

## Step 1: Online enrolment

### Steps for enrolment in the [online platform](#):

#### a. Change the language from German to English

Registrierung im Portal der Georg-August-Universität Göttingen

Sehr geehrte\* Bewerber\*innen

herzlich willkommen im Portal der Georg-August-Universität Göttingen. Ausführliche Informationen erhalten Sie in unserem [Bewerbungscheck](#).  
Hier in diesem Portal können Sie sich für zulassungsbeschränkte Studiengänge bewerben oder die Einschreibung in zulassungsfreie Studiengänge für das Wintersemester 2024/25 beantragen.  
Bitte beachten Sie auch die entsprechenden [Bewerbungs- und Einschreibefristen](#).

Falls Sie aktuell noch nicht an der Georg-August-Universität Göttingen immatrikuliert sind, **sich aber bereits im Wintersemester 2023/24 oder im Sommersemester 2024 beworben hatten, müssen Sie sich für dieses Semester nicht erneut registrieren**. Bitte nutzen Sie Ihren alten Account.

Außerdem können Sie sich als zugelassene Masterstudierende in diesem Portal mit Ihren Zugangsdaten einloggen (eine zusätzliche Registrierung ist nicht nötig). Zugelassene Masterstudierende nehmen mit der Beantragung der Immatrikulation den Studienplatz verbindlich an.  
Nach erfolgter Registrierung erhalten Sie per E-Mail Ihre Zugangsdaten. Bitte folgen Sie den darin enthaltenen Anweisungen zur Freischaltung Ihres Zugangs.  
Bitte verwenden Sie eine gültige E-Mail-Adresse, die Sie regelmäßig abrufen. Sie erhalten darüber wichtige Informationen zum gesamten Bewerbungsprozess.

**Hinweis für Göttinger Studierende:** Bitte verwenden Sie für Ihre Bewerbung Ihren eCampus-Account! Im eCampus kommen Sie über den Reiter ["Weitere Dienste zur Studienbewerbung"](#). Bitte achten Sie auch auf das korrekte Bewerbungssemester, welches Sie vor dem Anlegen des Antrags über das Dropdown-Menü auswählen können.

Wenn Sie den Zugang aktiviert haben, können Sie Ihren gewünschten Studiengang auswählen und die notwendigen Unterlagen für Ihre Bewerbung oder Einschreibung hochladen.

[Hier registrieren!](#)

Informationen zur Online-Bewerbung

Ausführlichere Informationen zur Bewerbung und Einschreibung erhalten Sie über unseren [Bewerbungschek](#).  
Bitte beachten Sie: Die Universität Göttingen möchte Ihnen eine nahezu papierlose Online-Bewerbung und Einschreibung ermöglichen.

**Dokumente Upload**  
Das postalische Einsenden der in diesem Portal hochgeladenen Dokumente ist nicht erforderlich.

#### b. Log in with your access data

Log in with the username and password you received by e-mail during your application (DO NOT REGISTER AGAIN)!

Perform self-registration

Hello all applicants,

the online application consists of two steps. First, we need to get to know you and an email will be sent containing your registration access information. Please follow the instructions in the email to activate your access.  
Secondly, select the course of studies you want to take, and complete not only the personal information, but also the extra information that is required to increase the chance of getting the course of studies of your choice.

[Register now!](#)  
Here you can sign up and choose your password.

Informationen zur Online-Bewerbung

To find further information on application and enrolment please use our ["Application Check"](#).  
Please note: University of Göttingen offers an almost paperless application and enrolment.

**Document upload**  
Therefore the postal transmission of the documents which you uploaded in this portal is not necessary.

[Lost login data?](#)

If you have forgotten your password, please use the following link to get a new password:

[https://masterportale.uni-goettingen.de/wiwi/en/request\\_password.php](https://masterportale.uni-goettingen.de/wiwi/en/request_password.php)

Please do **not** click on *Lost login data?* on the online platform for enrolment!

