



## **Manual for online applications for master's degree programmes at 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.



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

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 ⓘ:

**Self-registration**

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

**Personal details**

\* Surname

\* First name

Given names  ⓘ

\* Gender

Job title  ⓘ

Degree  ⓘ

Degree affix  ⓘ

Name prefix  ⓘ

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

Please do not forget to answer the security question:

**Password**

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

\* Password

\* Repeat Password

ⓘ 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'.** ⓘ

\* Response to the security question  ⓘ

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




**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.**

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.

## 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:

University application: Welcome email

 no-reply@uni-jena.de

Welcome Person Musterson,

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

\*\*\*\*\*  
user ID: musterson  
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://friedolin2.test.uni-jena.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?\\_flowId=selfRegistrationVerification-flow&token=5e3457cb-7257-4c59-ae61-1f4fc53ec509&navigationPosition=functions.mailVerification](https://friedolin2.test.uni-jena.de/qisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=5e3457cb-7257-4c59-ae61-1f4fc53ec509&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':  
5e3457cb-7257-4c59-ae61-1f4fc53ec509

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 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.



**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.**

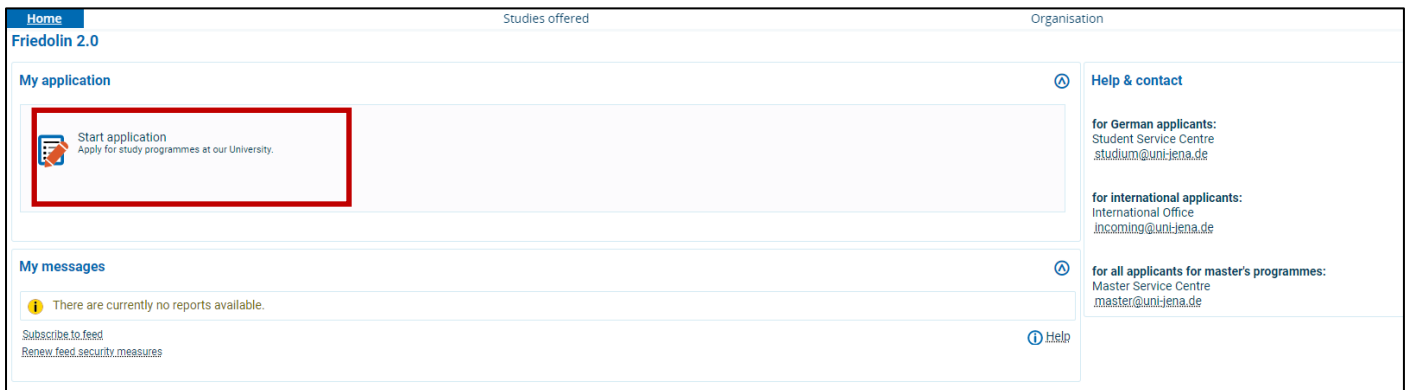
## 4 Start application

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.



**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.



**Please make sure to only upload the document/s which are required in the respective upload slot. PDF files which consist of many different documents and which are not needed in the respective upload slot will not be accepted!**

#### 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)“).

**Certificate:** Please upload your secondary school certificate (e.g. Abitur, Middle/Senior School Certificate, Baccalaureate, High School Diploma, Higher Secondary Education, 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 via Service Desk at [www.uni-jena.de/service-msz](http://www.uni-jena.de/service-msz).

„**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 must 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.

## 5 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“.

## 6 Edit application

You cannot change information of your application, once you submitted it. In case you want to edit your application, we recommend to do so by selecting „**withdraw and edit application**“. This selection allows direct editing. If you choose “withdraw application” your application is only withdrawn. Afterwards, you must select “edit application” in order to make changes to your application.



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

We recommend to only withdraw applications with the application status “Received”. Learn more on the status of your application in section [6 “Status of your 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' link. A table lists the application details:

Application no. 1	Admission Restriction	Status of subject applied for:
Master of Science Mathematics (vers. 2020), 1. subject-related semester		Received

Below the table, there are three buttons: 'Show application details', 'Withdraw and edit application' (highlighted with a red box), and 'Withdraw application'. The 'Application status: Received' label in the top right of the application row is also highlighted with a red box.

In case you would like to change PDF files you must delete the previously uploaded documents first. Please note the information on uploading application files in section [4.2 Application documents](#).



