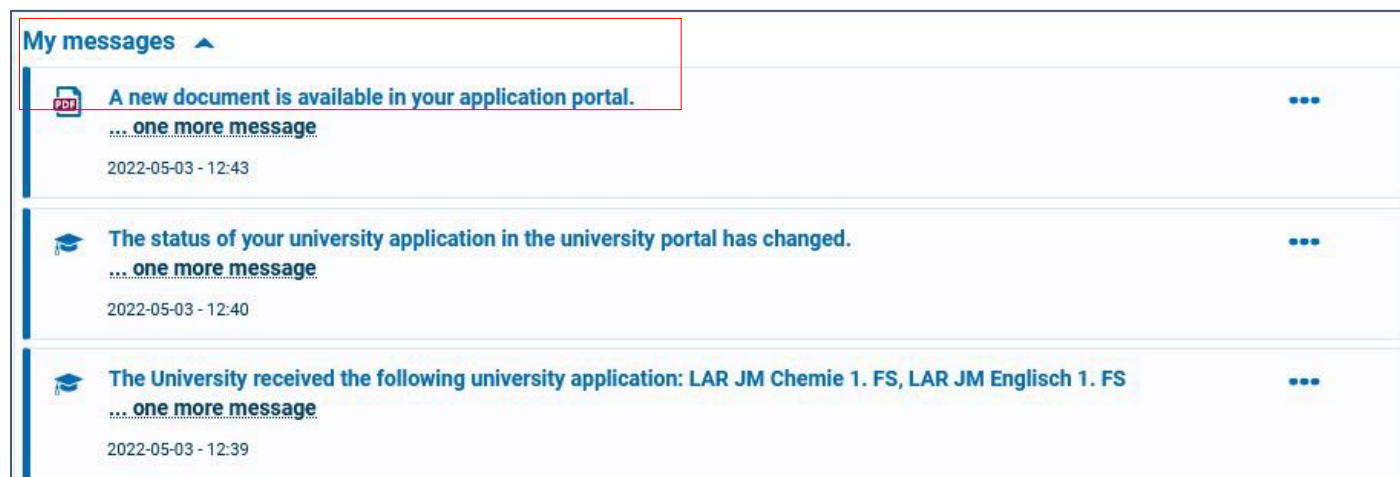
If you have forgotten your password, you can reset it. Go to 'Lost login data?' in the top right corner and follow the instructions displayed.



The login form consists of two input fields labeled 'User name' and 'Password'. To the right of the password field is an eye icon for toggling visibility. A 'Login' button is positioned to the right of the password field. Below the password field is a link labeled 'Lost login data?'.

9. Decision on your application

If you are admitted, if your application is rejected or excluded from the procedure, a respective **notice** will be issued. You can view and download it under 'My messages' or in your inbox.



The 'My messages' section displays a list of messages. The first message, highlighted with a red box, is: 'A new document is available in your application portal.' It includes a PDF icon, a link to '... one more message', and a timestamp of '2022-05-03 - 12:43'. The second message is: 'The status of your university application in the university portal has changed.' It includes a graduation cap icon, a link to '... one more message', and a timestamp of '2022-05-03 - 12:40'. The third message is: 'The University received the following university application: LAR JM Chemie 1. FS, LAR JM Englisch 1. FS'. It includes a graduation cap icon, a link to '... one more message', and a timestamp of '2022-05-03 - 12:39'. Each message has a three-dot menu icon on the right.

Print the document (admission or rejection letter) and follow the instructions in it.

Note: Your status will change to "place returned". This is for technical reasons only, because you must not apply for enrolment at the University of Jena. Your admission is valid still.

Applications in preparation

[Help](#)

Application no. 1	Service point status: Place returned
Feststellungsprüfung Altertumswissenschaften (Version 98), 1. subject-related semester	No admission restriction

10. After admission: acceptance test

Once you have accepted the offer of admission, you **must NOT** apply for enrolment within the period specified in the portal.

Take part in the **acceptance test** at the Studienkolleg Nordhausen. If you pass the test and get a place, you may enrol at the Studienkolleg Nordhausen. Please see all further information about the acceptance test and enrolment at <https://www.hs-nordhausen.de/en/international/staatliches-studienkolleg/>.

11. Contact

11.1. Questions regarding the online application

If you have questions regarding your online application, our team at the **International Office** will be happy to advise you. You can reach us by email or telephone and also in person during our open office hours:

Email: incoming@uni-jena.de

Website: <https://www.uni-jena.de/en/preparatorycollege>

Advisory services and office hours: <https://www.uni-jena.de/en/ib-internationalestudierende>

Postal address:

Friedrich-Schiller-Universität Jena
Internationales Büro
International students and applicants

07737 Jena

Address for visitors:

Friedrich Schiller University Jena
International Office
Room 0.18
Fürstengraben 1
07743 Jena

11.2. Technical problems

Should you encounter any technical problems during registration and/or your online application, you can log a request in the **Service Desk Portal** using your University login credentials:

<https://servicedesk.uni-jena.de/servicedesk/customer/user/login?destination=portals>

Go to Campus Management > Friedolin 2.0 > Enquiries regarding HISInOne-APP

ⓘ If you do not have University login credentials yet, please first register for the Service Desk Portal. You can find more information on that step here:

<https://www.uni-jena.de/en/servicedeskportal#guests>

We wish you the best of success in your application and look forward to welcoming you to our University!

Kind regards,
the Team of the International Office