### c. Click on *View my application*

The screenshot shows the 'Your Applications' section for the winter term 2024. A table lists one application: 'Request #1: Development Economics' with a status of 'Admission offered'. A red box highlights the 'View my application' button below the table. To the right, there is an 'Informationen zur Online-Bewerbung' section with instructions and a 'Document upload' note.

### d. Click on *Request for enrolment*

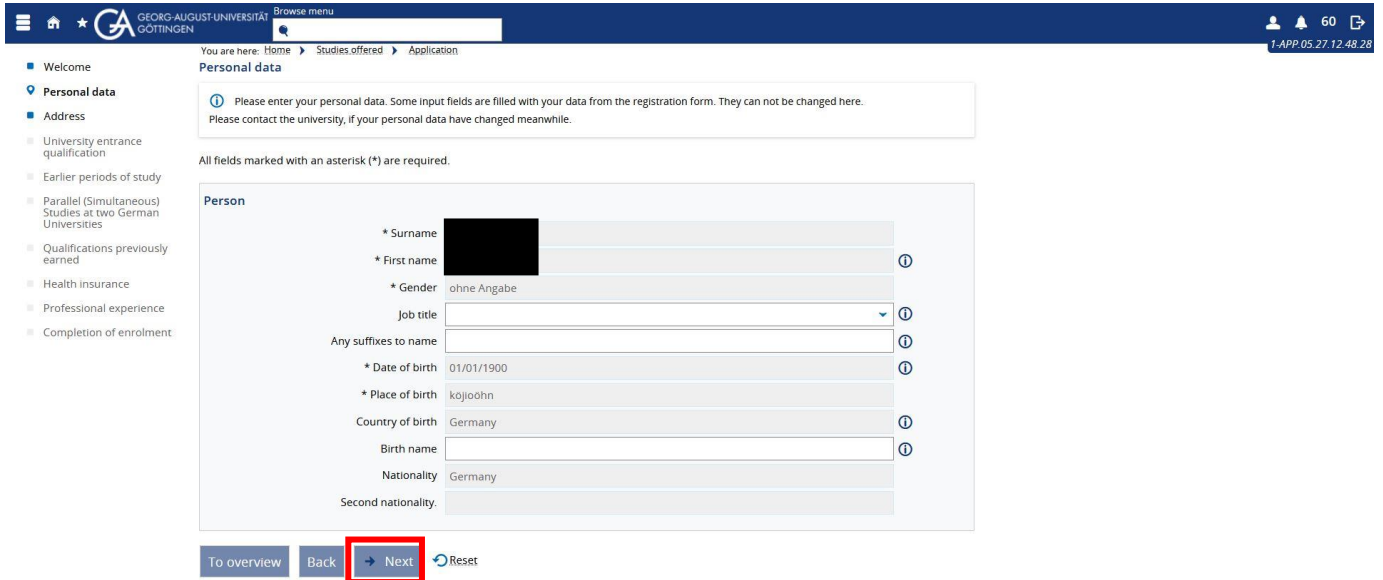
If there are several admissions offers, please check that you are enrolling for the correct degree programme.

The screenshot shows the 'Submitted Requests' section for 'Request #1: Development Economics, 1. Subject-related semester'. A red box highlights the 'Request for enrolment' button. Below the button, it states 'The enrollment is possible until Mar 18, 2025. Please note that only the deadline specified in your letter of admission is binding!'. The right sidebar contains 'Personal information' (Applicant number: 50270440), a 'Help & Contact' section, and a 'Print data control sheet (PDF)' link.

### e. Read information and click *next*

The screenshot shows a 'Welcome' message to a prospective student. The message explains that the student has chosen a degree programme with open admission and can now enrol. It includes instructions to use the 'next' button for saving data and mentions that a registration number will be provided after online enrolment. A 'Parents' or guardians' declaration of consent' is also mentioned for students under 18. The address 'Georg-August-Universität Göttingen, Wilhelmplatz 4, 37073 Göttingen' is listed. A red box highlights the 'Next' button at the bottom.

