



Manual for online applications for master's degree programmes at Friedrich Schiller University

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1 Registration/Login

- visit the portal: <https://friedolin2.uni-jena.de/>
- if necessary, you can change the language at the top on the right
- register: select Apply now!**

The screenshot shows the Friedolin 2.0 portal homepage. At the top right, there is a login section with fields for 'User name' and 'Password', a 'Login' button, and a link for 'Lost login data?'. The main content area is titled 'Friedolin 2.0' and includes a navigation bar with 'Homepage', 'Applicants', 'Students', and 'Help and contact'. A large 'Apply now!' button is prominently displayed on the left, with the text 'By registering, application is possible.' and a right-pointing arrow. To the right of this button, there are several informational blocks: 'Homepage of Friedrich Schiller University Jena', 'Information about application and enrolment', 'Information about the range of study programmes', and a section titled 'Friedolin 2.0 is under construction' which mentions the 'HISinOne' system. At the bottom, there are links for 'HISinOne project website' and 'HIS eG'. The footer contains links for 'IMPRINT', 'PRIVACY STATEMENT', 'USER MANUAL', 'ACCESSIBILITY STATEMENT', and 'SITEMAP'.

- log in:** if you are already a registered user of this portal, you are not required to register again
- instead, log in **with your user name and password** and proceed with section [2](#) and then [3.2](#)

This screenshot is identical to the one above, showing the Friedolin 2.0 portal homepage. In this version, the login section at the top right is highlighted with an orange box, showing the 'User name' and 'Password' input fields, the 'Login' button, and the 'Lost login data?' link. The rest of the page content remains the same.

- if you have not registered before, select 'OK':

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?

General remarks

- please read the details in the Information section carefully
- if you need help, please select the symbol ⓘ for further information
- information regarding hochschulstart.de does not apply to master's applications and can be ignored:


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](#)

1.1 Personal and contact data

- **General remarks**
 - only the first letter of your name and the first letter of your place of birth is capitalized (as shown in the screenshot on the next page)
 - surname and first name are required
 - if you do not have a surname or a first name, enter your first name as your surname or visa versa
- **All first names:** enter all your first names (as stated in your passport / ID card). The name mentioned in the field "First name" has to be entered here, too.
- Mr, Ms, or Mrs. or an academic grade (BSc, BBA, BEng, MBA etc.) is NOT part of your name
- **Name prefix:** e.g. of, Esquire. Only add a name prefix, if stated in your passport / ID card
- **Name suffix:** e.g. Jr., Sr., of Wales. Only add a name suffix, if stated in your passport / ID card
- **Birth name:** e.g. maiden name or other name changes (if applicable, please upload a corresponding certificate confirming the change of name, i.e. copy of marriage certificate)



Personal data

* Surname	<input type="text" value="Mustermann"/>	
* First name	<input type="text" value="Max"/>	
All first names	<input type="text" value="Max Massimiliano"/>	i
* Gender	<input type="text" value="male"/>	
Name prefix	<input type="text"/>	i
Name suffix	<input type="text"/>	i
Pseudonym (artist name)	<input type="text"/>	
* Date of birth	<input type="text" value="01.02.1993"/>	i
* Place of birth	<input type="text" value="Jena"/>	
* Country of birth	<input type="text" value="Germany"/>	
Birth name	<input type="text"/>	
* Nationality	<input type="text" value="Germany"/>	
2. Nationality	<input type="text"/>	

Contact details

* Country	<input type="text" value="Germany"/>	
Address addition (c/o, room number)	<input type="text"/>	i
* Street and house number	<input type="text" value="Fuerstengraben 1"/>	
* Postcode	<input type="text" value="07745"/>	
* City	<input type="text" value="Jena"/>	
Phone	<input type="text"/>	i
Mobile phone	<input type="text"/>	i
* E-mail	<input type="text" value="max.mustermann@gmail.de"/>	i
* Repeat e-mail	<input type="text" value="max.mustermann@gmail.de"/>	i

1.2 Password setup

Password

[i](#) Your password must have at least 9 characters, including 1 special character.

* Password	<input type="password"/>	i
* Repeat password	<input type="password"/>	i

Security question (Captcha)

[i](#) 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)	<input type="text" value="How many characters has DETOUR?"/>	i
* Response to the security question	<input type="text"/>	i

- confirm that you took note of the privacy notice in order to complete the registration:

Data privacy policy

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

[→ To the data privacy policies.](#)

Register

Data privacy policy

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

[→ To the data privacy policies.](#)

Register

1.3 Welcome email

- after the successful registration, you will receive a welcome email
- the message will be sent to the email address you provided during the registration
- the message **contains** your **username** and **instructions on how to confirm your email address**

friedolin@uni-jena.de

University application: Welcome email

Welcome Person Musterperson,

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

user ID: musterperson

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

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.



Remember your username and your self-chosen password! You will always need these in order to log in to the application portal in the future.

