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!

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

![Registration image]

General remarks

- please read the details in the Information section carefully
- if you need help, please select the symbol ① for further information
- information regarding hochschulstart.de does not apply to master's applications and can be ignored:

![Information image]

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, please enter your first name as your surname
- 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td>Mustermann</td>
</tr>
<tr>
<td>First name</td>
<td>Max</td>
</tr>
<tr>
<td>All first names</td>
<td>Max Massimilano</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Name prefix</td>
<td></td>
</tr>
<tr>
<td>Name suffix</td>
<td></td>
</tr>
<tr>
<td>Pseudonym (artist name)</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>01.02.1993</td>
</tr>
<tr>
<td>Place of birth</td>
<td>Jena</td>
</tr>
<tr>
<td>Country of birth</td>
<td>Germany</td>
</tr>
<tr>
<td>Birth name</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>Germany</td>
</tr>
</tbody>
</table>

### Contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Germany</td>
</tr>
<tr>
<td>Address (c/o, room number)</td>
<td>Fuerstenbergstr. 1</td>
</tr>
<tr>
<td>Postcode</td>
<td>07745</td>
</tr>
<tr>
<td>City</td>
<td>Jena</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile phone</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:max.mustermann@gmail.de">max.mustermann@gmail.de</a></td>
</tr>
<tr>
<td>Repeat e-mail</td>
<td><a href="mailto:max.mustermann@gmail.de">max.mustermann@gmail.de</a></td>
</tr>
</tbody>
</table>

### 1.2 Password setup

**Password**

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Repeat password</td>
<td></td>
</tr>
</tbody>
</table>

**Security question (Captcha)**

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

Security question (Captcha): How many characters has DETOUR?

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

1.3 Welcome email

- after the successful registration, you will receive a welcome email from friedolin@uni-jena.de
- the message will be sent to the email address you provided during the registration
- the message contains your user name and instructions on how to confirm your email address

```plaintext
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/giserver/pages/psv/selfregistrierung/pub/mailverifizierung.xhtml?flowId=selfRegistrationVerification-flow&token=5e3457cb-7257-4c59-ae61-1f4fc53cc509&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':

9e5457cb-7257-4c59-ae61-1f4fc53cc509

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

Remember your user name 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](https://www.uni-jena.de/en/study-programme?graduation_category=3)
- scan each application document
- save each scan as a PDF document only
- each PDF document must not exceed a size of 5 MB
- 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:

- only if email notifications are activated you will receive notifications about i.e. your application has been received or your application status has changed or a new document (e.g. admission letter) is available to download
- you will not receive a status change emails if you refuse to give your consent, and you must independently track the status of your application on the portal.
- to avoid spam no further email will be sent until you log back on to the portal again and inform yourself, if there are several status changes
- if the status changes again, you will receive a new email
- 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**
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.

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

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
- 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:

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

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

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:
- 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:

① 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 (max. 5 MB per file)
- 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 ①
- 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 university entrance qualification

- University entrance qualification certificate: certificate 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!
- most common type of university entrance qualification is “HEEQ acquired abroad (general university entrance qualification)”
- Average grade:
  - fill in the numerical (!) grade/score according to your current Transcript of Records/ mark sheet
  - the maximum number of possible decimal places is 1
  - if you do not have a numerical average grade (CGPA), please contact the Master Service Centre at www.uni-jena.de/service-msz
  - University entrance qualification certificate: e.g. baccalauréat, General Certificate of Education (A-levels), high school diploma, intermediate, HSC, lisesi diploması, 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)
- 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’
  - if you do not have a numerical average grade (CGPA), please contact the Master Service Centre at www.uni-jena.de/service-msz
- 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 address, state or country
- Higher education degree relevant to admission: select yes
• **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

4.2.4 Student status

• select no, if you are not enrolled at University of Jena during your application
• 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-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 and proof of grading system

- 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:

- 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

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“
6 Edit your application

- you must withdraw and edit your application, if there are missing document/s related to your subject
- you are informed about the missing document/s after logging in to the portal and on the following page showing your applications:

- should you experience any problems while editing your application, please contact the Master Service Centre at www.uni-jena.de/service-msz
6.1 Edit options

Withdraw and edit application:
- recommended edit option
- allows direct editing

Withdraw application:
- does not allow direct editing as your application is only withdrawn
- after withdrawing your application, you must select “edit application” in order to make changes to your application

- we recommend to only withdraw applications with the application status “Received”
- learn more on the status of your application in section 7 “Status of your application”

6.2 Edit PDF documents

- in case there is only one upload slot: you need to delete the previously uploaded document/s first
- afterwards you can upload the correct document/s
- 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!
Please do not forget to re-submit your application!
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!)

![Application status screenshot](image)

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

![Application status screenshot](image)
### 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
- You can make changes to your application
- Choose Withdraw and edit application to edit your application

### 7.4 Status “In progress” and “Received”
- Service point status is “In progress” 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
- Please do not withdraw and edit the application at this point

### 7.5 Status “In progress” and “Temporarily rejected”
- Service point status is “In progress” and status of subject is “Temporarily rejected”
- Indicates that your application is incomplete
- Withdraw and edit your application (by e.g. uploading the correct documents)
- Correct documents and information can no longer be changed
- After editing your application, please do not forget to submit your application
- If you do not submit your application, the status changes to “Withdrawn”
7.6 Status “Withdrawn”

- withdraw your application to edit 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 by selecting “Submit application”
- the status will then change to “Received” once again

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
9 Accepting offered admission

- 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**
10 Online enrolment

10.1 Who must apply for online enrolment?

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

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

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).
10.2 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:

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/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.
11 Forgot your password /user name?

User name
- you received your user name in the verification email with the subject "Online application: Registration"
- if you cannot find the verification email, please contact the Master Service Centre at www.uni-jena.de/service-msz.

Password
- reset your password by selecting **Lost login data?** on top right corner on the start page of the application portal:

```
User name   Password
          ▶ Login
Lost login data?
```

- on the next page type in your **user name** and answer the **security question** (Captcha):

```
You are here: Home
Your login data
In case you forgot your password, please enter your user name and answer the security question. Then follow the steps on the following sites.

Reset your password

Security question (Captcha)
Please type in the second, third and fifth letter of 'REALLY':

* Response to the security question

Your user name
You received your user name in the verification email with the subject "Online application: Registration".
Please contact your university if you have forgotten your user name.

New password
```

- after entering your user name and successfully answering the security question, a **security code** is show
- the security code is required to reset your password!
- next you will receive an email with the subject "Your request to reset your password" 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
- select “finished” to complete your password reset request
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

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

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