### f. Complete your personal details and click *next*



You are here: Home > Studies offered > Application

**Personal data**

Please enter your personal data. Some input fields are filled with your data from the registration form. They can not be changed here.  
 Please contact the university, if your personal data have changed meanwhile.

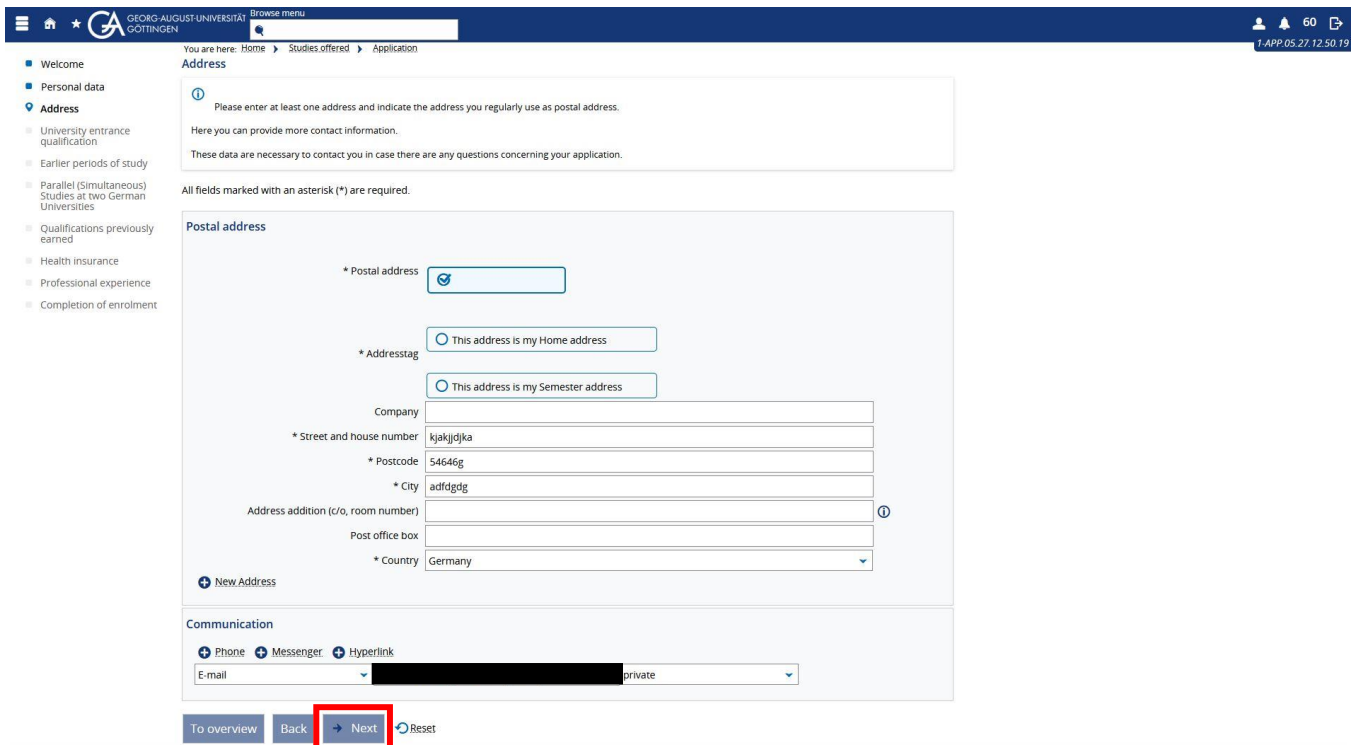
All fields marked with an asterisk (\*) are required.