2 Prepare your application

- **inform yourself** about the **correct application period** and **required application documents** by using the programme data bank: https://www.uni-jena.de/en/study-programme?graduation_category=3
- scan each application document
- save each scan as a PDF document only
- merged PDF documents, which contain all application document in one single PDF file, are not allowed

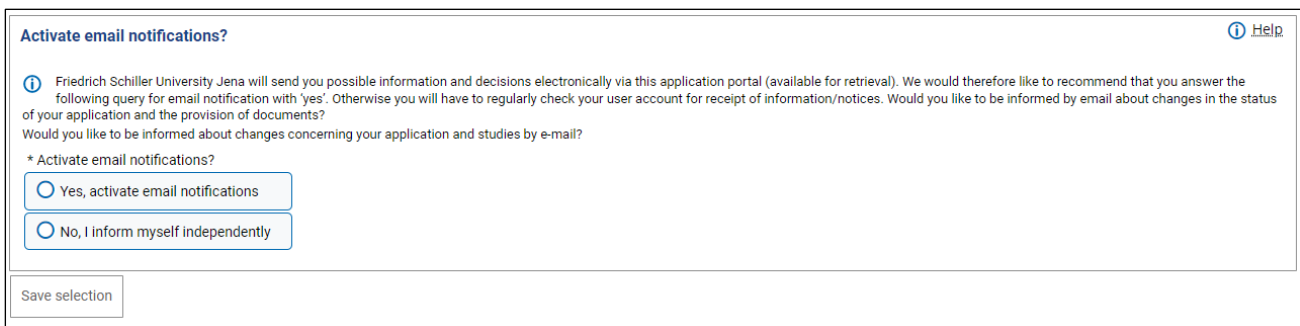
3 Add application form

3.1 You apply via Friedolin 2.0 for the very first time

- log in to the portal
- select **Start application**



- select whether you like to receive **email notifications** or not:



- select **Add application form**:




3.2 You have already an account and /or applied via Friedolin 2.0 before

- log in to the portal
- if applicable select the correct **semester of application**
- select **Add application form**

Application

Semester of application: winter term 2023/24 - 3 Applications ⓘ

 Inbox


summer term 2023 - 6 Applications

winter term 2023/24 - 3 Applications

Submitted applications

Application no. 1

Master of Science Psychology with a focus on Work, Forensic, Health, Development and Education (vers. 2023), 1. subject-related semester [Local adm...](#)




 [Show application details](#)

Application no. 2

Master of Science Psychology with a focus on clinical psychology and psychotherapy (vers. 2023), 1. subject-related semester [Local adm...](#)




Application no. 2

Master of Science Psychology with a focus on clinical psychology and psychotherapy (vers. 2023), 1. subject-related semester [Local adm...](#)

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

Application no. 3


Master of Science Psychology with a focus on Cognitive Psychology and Cognitive Neuroscience (vers. 2023), 1. subject-related semester [Local adm...](#)

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

Applications in preparation

ⓘ To apply for a place of study, click on "Add application form".

ⓘ Selected semester of application: winter term 2023/24

 **Add application form**

3.3 Email notifications and spam protection

- email notifications inform you about changes to your application and/ or new documents in your portal's inbox (e.g. admission letter)
- you will receive an email about your first status change
- due to spam protection, you will not receive any further emails about a new status change
- to receive new updates via email, you must log in in the meantime
- **recommendation: please log in regularly to check your current application status**

4 Start your application


4.1 Desired study programme

4.1.1 Degree and subject

- select the correct **degree** of your desired study programme:
 - Master of Arts or
 - Master of Science or
 - Master of Education

❗ You will not be able to select the degrees in the list, if the application period has passed. It will not be possible to apply anymore.

Application

 Semester of application: winter term 2023/24

[◀ To overview](#)

Information

❗ Incomplete and non-submitted applications will be stored for the time being so that you can continue your application later; they will then be deleted immediately after the admission procedures have been completed. In order to assist applicants in the applications, the clerks in the student administration office have access to incomplete and non-submitted applications, too. However, they will only access them after you contact the relevant student administration.

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 [❗](#)

[→ Continue](#)

- select your desired **subject**
- "Major field of study", "Course specialisation/proportion" and "Study programme (component)" are then filled in automatically:

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 [❗](#)

* Major field of study [❗](#)

* Course specialisation/proportion [❗](#)


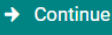
* Study programme (component) [❗](#)

* Which subject-related semester do you want to begin your studies with? [❗](#)

[→ Continue](#)

❗ Certain study programmes demand to select a specialisation or a major field of study! (see sections [4.1.2](#) and [4.1.3](#))

- after selecting the subject-related semester, the type of admission is automatically filled and you can continue your application:


* Which subject-related semester do you want to begin your studies with?	1. subject-related semester 
Type of admission	Local admission restrictions (manual)
 Continue	







❗ 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“.


