



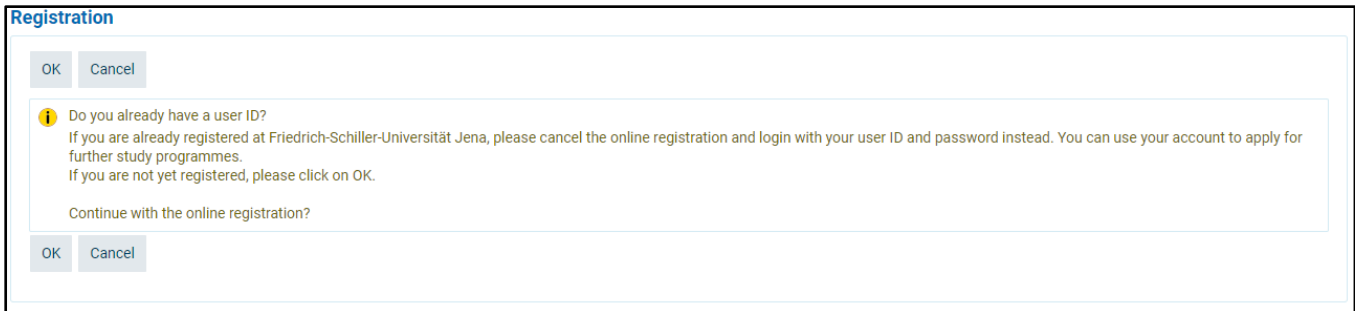
## **Manual for online applications for master's degree programmes at the Friedrich Schiller University via Friedolin 2.0**

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# 1 Registration

Please visit the page <https://friedolin2.uni-jena.de/>. You can change the language at the top on the right. To register, please select „**apply now!**“ on the homepage of the online portal. On the next page, please confirm the registration with OK. Please do **not** carry out the registration, if you have already registered and/or already have an account (e.g. as a student):



**Registration**

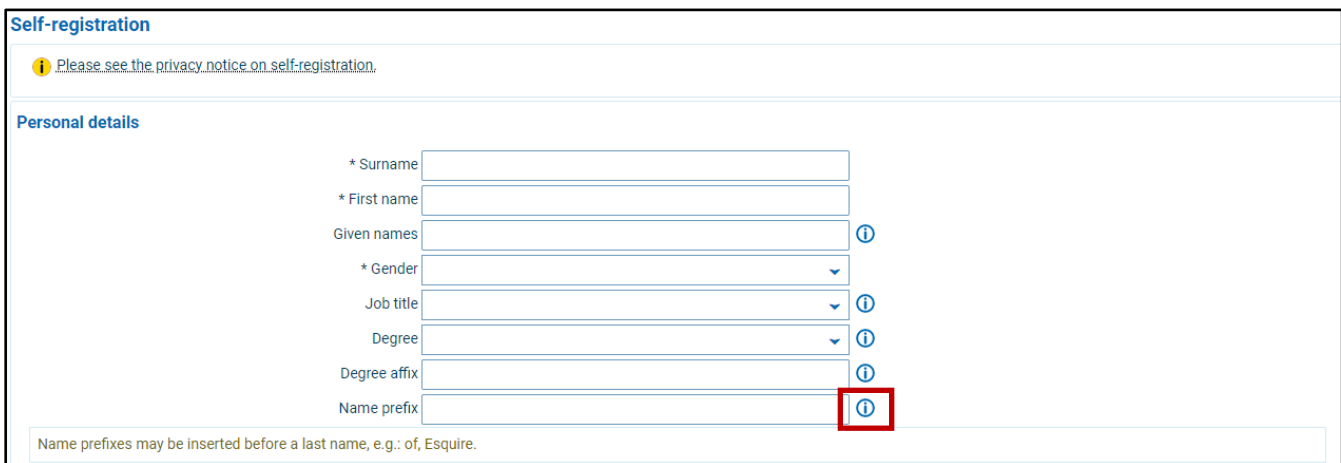
OK Cancel

**i** Do you already have a user ID?  
If you are already registered at Friedrich-Schiller-Universität Jena, please cancel the online registration and login with your user ID and password instead. You can use your account to apply for further study programmes.  
If you are not yet registered, please click on OK.

Continue with the online registration?

