

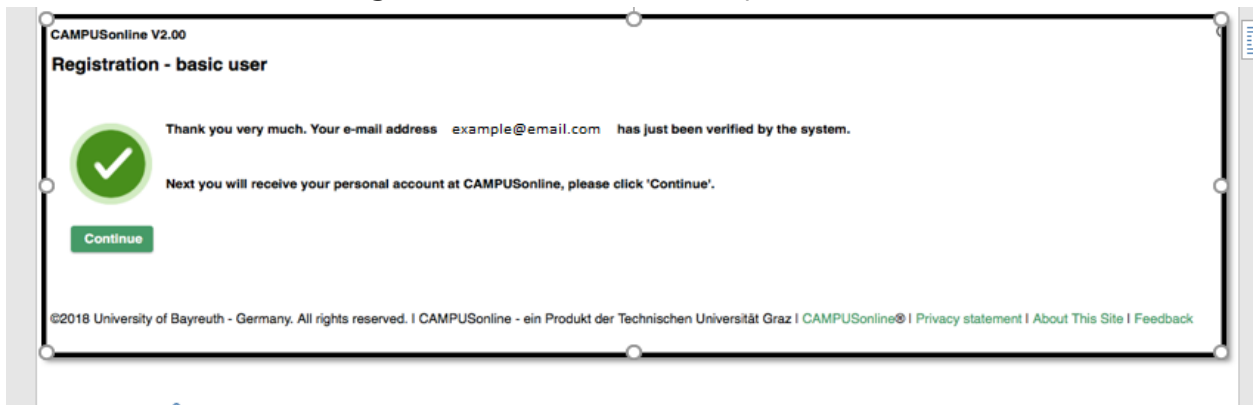
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## How to Apply to Global Change Ecology Masters Program using Campus Online

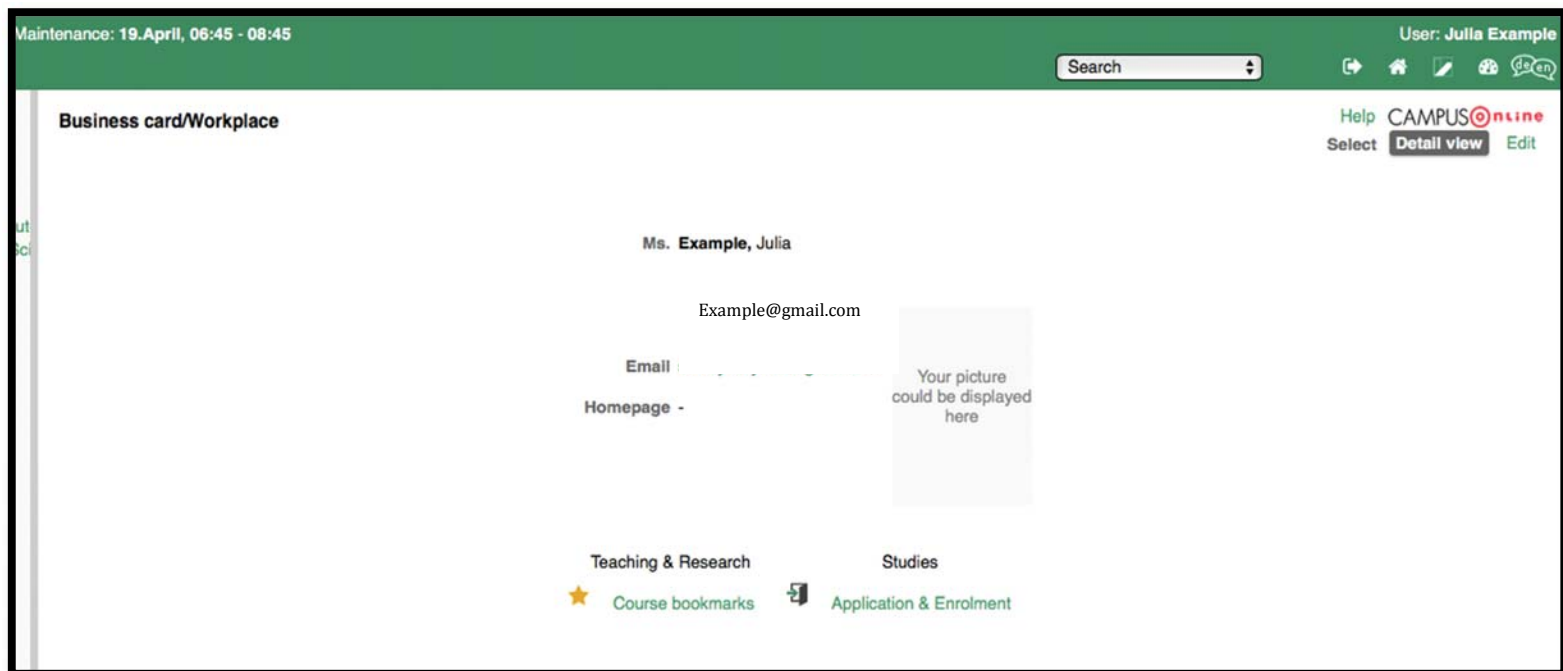
Go to Global Change Ecology website > <http://www.bayceer.uni-bayreuth.de/gce/?lang=en>

- 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)



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

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

Search

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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.