**Once withdrawn, an application will not be processed by the Master Service Centre until the application has been re-submitted.**

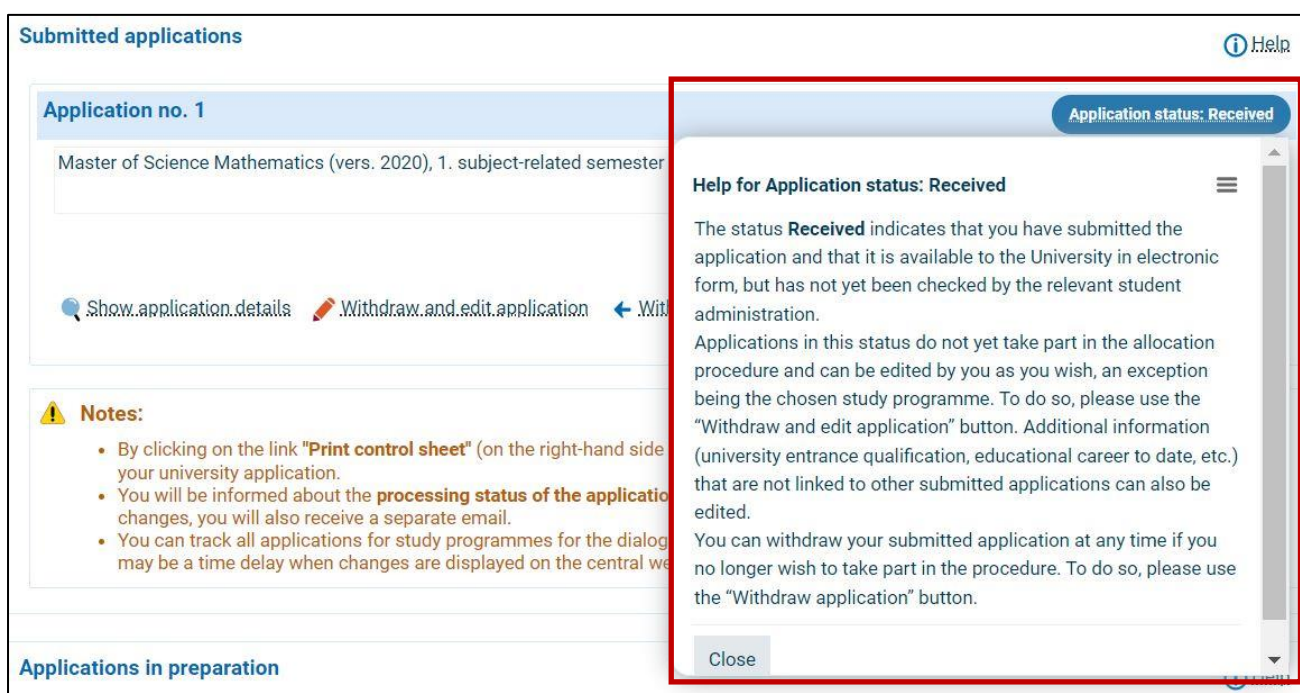
You can submit a previously withdrawn application within the application deadline; it will have the status "Received" once again. To re-submit an application, please use the "Submit application" button.

If you have problems editing your application, please contact the Master Service Centre at [www.uni-jena.de/service-msz](http://www.uni-jena.de/service-msz).

## 7 Status of your application

### 7.1 Information on each application status

If you like to know more about your application status and/ or the status of your subject, please select „application status“ or „status of subject applied for“ and a help box opens with further information. You will receive a confirmation email, should your application status has changed (only if you activated email notifications!).



The screenshot shows a user interface for 'Submitted applications'. A help box is open for 'Application status: Received'. The help text explains that 'Received' means the application is submitted and available electronically but not yet checked. It also states that applications in this status can be edited and that users can withdraw their application at any time. The help box includes a 'Close' button.

**Submitted applications** Help

**Application no. 1** Application status: Received

Master of Science Mathematics (vers. 2020), 1. subject-related semester

Show application details Withdraw and edit application ← Withdraw application

**Notes:**

- By clicking on the link "Print control sheet" (on the right-hand side) you will print your university application.
- You will be informed about the **processing status of the application** changes, you will also receive a separate email.
- You can track all applications for study programmes for the dialog box. There may be a time delay when changes are displayed on the central website.

**Help for Application status: 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

### 7.2 Status "Received" and "Received"

After submitting your application, the application status and status of subject changes to "Received". It indicates that your application was electronically received by the Master Service Centre, but not yet processed. In case you would like to make changes to your application, we recommend to do so only if both statuses are "Received". To edit your application, please choose "Withdraw and edit application".