OK Cancel

Please fill out all required fields on the next page. Fields marked with (\*) are mandatory. Please register only **once**. After completing the self-registration, you will receive an email at the given email address describing the further procedure. If you need help, please select the symbol **i**:



**Self-registration**

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

**Personal details**

\* Surname

\* First name

Given names  **i**

\* Gender

Job title  **i**

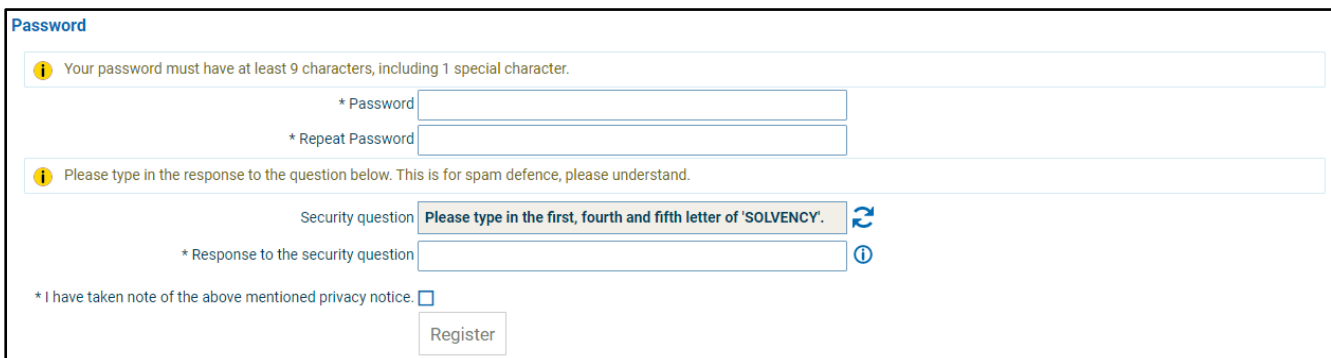
Degree  **i**

Degree affix  **i**

Name prefix  **i**

Name prefixes may be inserted before a last name, e.g.: of, Esquire.

Please do not forget to answer the security question:



**Password**

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

\* Password

\* Repeat Password

**i** Please type in the response to the question below. This is for spam defence, please understand.

Security question **Please type in the first, fourth and fifth letter of 'SOLVENCY'.** **i**