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

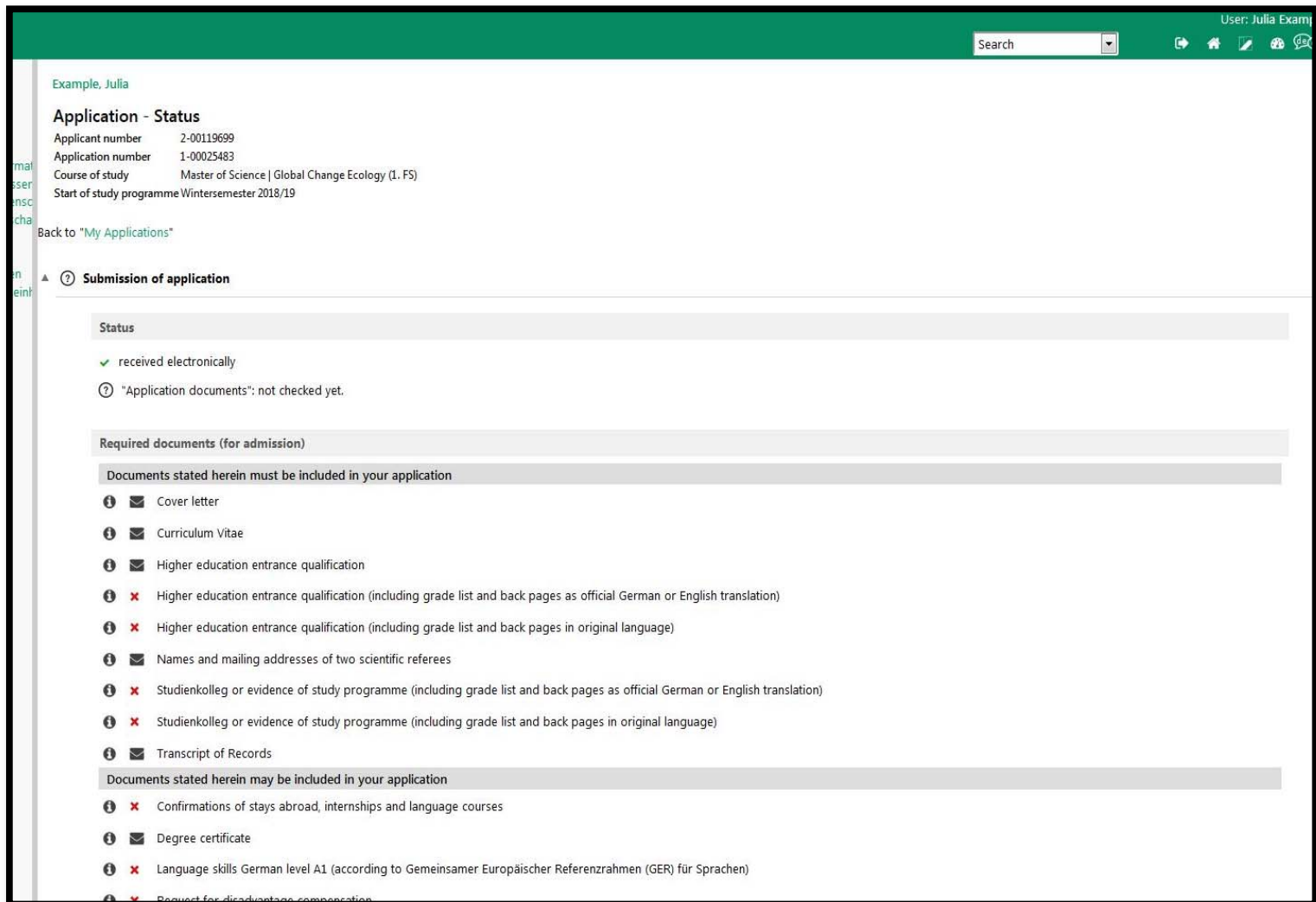
- be "consecutive masters" or "second degree" if you have already completed a masters program)
- Fill in degree to best of ability (mix of german and English subjects, room for second and third subjects of studies as well) **make sure to click "Save and Close"** before exiting this pop up window.
  - 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, otherwise you can provide a confirmation about your German languages skills latest until one year after you have enrolled at the University of Bayreuth.
- 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](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.

Admission

Details of the admission procedure

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 -

- 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.