4.1.2 Course specialisation

- only select **Double Degree** as course specialisation, if you have permission to study a double degree programme
- generally, studying a double degree programme requires an official nomination
- this applies to the following programmes:
 - MSc Economics
 - MA Intercultural Human Resource Development and Communication Management
 - MA Philosophy (German Idealism)
 - MA Political Science

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	Master of Science 
* Subject	Economics 
* Major field of study	no major field of study 
* Course specialisation/proportion	Double Degree 
* Study programme (component)	M.Sc. Economics (Double Degree) 
* Which subject-related semester do you want to begin your studies with?	Please select... 

 Continue

- choose “no course specialisation/no proportion”, if you do not want to study any of the five listed programmes above as a double degree programme:

Your desired study programme

i 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	Master of Science	i
* Subject	Economics	i
* Major field of study	no major field of study	i
* Course specialisation/proportion	no course specialisation/no proportion	i
* Study programme (component)	M.Sc. Economics	i
* Which subject-related semester do you want to begin your studies with?	Please select...	i

→ Continue

- if you like to study MSc Geography, you must select one of the two course specialisations:

* Degree	Master of Science	i
* Subject	Geography	i
* Major field of study	no major field of study	i
* Course specialisation/proportion	Please select...	i

→ Continue

Please select...

- Climate and Environmental Change
- Migration, demographic change and regional development

4.1.3 Major field of study

- must only be selected, if you want to study MA Literary Translation in Theory and Practice:

* Degree	Master of Arts	i
* Subject	Literary Translation in Theory and Practice	i
* Major field of study	Please select...	i

→ Continue

Please select...

- Latinistic
- Romance
- Slavic

4.1.4 Subject-related semester

- subject-related semesters: semesters that must be completed in order to take the university examination in a particular subject, or were already completed in a subject
- the standard period of study of a master's degree programme is two years (= four subject-related semesters)
- if you are a first-year student, please select 1. subject-related semester:

* Which subject-related semester do you want to begin your studies with?

Please select...

→ Continue

1. subject-related semester
2. subject-related semester
3. subject-related semester
4. subject-related semester

- generally, it is possible to start your studies in a higher semester (e.g. 2nd), if offered for the subject
- in this case, additional proof is needed (more information see section 4.2.3)
- contact the Master Service Centre at www.uni-jena.de/service-msz, if you want to apply for a higher subject-related semester**
- after selecting the subject-related semester, the type of admission is automatically filled and you can continue your application:

* Which subject-related semester do you want to begin your studies with? 2. subject-related semester ⓘ

Type of admission Local admission restrictions (manual)

→ Continue

ⓘ 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

4.2.1 General information

- only upload the document which is required for the respective slot
- documents must be submitted as PDF files only
- documents originally issued in a language other than German or English, must be submitted combined with a certified translation (by an official body, e.g. the awarding institution or a sworn translator)
- read the instructions and additional information provided by help texts on each page carefully
- to view the help texts, select the symbol ⓘ
- fields marked with (*) are mandatory
- it is not possible to continue to the next page, if mandatory fields were not filled
- if you like to change or delete data/information on a previous page, select the button „back“

4.2.2 Proof of higher education entrance qualification (HEEQ)

- HEEQ= certificate/diploma which confirms your eligibility to start your undergraduate/bachelor's studies at a higher education institution (e.g. university). ⓘ **It is NOT your bachelor's degree certificate!**
- type of university entrance qualification:** international applicants select "General HEEQ acquired from a (secondary) school outside of Germany" (first entry in the list)



▪ **average grade:**

- fill in the (!) **numerical grade/score** according to your current Transcript of Records/ mark sheet
- maximum number of possible decimal places is 1 (examples of average grades/scores: India: 465, Pakistan: 1064, Iran: 19.5, Uzbekistan: 4.7, USA: 3.2). Please ensure that the portal language is set to English!
- **do not convert** your average grade/score as the University will later carry out the grade conversion
- if you do not have a numerical average grade/score, please contact the Master Service Centre at www.uni-jena.de/service-msz

Higher education entrance qualification (HEEQ) Help

ⓘ Please provide details of your higher education entrance qualification (HEEQ) that entitles you to study at a university. This is typically the highest qualification you have earned at school, for example your secondary school leaving certificate. You can also add more than one HEEQ. For international applicants, this could be the certificate of an assessment test from the preparatory college 'Studienkolleg'. Fields marked with (*) are mandatory.

* Acquired in	Other country/state	ⓘ
* Country/State		ⓘ
* Type of university entrance qualification		ⓘ
* Average grade of the foreign university entrance qualification		ⓘ
* Date of award	dd.mm.yyyy	ⓘ



Back
→ Continue


- **University entrance qualification certificate** examples: baccalauréat, General Certificate of Education (A-levels), high school diploma, intermediate, HSC, lisesi diplomasi, WASSC, etc.

