

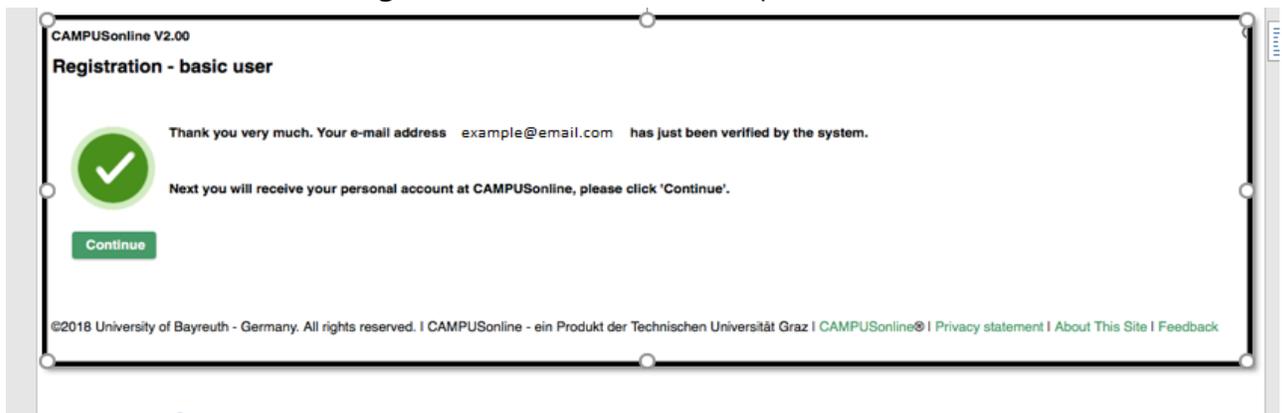
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How to Apply to Global Change Ecology Masters Program using Campus Online

Go to Global Change Ecology website > <http://www.bayceer.uni-bayreuth.de/gce/?lang=en>

- Study> Application> Online Application> Campus online link
- Can switch the language to English in top right
- Choose "basic user"
- Enter personal info and login info (to which an activation email will be sent)
- Click on link in the email you provided to activate account
 - Then an image like this should show up:



- Continue and create new password
 - Once you create a new password, this page comes up:

- Click on "application and enrollment" (bottom right)

Maintenance: 19.April, 06:45 - 08:45

User: Julia Example

Search

Business card/Workplace

Help CAMPUSonline
Select Detail view Edit

Ms. Example, Julia

Example@gmail.com

Email : [redacted]

Homepage - [redacted]

Your picture could be displayed here

Teaching & Research

Studies

★ Course bookmarks

Application & Enrolment

- Click "Enter New Application"
- Choose winter semester 2018/19
- Fill in the following page as such:

rii, 06:45 - 08:45 User: Julia Example

Search

ONLINE-PORTAL Help Support

Start of study programme

Select degree program

Personal data

Correspondence address

Permanent home address

Higher education entrance qualification

Academic background

entrance qualification for Master's programme

Further Information

Select degree program

Type of studies

Intended degree

Degree program

Entrance semester

Form of studies

I have already studied at a university/college before.

I have already applied once for the selected degree program at UBT within the last year.

Cancel Preview
Back Continue

Suggestions for further pages of the Portal:

- Personal data, correspondence address and permanent home address
 - Fill in data accordingly
- Higher Education entrance qualification
 - Type -> aHR means: University (Universität); fHR means: University for applied Science (Fachhochschule) – this is a distinction for different German University Types and therefore important for applicants with a degree from a german University. As an international applicant choose : "school abroad [aHR]"
- Academic background
 - It will show "no entries"> Click "add degree program" on bottom right of page (chose "first degree" as *form of studies* but for some it may