\* Response to the security question  **i**

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

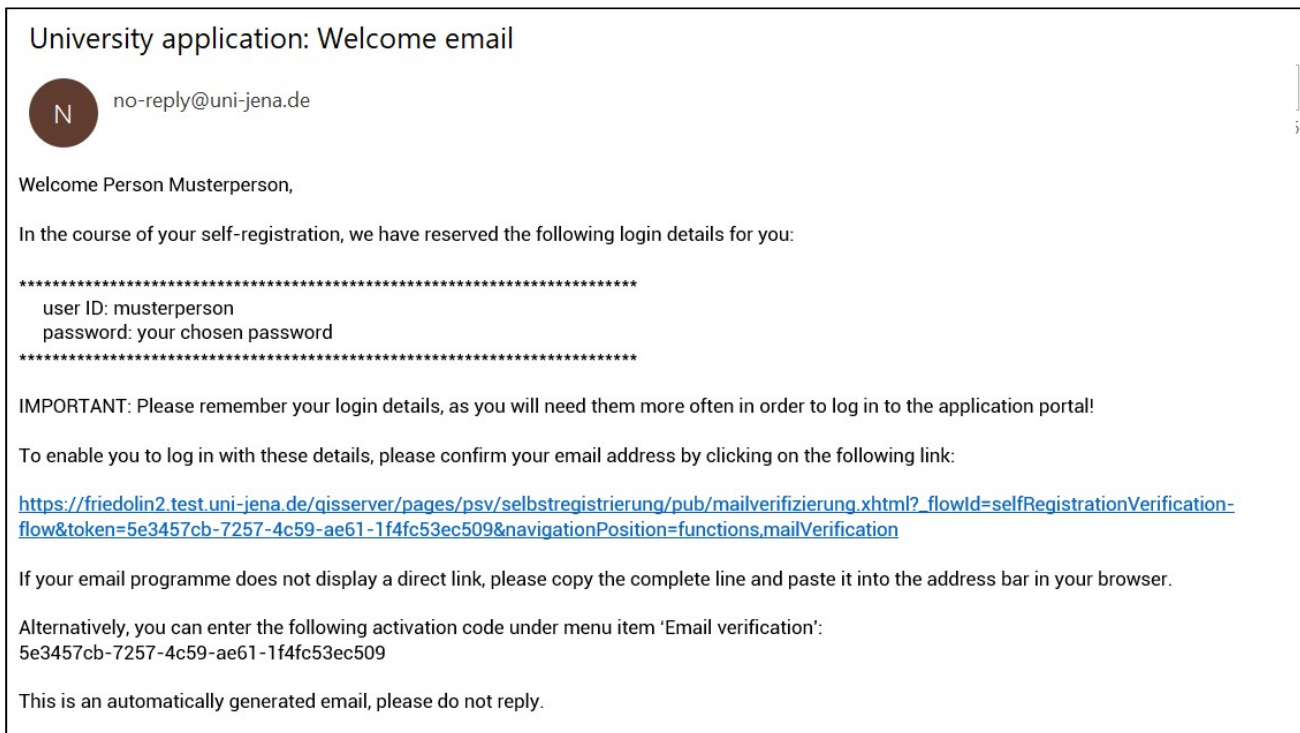
Register

If you entered all required data, set your password and answered the security questions, please tick the field „I have taken note of the above mentioned privacy notice“. Select „register“ to complete your registration. After your self-registration you will receive a welcome email.

**i Please note:** 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. You can log in to the portal at the top right of this page with your user ID, which you received in your welcome email, and your self-chosen password.

## 2 Confirm your email address

In order to log in to the portal with your user ID and your password, you need to confirm your email address first. Please follow the instructions in the welcome email:



## 3 Email notifications

For data protection reasons, you can decide for yourself whether you want us to inform you by email about changes in the status of your application, i.e. you will receive an email from us stating if anything has changed in the status of your university application (has been examined and declared valid, was rejected, was admitted, etc.). The same applies to the provision of documents.

If there are several status changes, no further email will be sent until you log back on to the portal again and inform yourself. If the status changes again, you will receive a new email.

**ⓘ Please note:** You will not receive a status change email from us if you refuse to give your consent, and that you must independently track the status of your application on the portal.

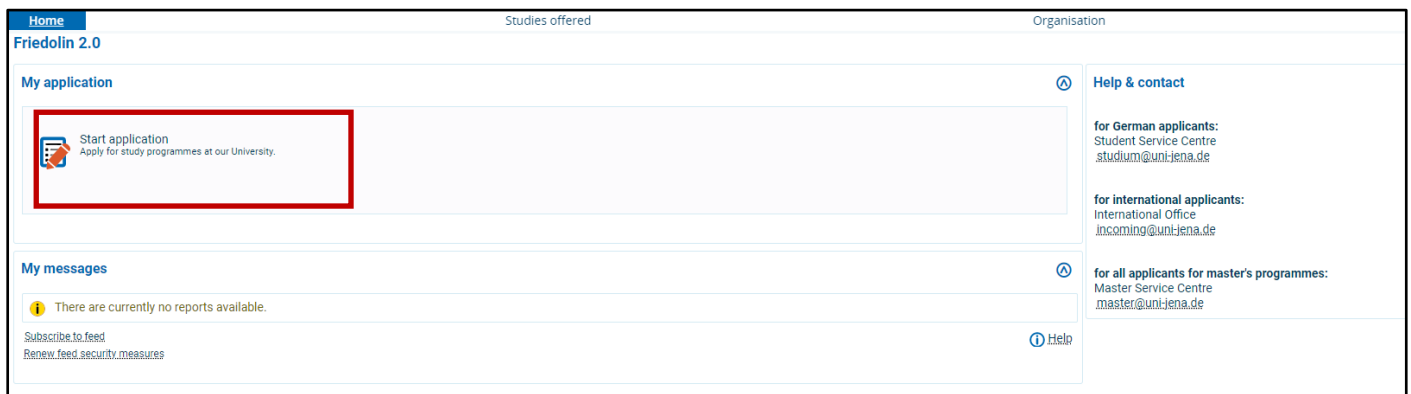
## 4 Start application

Please inform yourself about the required application documents **before** you apply! You find all information on the needed documents of each study programme on the respective information page:

<https://www.uni-jena.de/en/studies/study+programme>

Please scan all applications documents and save them as PDF files (max. 5 MB for each file). Please note that there is only one upload slot available for most application documents. Therefore, if you have a document which consists of multiple pages, please merged them to one single PDF file!