ⓘ DO NOT upload your bachelor's degree certificate here!

4.2.3 Proof of previous periods of study in higher education

- provide proof of the **study programme relevant to admission** (= usually your undergraduate/bachelor's degree)

Period of study
from 
to 
Programme level

 Please enter the current or final numerical average grade of your higher education degree in the following field. Please use a dot (.) when entering digits, e.g. '3.4'.

* Average grade

* Acquired in


* University location

* University name

* Type of degree

* Study programme / subject


* Result of the final examination

 The document must contain your current overall average grade (or CGPA, overall percentage, overall mark, grand total of marks). If your overview of grades does not contain a current average grade, please ask your examinations office to issue a corresponding certificate.


* Upload Transcript of Records

Upload university grading system

* Higher education degree relevant to admission

 Please upload your higher education degree certificate as PDF file.

Upload higher education degree certificate

 Add Proof of previous periods of study in higher education

- programme level:** select "first Enrolment" for your undergraduate/bachelor's studies
 - average grade:**
 - fill in the (!) numerical grade/score according to your current Transcript of Records/ mark sheet
 - only two positions after decimal point are allowed, e.g. '2.25' (Please ensure that the portal language is set to English)
 - do not convert your average grade/score** as the University will later carry out the grade conversion
 - letter grades (A, B, C...) or grade descriptions (excellent, very good...) are not accepted
 - if you do not have a numerical average grade/score, please contact your university
 - university location, university name, study programme / subject:**
 - no pre-selections available
 - type in information manually
 - university location:**
 - city/town where your university is located
 - do not enter an (URL) address, state or country
 - type of degree:** international applicants select "degree from abroad"
 - result of final examination:** select "registered for" even if you have not registered your bachelor's thesis or have not taken the final examination yet

- **higher education degree relevant to admission:** select yes
- you may use this section to upload **proof of the grading system/scheme** (= highest possible grade and lowest passing grade) used at your university, if you did not study in Germany
- in case this information is already provided on your transcript of records/ mark sheet, you do not need to upload any further proof
- **add further additional periods of study in higher education**, if
 - you obtained additional degrees (e.g. 2nd bachelor's degree or 1st master's degree)
 - you started undergraduate / graduate studies but did not graduate / did not obtain a degree

Higher education degree relevant to admission

Please upload your higher education degree certificate as PDF file.

Upload higher education degree certificate Choose file (click here or drop in here)

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

[To overview](#)
[Back](#)
[Continue](#)

4.2.4 Student status

Student status query (W)

* Are you currently enrolled at the University of Jena?

Friedrich Schiller University Jena student ID number

[Back](#)
[Continue](#)

- select no, if you are not enrolled at University of Jena during your application. If you were enrolled at our University in the past, please fill in your student ID number. Leave blank, if you can't remember this information
- select yes, if you are already enrolled at University of Jena during your application (e.g. in a bachelor's or master's programme or DSH course) and add your student ID number (= Matrikelnummer)
- do **not** enter your applicant number here!

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

- Proof only necessary if you selected a higher semester (i.e. 2nd, 3rd or 4th):

Proof of eligibility for a higher subject-related semester in a master's programme (W)

i You are applying for a higher subject-related semester. Please provide evidence of the academic achievements to date that qualify you for admission to a higher subject-related semester in a master's programme (e.g. transcript of records).

* Upload proof of eligibility for a higher subject-related semester as PDF Choose file (click here or drop in here, max 10 file or files)

[Back](#)
[Continue](#)


Proof of eligibility for a higher-related semester in a master's programme:


- 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


4.2.6 Additional documents

- use this part of the application, if you like to upload additional documents such as proof of relevant work experience, letter of recommendation etc.

Additional documents

 Here you can submit additional documents that you consider to be important for your application. These could include proof of relevant professional/practical experiences, recommendation letters, internship reference letters etc. Please upload your documents as PDF files.

 **Optional Application Content**
 This part of the application is optional; you do not have to enter any information here. If you wish to make an entry, please click on the 'Add' button, otherwise please click on 'Continue'.

 [Add Additional documents](#)



5 Submit your application

- overview of your provided information and uploaded documents
- review the information carefully before submitting your application**
- you can also check the submission deadline
- confirm that the information provided is correct
- afterwards select **Submit application**
- you will receive a confirmation email that your application was successfully received
- your application status has changed to „Received“

Confirm information and submit application form

☐ I hereby confirm that the information provided is correct.

Back
→ Submit application

 You can submit your application until Sep 15, 2023. 

Confirm information and submit application form


☒ I hereby confirm that the information provided is correct.