**Person**

- \* Surname
- \* First name
- \* Gender: ohne Angabe
- Job title
- Any suffixes to name
- \* Date of birth: 01/01/1900
- \* Place of birth: kojooohn
- Country of birth: Germany
- Birth name
- Nationality: Germany
- Second nationality:

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### g. Complete your contact details and click *next*



You are here: Home > Studies offered > Application

**Address**

Please enter at least one address and indicate the address you regularly use as postal address.  
 Here you can provide more contact information.  
 These data are necessary to contact you in case there are any questions concerning your application.

All fields marked with an asterisk (\*) are required.

**Postal address**

- \* Postal address
- \* Adresstag:
  - This address is my Home address
  - This address is my Semester address
- Company
- \* Street and house number: kjakjdjka
- \* Postcode: 54646g
- \* City: adfdgdg
- Address addition (c/o, room number)
- Post office box
- \* Country: Germany

+ New Address

**Communication**

- + Phone + Messenger + Hyperlink
- E-mail: private

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### h. Complete your information on your university entrance qualification and click *next*

**University entrance qualification**

Have you earned your university entrance qualification **after 12 years**? Then please choose one of the options including "G8".

If you have a university entrance qualification from another country than Germany that entitles you to study **every subject** at a university, please select:  
 Acquired in: Abroad  
 Type of University Entrance Qualification: "allgemeine Hochschulreife im Ausland erworben"

If you have a university entrance qualification from another country than Germany that entitles you to study **only specific subjects** at a university, please select:  
 Acquired in: Abroad  
 Type of University Entrance Qualification: "fachgebundene Hochschulreife (im Ausland erworben)"

**Please note:**  
 If you have a university entrance qualification without a final grade (e.g. earned abroad), please enter **4.5** as the overall average grade. The data will be corrected by the university.

All fields marked with an asterisk (\*) are required.

**University Entrance Qualification**

\* Acquired in:

\* District of qualification:

\* Type of University Entrance Qualification:

\* Average grade:

\* Date of UEQ:

[Add University Entrance Qualification](#)

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### i. Complete the information on earlier periods of study and click *next*

**Earlier periods of study**

Have you ever studied at a different university? If so, complete the form otherwise continue.

All fields marked with an asterisk (\*) are required.

**Previous studies in Germany**

Please note:  
 Have you already studied at a German university/university of applied science? If yes then please choose the university you were/will be first enrolled at. Please fill in the semesters you have already studied at German universities/universities of applied science.

Country:

Semester of first registration for study in Germany:

Year of first registration for study in Germany:

University of first enrollment in Germany, if it is different from this point in time:

Please fill out the following details if you've already studied at a german university.

Total semesters at German universities/universities of applied science:

Of which work-placement semesters:

Of which leave of absence semesters (Urlaubssemester):

Further semesters at a preparatory college (Studienkolleg):

Gap semesters:

[Clear input fields](#)

**Information about your studies prior to the current semester.**


You weren't enrolled at a German university/university of applied science in the semester prior to the current semester?

Please note:  
 Have you already been enrolled at a university?  
 Meant is here the semester before the semester for which you want to enroll.  
 E.g.: You want to enroll for the winter semester 2009/2010. You only need to fill in this page if you were enrolled at a German University in the summer semester 2009.

[Add information about your studies prior to the current semester](#)


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**j. Only if applicable: complete the information on a parallel studies and click *next***


 GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN Browse menu

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**Parallel (Simultaneous) Studies at two German Universities**

 If you intend to be registered – at the same time – at another university/university of applied sciences in Germany, please enter the name of this institution.

It is up to Göttingen University to decide whether to admit students for parallel degree programmes. Please include an extensive justification and the corresponding proof from your first university/university of applied sciences with your submitted documents; e.g. studies-related certificates, preliminary and intermediate examinations, etc.

All fields marked with an asterisk (\*) are required.