Please log in to the portal and select „**Start application**“ to apply for a master’s degree programme:



## 4.1 Semester of application and study programme

Please select the correct semester of application (summer or winter term) and start your application by adding an application form. Afterwards, select your desired master’s degree programme: Please select the degree, the subject/study programme, and the subject-related semester. Certain study programmes also demand to select a specialisation.

**Subject-related semester:** If you are a first-year student, please select the 1st subject-related semester. If you start your studies in a higher semester, select a subject-related semester greater than 1 if this is offered for this subject. In this case, additional proof is needed. For more information please see section 4.2.3.

**❗ Please note: You cannot change any information on your desired study programme once it has been saved! Therefore, please thoroughly check all information before confirming them by selecting „continue“.**

## 4.2 Application documents

On the next following pages, you must enter all necessary information and upload the required documents. Only PDF files are allowed! **Please read the instructions and the additional information provided by help texts on each page carefully.** To view the help texts select the symbol ⓘ. Fields marked with (\*) are mandatory. You can access the next page, if a required field is not filled or if a document has not been uploaded.

By selecting the button „back“ you can access the previous page, in case you like to change or delete data/information.

### 4.2.1 Proof of university entrance qualification

Please select the **type of your university entrance qualification** (the most common is the qualification called „Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife)“ = „Other university entrance qualification acquired abroad (general university entrance qualification)“). Information on the different qualifications can be viewed by selection the symbol ⓘ.

**Certificate:** Please upload your secondary school certificate (e.g. Abitur, Middle/senior school certificate, High School Diploma, Higher Secondary Education, Senior School Certificate, HSC, intermediate, WASSC etc.) as a PDF-file to the portal.

#### 4.2.2 Proof of previous periods of study in higher education

Please provide proof of your admission to the master's programme (= usually your undergraduate/bachelor's degree) **AND** (if applicable) of your other periods of study in higher education, e.g. additional undergraduate degrees or master's degree studies etc. (incomplete or completed). Please have PDF files of your Transcript of Records/ mark sheets and, if available, the degree certificate of your studies relevant to admission ready for upload.

**„Average grade“:** Please fill in the numerical grade according to your current Transcript of Records/ mark sheet. This section must be filled! If you do not have a numerical average grade, please contact the Master Service Centre at [master@uni-jena.de](mailto:master@uni-jena.de).

**„Study programme/ subject“:** Please note that there are no preselections available. Therefore, please type in your study programme/ subject yourself.

Please do not forget to **indicate** which **study programme** is **relevant to admission**:

\* Higher education degree relevant to admission

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[Add Proof of previous periods of study in higher education](#)

#### 4.2.3 Proof of eligibility for a higher subject-related semester in a master's programme

If you like to apply for a higher semester (i.e 2nd or higher), you need upload proof of your academic achievements that qualify you for admission to a higher subject-related semester in a master's programme (e.g. current transcript of records/ mark sheet of your current master's degree studies). You must have obtained at least 30 ECTS-credits already and gained grades in the same or in a subject-specific master's programme at a GERMAN or EUROPEAN ECTS university.

#### 4.2.4 Additional documents and proof of grading system

You can upload additional documents such as proof of relevant work experience, letter of recommendation etc. Also, please use this section to upload **proof of the grading system/scheme** (= highest possible grade and lowest passing grade) used at your university. In case this information is already provided on your transcript of records/ mark sheet, then you do not need to upload any further proof.