Back
→ Submit application

6 Submit missing documents

- you will be informed about missing documents by email notification and by your 'My notifications' box in the portal
- select 'view my application' to see your applications
- applications with missing or incorrect documents, show the option "Submit documents"
- submit the documents by the specified deadline:

Master of Arts English and American Studies (vers. 2021), 1. subject-related semester



 Please submit documents for section "Sprachnachweis Anglistik/Amerikanistik" **by May 31, 2025.**



 [Submit documents](#)

▼ **Proof of language proficiency for English and American Studies**

Your previous entries


Upload proof as PDF

✕ IELTS admission ticket2 .pdf  

✕ IELTS.pdf  

Subsequent submission

Upload proof as PDF

 Choose file (click here or drop in here, max 10 file or files)


Your subsequent submission relates to the following subjects and is subject to the following deadlines:

- Master of Arts English and American Studies (vers. 2021), 1. subject-related semester (subsequent submission deadline: **May 31, 2025**)

→ **Submit documents for "Proof of language proficiency for English and American Studies"**

- your previously uploaded documents cannot be changed
- you can only upload new documents in the section "subsequent submission"
- complete the submission process by selecting the green "Submit documents" button
- a successful submission process is indicated by the following information:

Master of Arts English and American Studies (vers. 2021), 1. subject-related semester

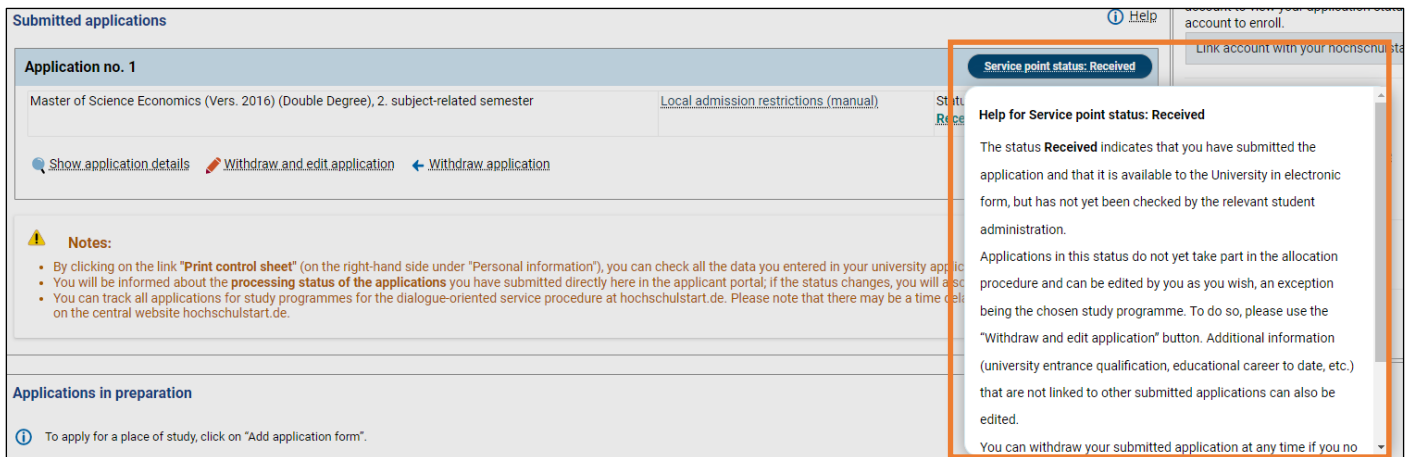
 The documents for the section "Proof of language proficiency for English and American Studies" have been submitted.

- should you experience any problems, please contact the Master Service Centre at www.uni-jena.de/service-msz

7 Status of your application

7.1 Information on each application status

- select **service point status** or **status of subject applied for**
- 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 the 'Submitted applications' section of the portal. It lists 'Application no. 1' for 'Master of Science Economics (Vers. 2016) (Double Degree), 2. subject-related semester'. Below the application details are links for 'Show application details', 'Withdraw and edit application', and 'Withdraw application'. A 'Notes' section provides additional information. A help box titled 'Help for Service point status: Received' is overlaid on the right, explaining that the 'Received' status means the application has been submitted and is available electronically, but has not yet been checked by the student administration. It also mentions that applications in this status do not yet take part in the allocation procedure and can be edited by the applicant.

7.2 Status „In preparation“

- initial status of all applications
- applications in this status do not take part in the allocation procedure and can be edited by you as you wish
- applications with that status will not be checked by the Master Service Centre until you submitted your application first!
- after submission, the status changes to „Received“
- applications with this status can only be submitted within the application period

7.3 Status “Received” and “Received”

- service point status and status of subject is “Received”
- indicates that **your application was electronically received** by the Master Service Centre, but not yet processed

7.4 Status “In progress” and “Received”

- service point status is „In process” and status of subject is “Received”
- indicates that:
 - your **application is either currently processed** by the Master Service Centre **or**
 - your **application is complete and was handed over to the selection committee**

Your application was forwarded to the committee:

- you receive an email notification
- forwarding your application will not be indicated in the portal!
- the [admission decision](#) is displayed by the change of your status