The screenshot shows the application status for 'Application no. 6'. The application status is 'Received' and the status of the subject applied for is also 'Received'. The 'Withdraw and edit application' button is highlighted with a red box.

**Application no. 6** Application status: Received

Master M.A. Christianity in Culture History and EducationDKieK (vers. 2007), 1. subject-related semester

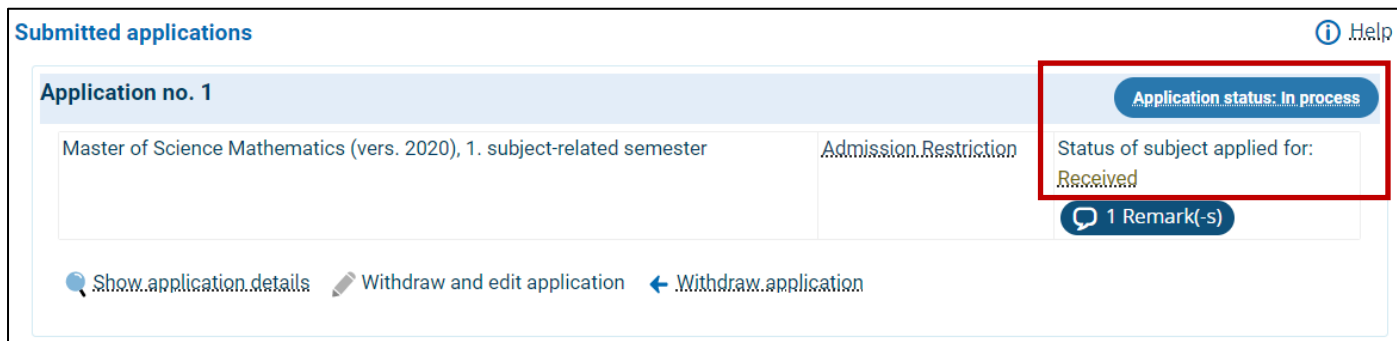
Admission Restriction

Status of subject applied for: Received

Show application details Withdraw and edit application ← Withdraw application

### 7.3 Status “In progress” and “Received”

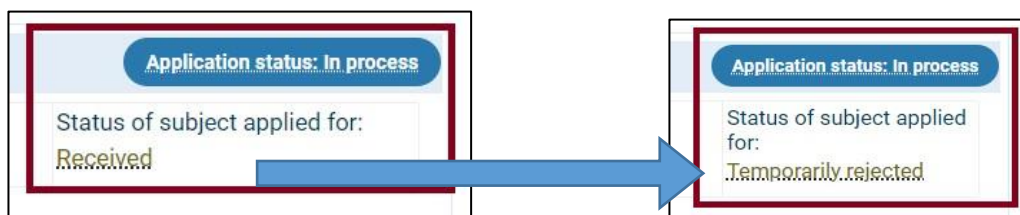
If your application status is „In process” and the status of subject “Received”, your application is either currently processed by the Master Service Centre or complete and handed over to the selection committee. We do **not** recommend to withdraw and edit the application at this point.



The screenshot shows a user interface for 'Submitted applications'. At the top right, there is a 'Help' icon. The main content area is titled 'Application no. 1'. Below this, there is a table with two columns: 'Master of Science Mathematics (vers. 2020), 1. subject-related semester' and 'Admission Restriction'. To the right of the table, there is a blue button labeled 'Application status: In process'. Below this, there is a text field labeled 'Status of subject applied for:' with the value 'Received'. At the bottom right, there is a blue button labeled '1 Remark(-s)'. At the bottom left, there are three buttons: 'Show application details', 'Withdraw and edit application', and 'Withdraw application'.

### 7.4 Status “In progress” and “Temporarily rejected”

The status of your application changes from “Received” to “Temporarily rejected”, if your application is incomplete. You can now withdraw and edit your application and upload the correct documents. Please note that correct documents and information can no longer be changed. After editing your application, please do not forget to submit your application!



### 7.5 Status “Withdrawn”

To edit your application, you must withdraw your application. As long as your application is withdrawn it will not take part in the procedure and will subsequently 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. To do so, please use the “Submit application” button. The status will then change to “Received” once again.