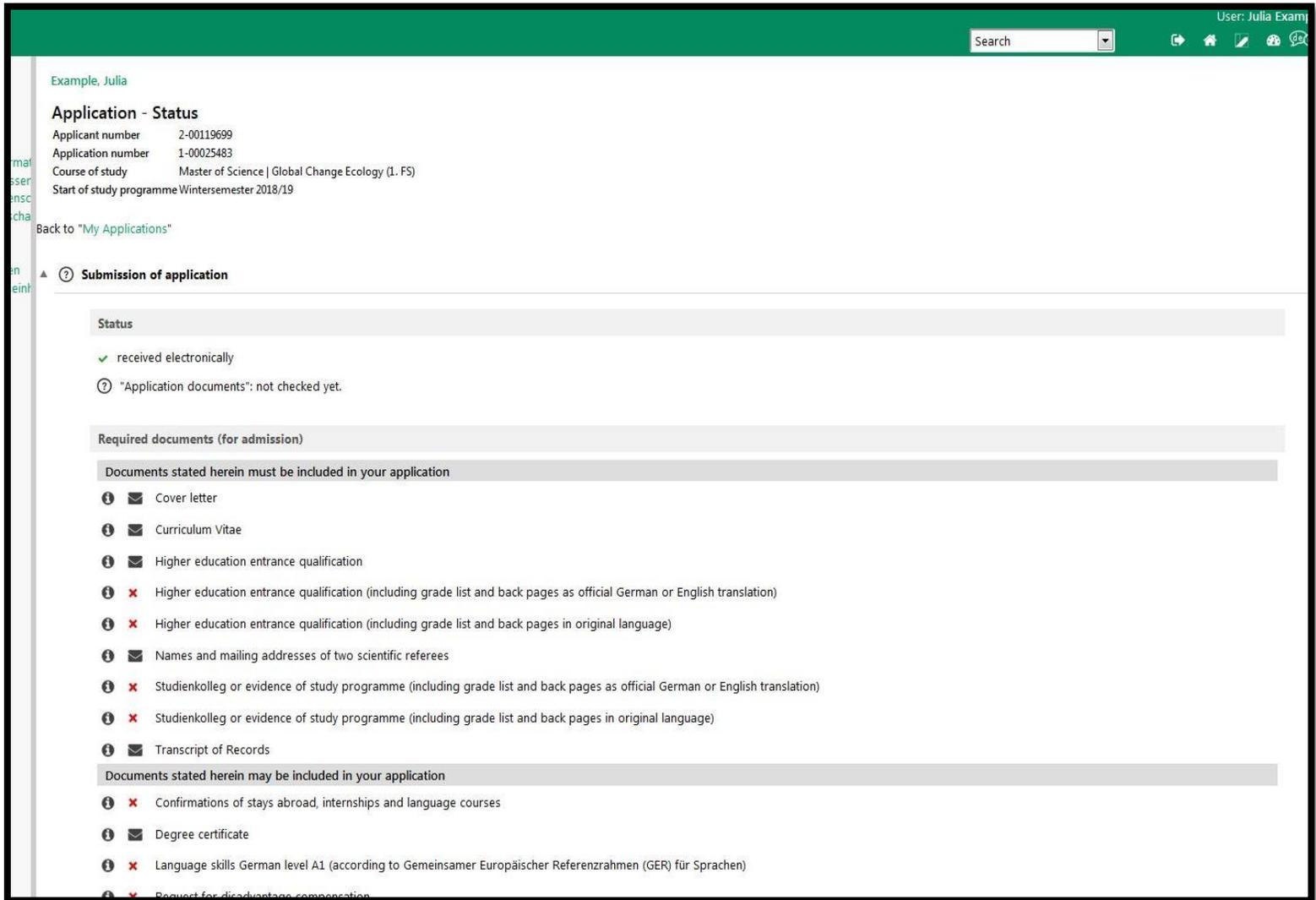
- be "consecutive masters" or "second degree" if you have already completed a masters program)
- Fill in degree to best of ability (mix of German and English subjects, room for second and third subjects of studies as well) **make sure to click "Save and Close"** before exiting this pop up window.
 - Then it should show up under the table on the page "Academic Background"
 - Entrance qualification for Master's Programme
 - No filling out necessary, should be done automatically
 - Further information
 - Two boxes to click, only click if you have done them
 - Request for disadvantage compensation
 - This section is NOT mandatory. It applies only to students with developmental/physical disabilities who may require compensation during the studies
 - Only if this is applicable to you, you may upload a relevant document to prove such
 - Higher education entrance qualification
 - Three tabs presented for this but GCE office is only concerned with the first. Please upload diploma and transcript.
 - Cover letter
 - Include here the document demonstrating your interest in the program
 - Confirmations of stays abroad, internships, language courses
 - This section is not mandatory but if applicable, you should include any certificates received from study abroad/Erasmus semester(s), language courses, internships, science schools
 - References
 - Here you only need to include the names and contact information of your references (not full letters of recommendation)
 - German

- If already completed A1, attach proof here
- Degree Certificate
 - Scan of the bachelors (or other masters) degree goes here
- Studienkollege or evidence of study programme (two pages of that)
 - Regarding Studienkollege, please look here for further information:
http://www.international-office.uni-bayreuth.de/en/come-to-bayreuth/application_and_admission/index.html

Finally, they show you a preview of the application; from there you can submit (even without all documents uploaded).

CHECKING APPLICATION STATUS AND UPLOADING MISSING DOCUMENTS

You can check the status of your application (question mark symbol or check mark), check which documents are missing (red X), and upload or edit any documents from this page:



To access this page:

Go to Campus Online and login using account created

Go to Application + Enrollment

Click on the Magnifying Glass button

Choose any document and click on the **i** to open the dropdown menu that allows you to upload (see image below)

  Degree certificate

  Language skills German level A1 (according to Gemeinsamer Europäischer Referenzrahmen (GER) für Sprachen)

Information  -

Document templates  not available

Submit electronically  [Upload document](#)

You can upload or edit the document.

Current document  [Download document](#)

Status  not provided

  Request for disadvantage compensation

If you need to submit documents by post, you will find a cover sheet at the following link: [Cover sheet](#).

Confirmation of registration

Here, you can download a certificate to confirm your registration for submission to authorities: [Confirmation of registration](#).

To check on the status of your application, go to the Admission section

You will find three titles under Status, each with a symbol next to it.

The screenshot displays a user interface for an admission process. At the top, there is a section titled "Admission" with a question mark icon. Below this, a grey header reads "Details of the admission procedure". The main content area shows the following information:

- Course of study: Master of Science
- Global Change Ecology
 - Entrance semester: 1
 - Type of admission: Manual admission
- Status
 - "Formal entry requirements": not checked yet.
 - "Academic entry requirements": not checked yet.
 - "Admission": not done yet.
- Details: -

Below the admission details, there are two other sections:

- Study place offer**: You can accept or decline a study place only after you have received your admission.
- Enrollment**: At the moment no information is available regarding the enrolment for the study programme at the University of Bayreuth - Germany.

A question mark means your application is still being processed, a check mark means it has been accepted, and the X means something is incorrect/missing/unsatisfactory.

DO NOT WORRY about receiving a confirmation of completeness. You will only be contacted in the case that your information was not correct or complete. We recommend checking your emails for notices from Campusonline server often as well as checking the status of your application regularly. Directions Below..

To Check Status:

Log in to campusonline as normal

Go to applications & Enrolment in the bottom right

Click on the magnifying glass and the main page "Application – Status" appears

Go to admission section, where you can see status/details of application (marked with green checks or red Xs)

Go to "results of admission procedure" and click "download notification" to see the notification of acceptance or rejection.