Application no. 2

Master of Science Betriebswirtschaftslehre (Vers. 2010), 1. subject-related semester

[Local admission restrictions \(manual\)](#)

Service point status: In progress

Status of subject applied for:

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

7.5 Status “In progress” and “Temporarily excluded”

- service point status is “In progress” and status of subject is “Temporarily excluded”
- indicates that your **application is incomplete**

8 Admission decision

- in case of admission or rejection or rejection on formal grounds, you find the respective letter as a PDF file in section **My messages** or in your **Inbox**
- to access your inbox, select **View my application**

Friedolin 2.0

My application

winter term 2023

Subject	Service point status
Application no. 1: M.A. Gesellschaftstheorie	Admission offered
Application no. 2: M.A. Interkulturelle Personalentwicklung und Kommunikationsmanagement	In progress

View my application

My messages

✓
A new document is available in your application portal.

2023-03-17 - 14:16

Home Studies offered

You are here: [Home](#) > [Studies offered](#) > [Application](#)

Application

Semester of application: winter term 2023/24

Inbox 1
 Help

Submitted applications Help

Application no. 1	Service point status: Admission offered	
Master of Arts Gesellschaftstheorie (Vers. 2009), 1. subject-related semester	Local admission restrictions (manual)	Status of subject applied for: Admission offered
2 Remark(-s)		

Inbox: 1 new message(-s) Help

Status	Provided on	Document	Semester of application	Document type	Actions
	03/17/2023 14:15:59	Notification of admission for M.A. Gesellschaftstheorie 1. SRS	winter term 2023	Information document	

Close

9 Accepting your admission offer

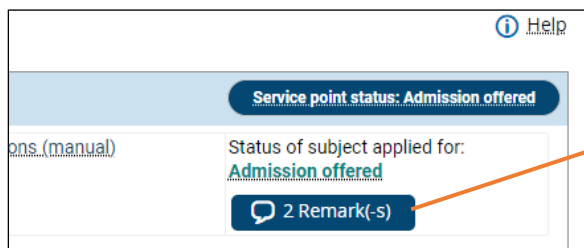
- you can **accept** the **offer within the displayed period**
- select **Accept offer**
- you are then asked again if you really want to accept the admission offer
- choose either „yes“ or „no“
- if you accepted the offer, the status is converted to “Admitted”
- if you received a **conditional admission** you can view the condition/s in your admission letter as well as in the box **Remark(-s)**
- find out if you must apply for online enrolment in the next section [10 Online enrolment](#)

Submitted applications Help

Application no. 1	Service point status: Admission offered	
Master of Arts Gesellschaftstheorie (Vers. 2009), 1. subject-related semester	Local admission restrictions (manual)	Status of subject applied for: Admission offered
2 Remark(-s)		

Accept offer
 [Show application details](#)
 [Return place of study](#)

You can accept your offer until Dec 1, 2023.



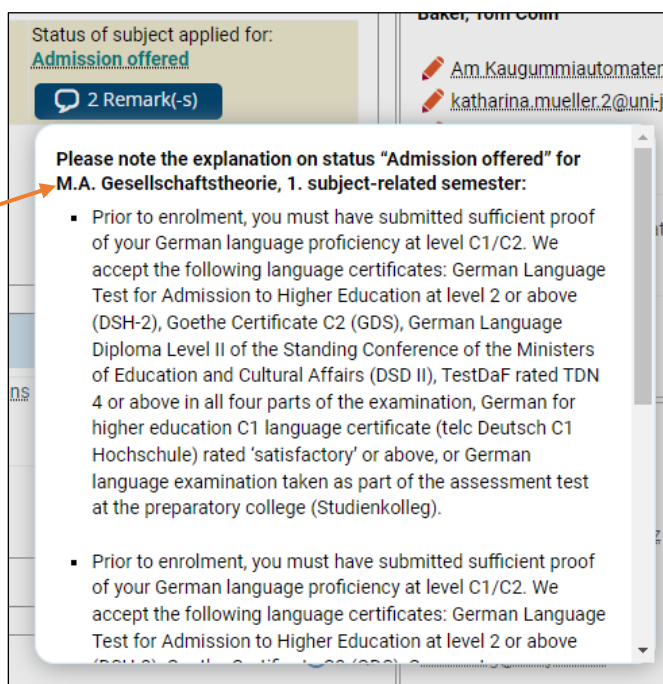
Help

Service point status: Admission offered

ons (manual)

Status of subject applied for:
Admission offered

2 Remark(-s)



Status of subject applied for:
Admission offered

2 Remark(-s)

Please note the explanation on status "Admission offered" for M.A. Gesellschaftstheorie, 1. subject-related semester:

- Prior to enrolment, you must have submitted sufficient proof of your German language proficiency at level C1/C2. We accept the following language certificates: German Language Test for Admission to Higher Education at level 2 or above (DSH-2), Goethe Certificate C2 (GDS), German Language Diploma Level II of the Standing Conference of the Ministers of Education and Cultural Affairs (DSD II), TestDaF rated TDN 4 or above in all four parts of the examination, German for higher education C1 language certificate (telc Deutsch C1 Hochschule) rated 'satisfactory' or above, or German language examination taken as part of the assessment test at the preparatory college (Studienkolleg).
- Prior to enrolment, you must have submitted sufficient proof of your German language proficiency at level C1/C2. We accept the following language certificates: German Language Test for Admission to Higher Education at level 2 or above (DSH-2), Goethe Certificate C2 (GDS), German Language Diploma Level II of the Standing Conference of the Ministers of Education and Cultural Affairs (DSD II), TestDaF rated TDN 4 or above in all four parts of the examination, German for higher education C1 language certificate (telc Deutsch C1 Hochschule) rated 'satisfactory' or above, or German language examination taken as part of the assessment test at the preparatory college (Studienkolleg).



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

10 Online enrolment

10.1 Who must apply for online enrolment?

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

<p>You are enrolled at University of Jena at time of receiving your admission offer. (e.g. DSH course or bachelor's programme)</p>	<p>You are <u>not</u> enrolled at University of Jena at time of receiving your admission offer.</p>
<p>⇒ You do NOT have to apply for online enrolment</p> <p>⇒ A simplified enrolment process applies</p> <p>⇒ Please visit the information page for all further steps of your enrolment preparations including information on the needed enrolment documents:</p> <p>https://www.uni-jena.de/en/115368/enrolment</p>	<p>⇒ After accepting your admission offer, you can apply for the online enrolment within the displayed period.</p> <p>⇒ Learn more about the enrolment process in the following section 10.2.</p>

10.2 Online enrolment process

- to apply for online enrolment, select **Apply for enrolment** in the online portal
- you can only apply within the displayed period**
- follow the instructions on the following pages
- send the filled form “application for enrolment” AND the listed documents** (see checklist on page one for reference) **by the displayed deadline** to the Master Service Centre via:
 - post *OR*
 - put them either in the mailbox (in front of the entrance Schlossgasse) or in the MSZ mailbox on the 3rd floor *OR*
 - hand in the documents in person during our office hours
- the **postal address** of the Master Service Centre as well as the submission deadline is shown on the very first page of your enrolment form:

To: Friedrich-Schiller-University of Jena Master Service Centre (MSZ) Fürstengraben 1 07743 Jena GERMANY		
Application for enrolment from 06.08.2021 on Wintersemester 2021	Date of birth:	Applicant number:
I apply for enrolment in accordance with the information provided by me in the following data sheets and submit the following documents by 03.09.2021 .	Enrolment on:	Matriculation number (SSZ):
	1. applicationnumber Subject: M.Sc. Mathematik Subject-related semester: 1	

10.3 Enrolment preparation documents

- documents will be checked by the Master Service Centre after receipt
- incomplete and/or incorrect documents:
 - you will be notified about missing documents in the portal and via email
 - receipt of the document “missing documents for your enrolment” in the portal
- complete and correct documents:
 - your application file will be handed over to the International Office resp. Student Service Centre
 - your final steps of your enrolment will be concluded there
 - you will be notified via email when your application file was forwarded

❗ All important information on your enrolment preparations is listed on the following page:

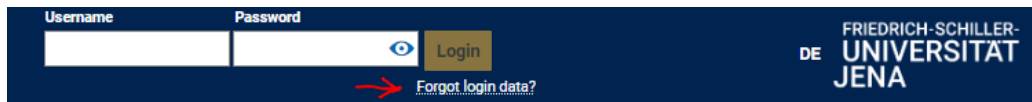
<https://www.uni-jena.de/en/115368/enrolment>



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.