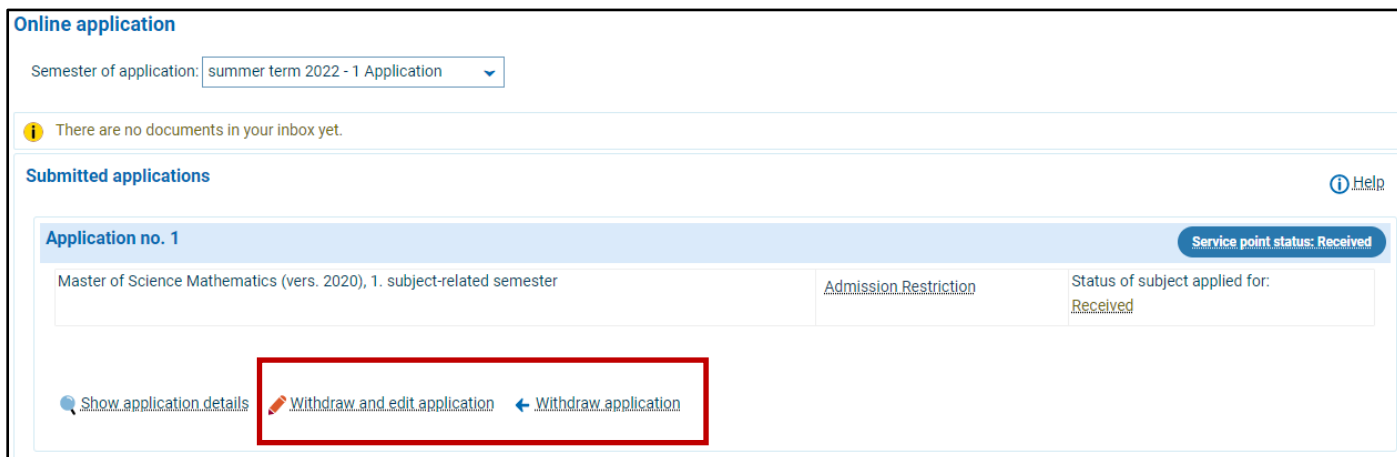
### 4.3 Submit application

After you entered all requested data and uploaded all application documents, you will see an overview of your provided information. **Please review the information carefully before submitting your application.** You can also check the submission deadline.

At the end of the overview, please confirm that the information provided is correct. Afterwards, please select „submit application“. You will receive a confirmation email that your application was successfully received. Your application status has changed to „received“.

## 4.4 Edit application

You cannot change information of your application, once you submitted it. In case you made a mistake during the online application (e.g. uploaded the wrong PDF document), you can edit your application by selecting either „withdraw and edit application“ or “withdraw application”:



The screenshot shows the 'Online application' interface. At the top, there is a dropdown menu for 'Semester of application' set to 'summer term 2022 - 1 Application'. Below this, a message states 'There are no documents in your inbox yet.' The main section is titled 'Submitted applications' and includes a 'Help' icon. A table displays one application, 'Application no. 1', with a 'Service point status: Received' badge. The table row contains the text 'Master of Science Mathematics (vers. 2020), 1. subject-related semester', a link for 'Admission Restriction', and the text 'Status of subject applied for: Received'. At the bottom of the application entry, there are three links: 'Show application details', 'Withdraw and edit application' (highlighted with a red box), and 'Withdraw application'.

### !! Please note !!

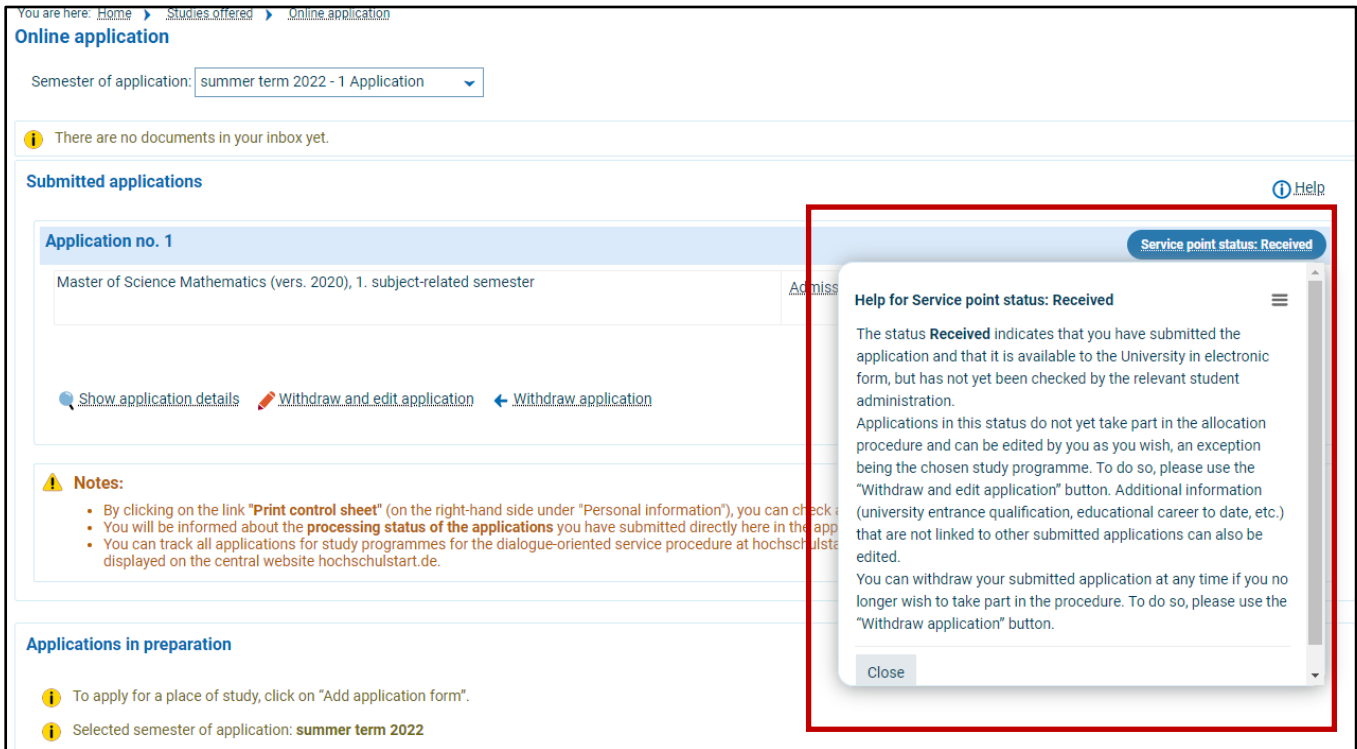
To withdraw and edit an application does not mean that you delete the application! This feature only serves to edit your application.