**Parallel studies at another university**

 No parallel external study

[+ Add information about parallel studies](#)


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**k. Complete the information on your final exams (bachelors' degree) and click *next***


 GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN Browse menu


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**Qualifications previously earned**

 Have you already earned a degree? The course of study that you have already provided data of will be shown here automatically so that you can add a degree. If you have not completed a degree, click „Next“. Have you earned a degree from studying at another university, you can add this degree under „Add degree at another university“.

All fields marked with an asterisk (\*) are required.

**Intended final examination.**

 Information:  
 The data entered were recorded from the location of the course of study **Master Uni mit Abschluss Development Economics** you are applying for. If you want to earn the degree, for the course of study you are applying for, at another location, please change the entries. The entry of a district is only necessary when you selected "Germany".


\* Country

\* District

**Previously earned Qualifications**

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of study, then create this new degree.

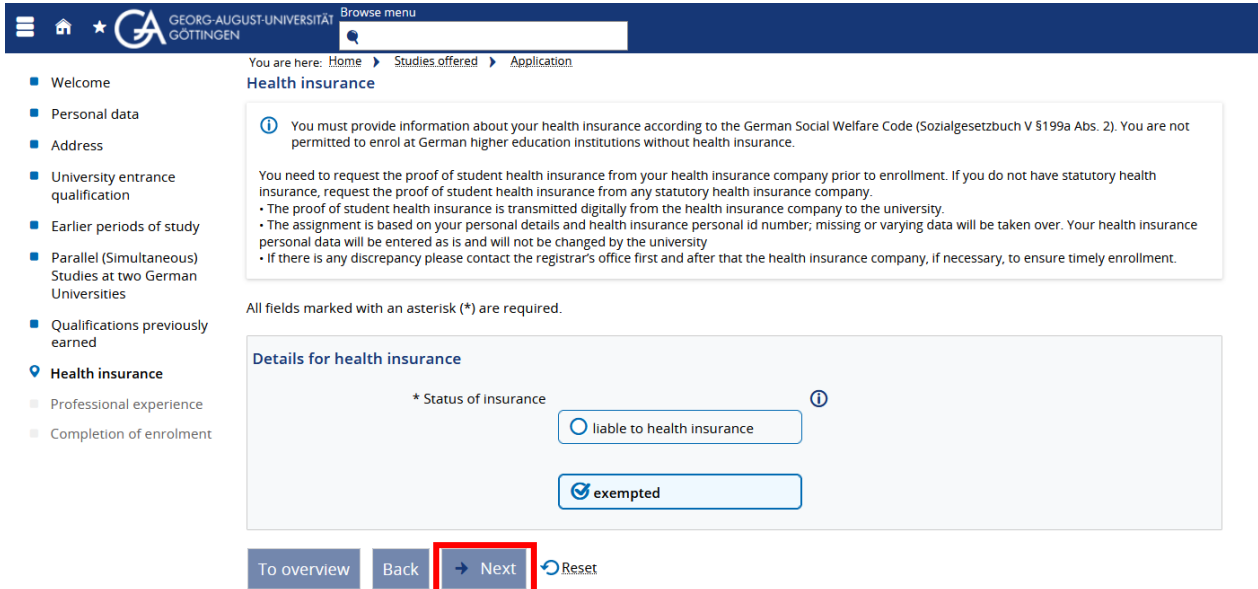
 Information:  
 no external studies

[+ Add Degree at Another University](#)

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**I. Complete the details of your health insurance and click *next***



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**Health insurance**

ⓘ You must provide information about your health insurance according to the German Social Welfare Code (Sozialgesetzbuch V §199a Abs. 2). You are not permitted to enrol at German higher education institutions without health insurance.

You need to request the proof of student health insurance from your health insurance company prior to enrollment. If you do not have statutory health insurance, request the proof of student health insurance from any statutory health insurance company.