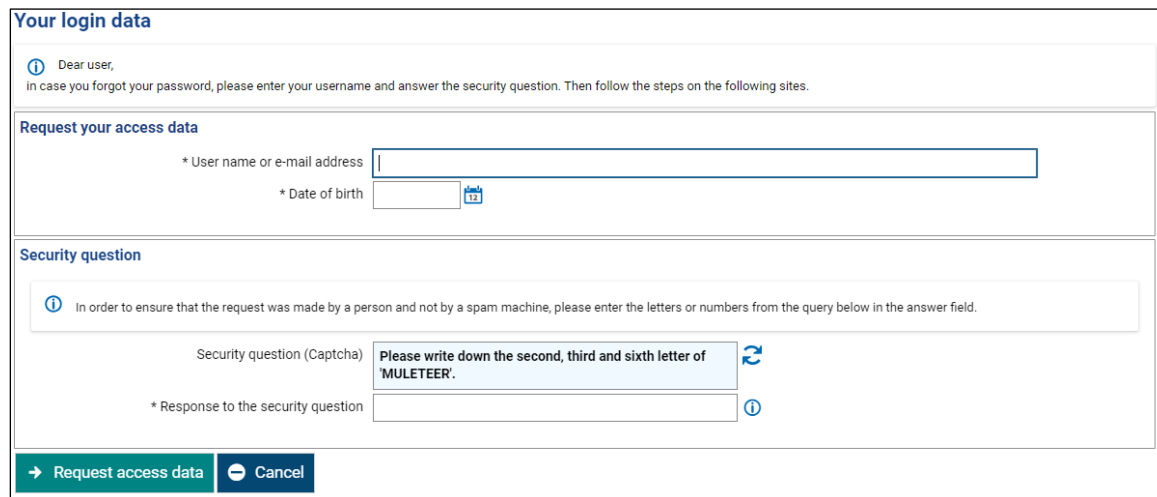
11 How to request a new password

- select “Forgot login data?” on the start page:



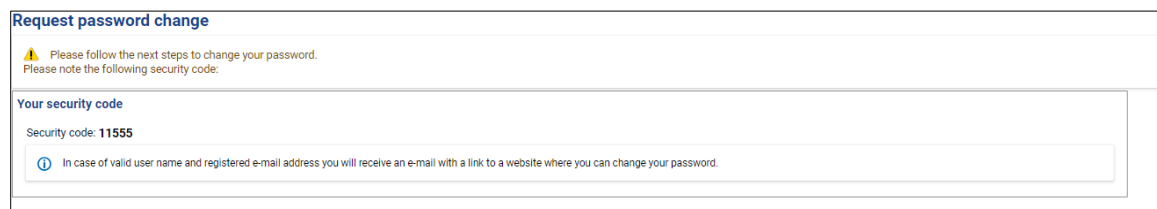
The login page features a dark blue header with the university's name on the right. On the left, there are input fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot login data?' with a red arrow pointing to it.

- next type in your user name or email address, your date of birth and answer the **security question (Captcha)**:



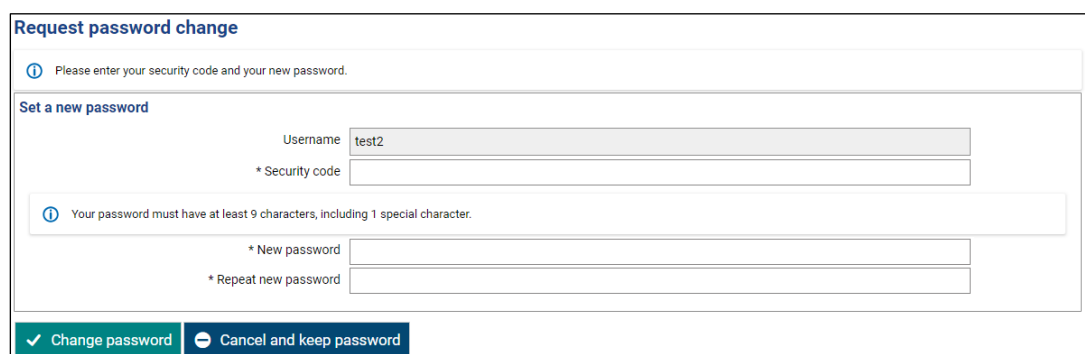
The 'Your login data' form is divided into three sections. The first section, 'Request your access data', contains fields for 'User name or e-mail address' and 'Date of birth'. The second section, 'Security question', includes a captcha instruction: 'Please write down the second, third and sixth letter of MULETEER'. The third section has a 'Response to the security question' field. At the bottom, there are buttons for 'Request access data' and 'Cancel'.

- after entering the data and successfully answering the security question, a **security code** is shown
- the security code is required to reset your password:**



The 'Request password change' form shows a warning icon and instructions to follow the next steps. It displays the 'Your security code' as '11555'. Below this, a message states: 'In case of valid user name and registered e-mail address you will receive an e-mail with a link to a website where you can change your password.'

- next you will receive an email with the subject “Your access to your university portal” with a link
- the email is sent to the email address you used during your registration
- click the link in the email to request a new password
- type in the security code and your new password twice
- your user name is already filled in
- select “change password” to complete your password reset request:



The 'Set a new password' form includes a warning icon and instructions to enter the security code and new password. It has a 'Username' field pre-filled with 'test2', a 'Security code' field, and two password fields: 'New password' and 'Repeat new password'. A message states: 'Your password must have at least 9 characters, including 1 special character.' At the bottom, there are buttons for 'Change password' and 'Cancel and keep password'.

12 Contact

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

Service Desk: www.uni-jena.de/service-msz

Webpage: https://www.uni-jena.de/en/Master_Service_Centre

Consulting services and office hours: https://www.uni-jena.de/en/Consultation_Master

FAQ: 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

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 Friedolin 2.0

i 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#quests>

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

Sincerely,
Your Team of the Master Service Centre