The screenshot shows a user interface for 'Submitted applications'. At the top right, there is a 'Help' icon. The main content area is titled 'Application no. 1'. Below this, there is a table with two columns: 'Master of Science Mathematics (vers. 2020), 1. subject-related semester' and 'Admission Restriction'. To the right of the table, there is a blue button labeled 'Application status: Withdrawn - In process'. Below this, there is a text field labeled 'Status of subject applied for:'. At the bottom left, there are two buttons: 'Submit application' and 'Edit application'. At the bottom left, there is a yellow information icon followed by the text 'You can submit your application by Aug 31, 2022.' and a blue information icon.



**The application status will stay “Withdrawn” should you withdraw your application, but forget to submit it. A withdrawn application will not be processed by the Master Service Centre until you re-submit it.**



## 8 Admission decision

In case of admission, rejection or rejection on formal grounds, 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**

---

**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”. Find out if you must apply for online enrolment in the next section [10 Online enrolment](#).

**Submitted applications** i 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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Accept offer
🔍 Show application details
← Return place of study

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



**If you missed the deadline, you can no longer accept the admission offer. Should you still be interested in your study place, please contact us as soon as possible at [www.uni-jena.de/service-msz](http://www.uni-jena.de/service-msz)**

## 10 Online enrolment

### 10.1 Apply for online enrolment

Whether you are required to apply for online enrolment depends on your status:

<b>Status:</b> You are enrolled at University of Jena at time of receiving your admission offer. (e.g. DSH course or bachelor's programme)	<b>Status:</b> You are <u>not</u> enrolled at University of Jena at time of receiving your admission offer.
⇒ You do <b>NOT</b> have to apply for online enrolment ⇒ A simplified enrolment process applies ⇒ Please visit the information page for all further steps of your enrolment preparations including information on the needed enrolment documents: <a href="https://www.uni-jena.de/en/master-enrolment">https://www.uni-jena.de/en/master-enrolment</a>	⇒ After accepting your admission offer, you can apply for the online enrolment within the displayed period. ⇒ Learn more about the enrolment process in the following section 10.2.

## 10.2 Online enrolment process

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

Please send the **filled in form “application for enrolment” AND the listed documents** (see checklist on page one for reference) **by the displayed deadline** via post to the Master Service Centre. You can also hand in the documents in person during our office hours or put them either in the mailbox (in front of the entrance Schlossgasse) or in the MSZ mailbox on the 3<sup>rd</sup> floor. The postal address of the Master Service Centre as well as the submission deadline is shown on the very first page of the enrolment form:

<b>To:</b> Friedrich-Schiller-University of Jena Master Service Centre (MSZ) Fürstengraben 1 07743 Jena GERMANY		
	<b>Date of birth:</b>	<b>Applicant number:</b>
	<b>Enrolment on:</b>	<b>Matriculation number (SSZ):</b>
	<b>1. applicationnumber</b> Subject: M.Sc. Mathematik Subject-related semester: 1	
<b>Application for enrolment from 06.08.2021 on Wintersemester 2021</b>		
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> .		

The final steps of your enrolment are conducted by the International Office resp. Student Service Centre. All important information on the enrolment preparations is listed on the following page:

<https://www.uni-jena.de/en/master-enrolment>



**After the application period has passed, you can no longer apply for an online enrolment nor can you complete an application, should you have started one. In case you are still interested in applying for an online enrolment, please contact us as soon as possible at [www.uni-jena.de/service-msz](http://www.uni-jena.de/service-msz).**

## 11 Control sheet

By clicking on the link "**Print control sheet**" (on the right-hand side under "Personal information"), you can check all data you entered in your university application. You can print and/or download the PDF file.

## 12 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.

<input type="text" value="User name"/>	<input type="password" value="Password"/>	<input type="button" value="Login"/>	<input type="button" value="English"/>
<a href="#">Lost login data?</a>			

## 13 Contact

### 13.1 Questions about the online application

Should you have questions regarding your online application, please contact the **Master Service Centre**. You can reach us via Service Desk, chat, phone or in person during our office hours:

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

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

**Service Desk:** [www.uni-jena.de/service-msz](http://www.uni-jena.de/service-msz)

**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)

**FAQ:** [https://www.uni-jena.de/en/faq\\_master-application](https://www.uni-jena.de/en/faq_master-application)

**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

### 13.2 Technical problems

Should you have technical problems during the registration and/or online application, please send an online ticket via the **Service Desk Portal** by using your university log in data:

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

Please choose Campus Management > Friedolin 2.0 > Enquiry regarding HISInOne-APP

① If you do not have a university login, please register yourself. Information on the registration is provided here: <https://www.uni-jena.de/en/servicedeskportal#guests>

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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