- The proof of student health insurance is transmitted digitally from the health insurance company to the university.
- The assignment is based on your personal details and health insurance personal id number; missing or varying data will be taken over. Your health insurance personal data will be entered as is and will not be changed by the university
- If there is any discrepancy please contact the registrar's office first and after that the health insurance company, if necessary, to ensure timely enrollment.

All fields marked with an asterisk (\*) are required.

**Details for health insurance**

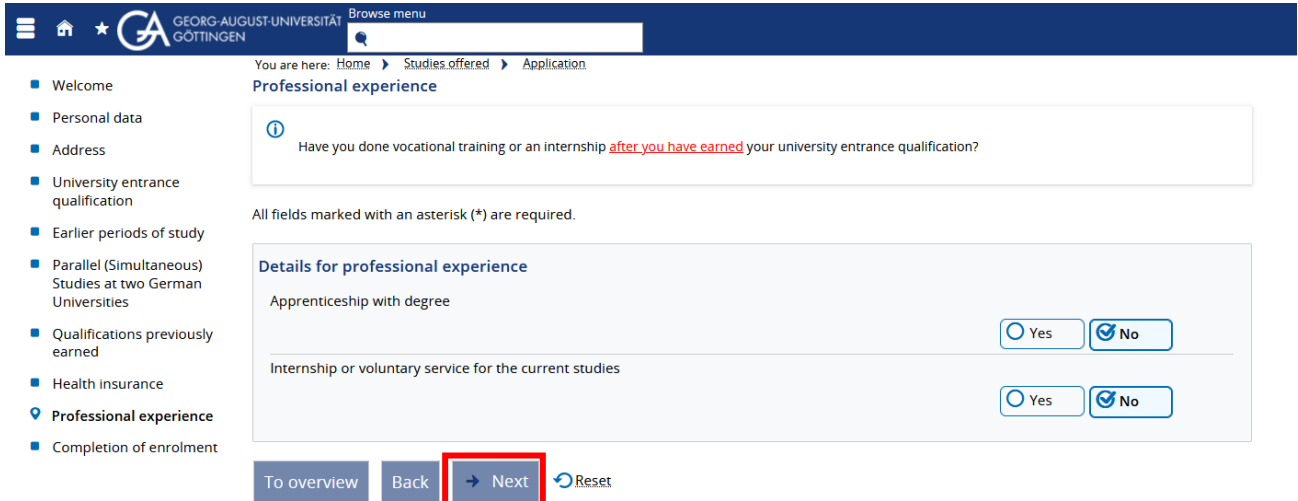
\* Status of insurance ⓘ

liable to health insurance

exempted

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**m. Only if applicable: complete the information on professional experience and click *next***



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**Professional experience**

ⓘ Have you done vocational training or an internship *after you have earned* your university entrance qualification?

All fields marked with an asterisk (\*) are required.

**Details for professional experience**

Apprenticeship with degree  Yes  No

Internship or voluntary service for the current studies  Yes  No

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**n. Finish your online enrolment by clicking on *Finish submitting enrolment data and back to overview***

You return to the overview page. Your status has changed to „Request for enrollment submitted“

You can log out of the online platform for enrolment.

**Please complete your enrolment by January 15<sup>th</sup> 2025 by completing steps 2 and 3.**

**Step 2: Transfer of semester fee**

Transfer the semester fee to the university. Your enrolment can only be processed after your payment has been received.

The amount of the semester fee and the bank details (reason for transfer: matriculation number, first and last name) of the University of Göttingen can be found [here](#).

### **Step 3: Submission of documents**

You will then receive an e-mail stating which documents you still need to upload or request (e.g. digital transmission health insurance). You upload necessary documents in the [upload portal](#). To log in, use the access data (username and password) that you received by e-mail during the master application. Only after we got all necessary documents your enrollment can be completed.

Once you have completed all the steps, the proof of enrolment will be sent to you unsolicited.