




Manual for international applicants for the online application for undergraduate study programmes at Friedrich Schiller University Jena with Friedolin 2.0

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	4
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. Application for a higher subject-related semester.....	6
4.2.6. 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'.....	8
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 Status 'Withdrawn'	9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. Apply for online enrolment.....	11
11. Contact	11
11.1. Questions regarding the online application	11
11.2. Technical problems	12

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) 

* Response to the security question 

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

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.

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/degree-programmes-international>

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'**.

Friedolin 2.0

My application ▲

Start application
Apply for study programmes at our University.

My messages ▲

There are currently no reports available.

My communication channels

Help & contact

for German applicants:
Student Service Centre
www.uni-jena.de/service-ssz

for international applicants:
International Office
incoming@uni-jena.de

for all applicants for master's programmes:
Master Service Centre
master@uni-jena.de

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 your chosen study programme. Select the degree, the subject and the subject-related semester. Depending on the chosen study programme, you will also have to select a specialization.

Subject-related semester: Usually you would apply for the first subject-related semester, i.e. to begin your studies. You can also apply for a higher subject-related semester, if you have already studied the subject. If this is the case, you are required to provide additional proof. For more information, please see section 4.2.3.



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)' or 'subject-restricted higher education entrance qualification from a preparatory course ('Studienkolleg)'. 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 ⓘ.



If you selected the certificate of the assessment test ('Studienkolleg') as university entrance qualification, please add your secondary school leaving certificate as additional university entrance qualification. The University will calculate your grade from both certificates.

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', enter 'DSH-2' or, in the case of TestDaF, '4/4/5/4', for example.

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

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. Application for a higher subject-related semester

If you would like to apply for a higher subject-related semester, you need to provide proof that you have relevant academic achievements from previous studies that can be credited so that you can be placed in a higher subject-related semester.

Please upload a transfer of credit notice from your competent examinations office as a PDF file.

- If you apply for a place of study in a **higher subject-related semester in a subject that you have previously studied in Germany**, you require a **transfer of credit notice issued by the examinations office of your previous higher education institution**.
- If you have studied before and want to apply **for a higher subject-related semester in a different subject** at the University of Jena, you require a transfer of credit notice issued by your future competent **examinations office at the University of Jena**.
- If you would like to apply for a **higher subject-related semester in Medicine, Pharmacy or Dentistry**, please submit the transfer of credit notice issued by a **State Examination Board for Academic Healthcare Professions** (*Landesprüfungsamt für akademische Heilberufe*). You can find the contact details of the State Examination Boards here:

<https://www.uni-jena.de/en/medicine-dentistry-pharmacy-higher-sem-international>

4.2.6. 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 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 with a help box open for the 'Received' status. The table has columns for application details and admission restrictions. The help box provides detailed information about the 'Received' status, including that the application is available electronically but not yet checked, and that it can be edited or withdrawn.

Submitted applications	
Application no. 1	
Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester	Admission Restriction
<a>Show application details <a>Withdraw and edit application <a>Withdraw application	
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

Application status: Received

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.

Close

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 a table of submitted applications with a help box open for the 'Received' status. The table has columns for application details and admission restrictions. The help box provides detailed information about the 'Received' status, including that the application is available electronically but not yet checked, and that it can be edited or withdrawn.

Submitted applications	
Application no. 1	
Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer) (Vers. 1998), 1. subject-related semester	Admission Restriction
<a>Show application details <a>Withdraw and edit application <a>Withdraw application	

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.

Submitted applications i Help

Application no. 1		Application status: In process
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](#)

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.

Application no. 4

Lehramt Regelschule Jenaer Modell Chemie (Vers. 2007), 1. subject-related semester	No Admission Restriction	Status of subject applied for: Temporarily rejected
Lehramt Regelschule Jenaer Modell Englisch (Vers. 2007), 1. subject-related semester	No Admission Restriction	Status of subject applied for: Temporarily rejected

[Show application details](#)
[Withdraw and edit application](#)
[Withdraw application](#)

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:

Application no. 4 Application status: Withdrawn - In process

Lehramt Regelschule Jenaer Modell Chemie (Vers. 2007), 1. subject-related semester	No Admission Restriction
Lehramt Regelschule Jenaer Modell Englisch (Vers. 2007), 1. subject-related semester	No Admission Restriction

[Submit application](#)
[Edit application](#)

i You can submit your application by Jul 15, 2022. i



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.

<input type="text" value="User name"/>	<input type="password" value="Password"/>	<input type="button" value="Login"/>	<input type="button" value="English"/>
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. To go to your inbox, select 'View my application'.

My messages ▲

-  **A new document is available in your application portal.**
... [one more message](#)
2022-05-03 - 12:43
-  **The status of your university application in the university portal has changed.**
... [one more message](#)
2022-05-03 - 12:40
-  **The University received the following university application: LAR JM Chemie 1. FS, LAR JM Englisch 1. FS**
... [one more message](#)
2022-05-03 - 12:39

My application ▲

winter term 2022

Subject	Application status
Application no. 1: Staatsexamen Zahnmedizin 1. FS für Quotenbewerber (Ausländer)	Admission offer currently not possible
Application no. 2: B.A. (KF/EF) KF Romanistik 637, B.A. (KF/EF) EF Soziologie	without admission restrictions
Application no. 3: B.Sc. Biogeowissenschaften	Applied for enrolment
Application no. 4: LAR JM Chemie, LAR JM Englisch	Applied for enrolment
Application no. 5: Staatsexamen Medizin 1. FS für Quotenbewerber (Ausländer)	Rejected

Online application

Semester of application: winter term 2022/23 - 5 Applications 

 Inbox 

10. Apply for online enrolment

Once you have accepted the offer of admission, you can apply for **online enrolment within the period specified in the portal**. To do so, please click on the button 'Apply for enrolment'. On the pages for online enrolment, you can add details required for enrolment. Once you have completed the **application for enrolment**, please print and sign it. Please **send the signed application including required supporting documents** (see checklist on page 1 of the application) to the International Office to allow them to prepare your enrolment.

To: Friedrich-Schiller-University of Jena International Office Fürstengraben 1 07743 Jena GERMANY Application for enrolment from 03.05.2022 on Wintersemester 2022		
	Date of birth: 01.01.2000	Applicant number: 300726
	Enrolment on:	Matriculation number:
	Subject: B.Sc. Biogeowissenschaften Subject-related semester: 1 Field: keine Vertiefung	
I apply for enrolment in accordance with the information provided by me in the following data sheets and submit the following documents by August 15, 2022 .		

The final steps for your enrolment will take place before the beginning of the semester in the International Office.



Once the deadline for the application for enrolment has passed, you can no longer apply for enrolment or complete a previously started application for enrolment.

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/degree-programmes-international>

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

FAQs: <https://www.uni-jena.de/en/degree-studies-faq>

Postal address:

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

07737 Jena

Address for visitors:

Friedrich Schiller University Jena
International Office
Rooms 0.17–0.19
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