Once withdrawn, an application will not be processed by the Master Service Centre until you re-submit the application. You can submit a previously withdrawn application within the application deadline; it will have the status “Received” once again. To re-submit an application, please use the “Submit application” button.

Only applications can be edited, if they have the status „received“. However, if the Master Service Centre has already begun to process your application and your application status is „in preparation“, „valid“ etc., you cannot edit your application. In this case, please contact the Master Service Centre ([master@uni-jena.de](mailto:master@uni-jena.de)) if you wish you to make any changes to your application.

## 5 Status of your online application

If you like to know more about your application status and/ or the status of the subject you applied for, please select „application status“ or „status of subject applied for“ and a help box opens with further information:



The screenshot shows the 'Online application' page. At the top, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this, the page title is 'Online application' and there is a dropdown menu for 'Semester of application' set to 'summer term 2022 - 1 Application'. A message states 'There are no documents in your inbox yet.' The main section is 'Submitted applications', with a 'Help' icon in the top right. A table lists 'Application no. 1' for 'Master of Science Mathematics (vers. 2020), 1. subject-related semester' with a 'Service point status: Received' badge. Below the table are links for 'Show application details', 'Withdraw and edit application', and 'Withdraw application'. A 'Notes' section contains three bullet points: 1. Clicking 'Print control sheet' allows checking entered data. 2. The processing status of applications is shown here. 3. Applications can be tracked on the website hochschulstart.de. Below this is the 'Applications in preparation' section with instructions to click 'Add application form' and notes the selected semester is 'summer term 2022'. A red box highlights a help box titled 'Help for Service point status: Received'. The help box text explains that 'Received' means the application is submitted but not yet checked, and that it does not participate in allocation. It also provides instructions on how to withdraw or edit the application. A 'Close' button is at the bottom of the help box.

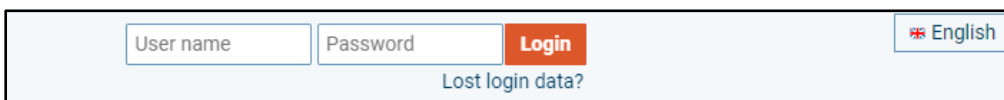
## 6 Control sheet

By clicking on the link "**Print control sheet**" (on the right-hand side under "Personal information"), you can check all the data you entered in your university application.

You will be informed about the **processing status of the applications** you have submitted directly here in the applicant portal; if the status changes, you will also receive a separate email.

## 7 Forgot your password?

If you forgot your password, you can reset it by selecting „lost login data?“ on top right corner on the start page of the application portal and follow the instructions provided.



The login form consists of three input fields: 'User name', 'Password', and a red 'Login' button. To the right of the 'Login' button is a language selector with a flag icon and the text 'English'. Below the 'Login' button is a link that says 'Lost login data?'.

## 8 Rejection and admission letter and notice of rejection

In case of admission or rejection, you find the respective letter as a PDF file ready to be downloaded either in the section “My messages” or in your inbox. To access your inbox, select “View my application”.

**Friedolin 2.0**

**My application** ↑

**summer term 2022**

Subject	Application status
Application no. 1: M.Sc. Mathematics	Admission offered
Application no. 2: M.Sc. Mathematics	Received

**View my application**

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**My messages** ↑

✓ A new document is available in your application portal. ⋮

2021-10-27 - 15:32

⏪ The status of your university application in the university portal has changed. Application no. 1: M.Sc. ⋮

**Inbox** 1 Help

**Submitted applications** Help

**Application no. 1** Application status: Admission offered

Master of Science Mathematics (vers. 2020), 1. subject-related semester	Admission Restriction	Status of subject applied for: Admission offered
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**Inbox: 1 new messages** Help ✕

Status	Provided on	Document	Semester of application	Actions
✉	27.10.2021 15:32:39	approval document for M.Sc. Mathematics, 1. SRS	summer term 2022	↓

**Close**



## 9 Accepting offered admission

You have the option of **accepting** the **offer within the displayed period**. You accept the offer by clicking on „accept offer“. Afterwards you are asked again if you really want to accept the admission offer. Choose either „yes“ or „no“. If you accepted the offer, the status is converted to “Admitted” and you can continue with the online application for enrolment.

**Submitted applications** Help

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**Application no. 1**
Application status: Admission offered

Master of Science Mathematics (vers. 2020), 1. subject-related semester	Admission Restriction	Status of subject applied for: Admission offered
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Accept offer
Show application details
Return place of study

i You can accept your offer by Nov 10, 2021.

## 10 Apply for online enrolment

To apply for the online enrolment, please select „apply for enrolment“ in the online portal. You can only apply within the displayed period! Afterwards, follow the instructions on the following pages.

**ⓘ Please note:** The filled in form “application for enrolment” **AND** the listed documents must be submitted by the displayed deadline on the form:

<p>To: Friedrich-Schiller-University of Jena Master Service Centre (MSZ) Fürstengraben 1 07743 Jena GERMANY</p> <p><b>Application for enrolment from 06.08.2021 on Wintersemester 2021</b></p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>I apply for enrolment in accordance with the information provided by me in the following data sheets and submit the following documents by <b>03.09.2021</b> .</p> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Date of birth:</td> <td style="width: 50%; text-align: center;">Applicant number:</td> </tr> <tr> <td style="text-align: center;">Enrolment on:</td> <td style="text-align: center;">Matriculation number (SSZ):</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <b>1. applicationnumber</b>  <b>Subject: M.Sc. Mathematik Subject-related semester: 1</b> </td> </tr> </table>	Date of birth:	Applicant number:	Enrolment on:	Matriculation number (SSZ):	<b>1. applicationnumber</b> <b>Subject: M.Sc. Mathematik Subject-related semester: 1</b>	
Date of birth:	Applicant number:						
Enrolment on:	Matriculation number (SSZ):						
<b>1. applicationnumber</b> <b>Subject: M.Sc. Mathematik Subject-related semester: 1</b>							

# 11 Contact

## Master Service Centre

You may contact us via email, chat or via phone or in person during our office hours:

**Tel.:** +49 3641 9-411555

**Fax:** +49 3641 9-411552

**Email:** [master@uni-jena.de](mailto:master@uni-jena.de)

**Webpage:** [https://www.uni-jena.de/en/Master\\_Service\\_Centre](https://www.uni-jena.de/en/Master_Service_Centre)

**Consulting services and office hours:** [https://www.uni-jena.de/en/Consultation\\_Master](https://www.uni-jena.de/en/Consultation_Master)

### Postal address:

Friedrich-Schiller-Universität Jena  
Master-Service-Zentrum (MSZ)  
07737 Jena

### Consulting room:

Friedrich-Schiller-Universität Jena  
Master-Service-Zentrum (MSZ)  
Room D307, 3rd floor  
Fürstengraben 1  
07743 Jena

## Service Desk

Should you have technical problems, please send an online ticket via the Service Desk. Please note that this service is currently online available in German: <https://servicedesk.uni-jena.de/plugins/servlet/desk>

Please choose Campus Management > Friedolin 2.0 > Anfragen zu HISinOne-APP

If you cannot write a ticket, you may get in touch with us.

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We hope you found this guide helpful! We are glad to welcome you as a student at our University!

Sincerely,  
The Team of the Master Service Centre