

Manual: Online enrolment with the University of Münster

This is only the first step of the enrolment. At the end you'll see a pdf file with all your details. Please keep that pdf file. You will need it for the 2nd step.

The second step will be to visit the students' office and submit the file plus more documents (see the CiM-IMPRS Student Guide) OR to send them the file + documents by post.

The following pages show how to do the online enrolment. Here, the English online pages are commented. You can certainly use the German online version if you want.

Note: You'll register for "Promotion" (doctorate) to receive a "Dr. rer. nat." degree (doctor rerum naturalium), the common doctoral degree in Germany. It is equivalent to a PhD.

Start your online enrolment:

- 1) Go to: <https://studienbewerbung.uni-muenster.de/Immatrix.Web/>
- 2) Choose the language (DE or EN)

M.K. Wild, August 2019

ONLINE ENROLMENT FOR NON-RESTRICTED DEGREE COURSES

Please complete the information required for your enrolment.

Are you currently a student at the University of Münster and would like to apply for a change of or an addition to your degree course?

☐ Yes ☒ No

No

SUBJECTS APPLIED FOR

Degree

Promotion (Doctor rerum naturalium)

choose this option

choose your new faculty

First subject

Biology

At the end of your PhD you can submit your dissertation as a monograph or as a cumulative dissertation with several papers. As you do not yet know if you will have several papers, this question is pretty senseless. Please choose ANYTHING. It has no consequences whatsoever.

DOCTORAL PROGRAMME

Please select which kind of dissertation you are planning.

This information will only be used for statistical purposes, and your answer has no binding effect whatsoever.

Kind of dissertation

monograph

- please select -

monograph

publication-based/cumulative dissertation







UNIVERSITY ENTRANCE QUALIFICATION

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Please enter all information regarding your university entrance qualification, e.g. A-levels, Abitur, Matura, University of Applied Sciences Diploma, etc.

If you did not receive your university entrance qualification in Germany please select "Sonstiger Erwerb der HZB im Ausland (Allgemeine Hochschulreife)".

choose this if you have been at school abroad

Type of university entrance qualification	Erwerb der HZB an einer deutschen Schule im Ausland (allgemeine Hochschulreife)  
Country	India  
Grade	4,0 
Date	06.07.2016 

Germans use other options (self-explanatory)

choose your country

Only if you have a German school certificate (Abitur), take the grade from it. If you are from abroad, always enter 4,0.

enter the date when your secondary school certificate was released

Have you been a student at a higher education institute before?

Yes

☒ Yes ☐ No

Are you currently a student at a German university and thus would like to apply for visiting student status (Zweithörer) at the WWU Münster?

No

☐ Yes ☒ No

continue

CANCEL

CONTINUE

**If you have not studied in Germany, read pp. 5+6 and jump to p.10.
If you have studied in Germany, jump to p.7.**

UNIVERSITY CAREER

yes or no








Have you been enrolled at the WWU Münster before?

☐ Yes ☒ No

Please read:

Please provide information on the university you have first been enrolled at. In case you do not find your degree or course of study (eg. Zwei-Fach-Bachelor), please choose the option which seems most adequate. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first course of study. This information is for statistical purposes only.

Example for students who haven't studied in Germany (others see next page):

First university you were enrolled at	
In Germany/Outside Germany	Outside Germany 
University country	India  
Enrolment semester	winter semester  2015
Desired degree	Abschluss außerhalb Deutschlands 
First subject	Sonstige Fächer 
First enrolment at the WWU Münster	winter semester  2019

If winter or summer semester does not fit,
choose one of the options anyway. It has no influence!

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Degree course in the semester directly before

please read:

summer semester is approx. April - July

Please provide information here only if you were enrolled at a university during summer semester 2019. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first study subject.

example for students who have NOT spent their summer semester at a German university:

In Germany/Outside Germany	Outside Germany
University country	India
Desired degree	Abschluss außerhalb Deutschlands
Type of studies	- please select - choose "Erststudium"
First subject	Sonstige Fächer

SEMESTERS STUDIED

University semesters in Germany	"0" for foreigners	0
Additional semesters at the Studienkolleg (preparatory courses)	"0" for foreigners	0

STAY ABROAD RELEVANT FOR STUDIES

example: you have studied in India, but have spent 9 months of your studies in the UK:

Do you already have any stays abroad?	<input checked="" type="radio"/> Yes <input type="radio"/> No
---------------------------------------	---

Please indicate whether you completed part of your studies at a university in another country.

1st stay abroad	Months	9 lower than 10 month	State	United Kingdom
	Type of stay	and. stud.-bez.Aufenthalt choose this (includes internships and studies)	Type of program	- please select - - please select - EU-Programm EU program kein Programm no program sonstige Programme other programs
Do you have a 2nd stay abroad? yes or no				

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Have you been enrolled at the WWU Münster before?

☐ Yes ☒ No**please read:**

Please provide information on the university you have first been enrolled at. In case you do not find your degree or course of study (eg. Zwei-Fach-Bachelor), please choose the option which seems most adequate. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first course of study. This information is for statistical purposes only.

Example for students who have studied in Germany:**First university you were enrolled at**

In Germany/Outside Germany	In Germany	▼
University	Universität Regensburg ▼ ?	
Enrolment semester	winter semester ▼	2015
Desired degree	most of the Germans have to choose "Bachelor an Universitäten" ▼ Master an Unis Abschlussprfg.vorausgesetzt	
First subject	Chemie	choose your subject ▼
Second subject	- please select - ▼	
Third subject	- please select - ▼	
Fourth subject	- please select - ▼	
First enrolment at the WWU Münster	winter semester ▼	2019

Degree course in the semester directly before

please read:

Please provide information here only if you were enrolled at a university during summer semester 2019. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first study subject.

example for students who have spent summer semester 2019 at a German university:

In Germany/Outside Germany	<input type="text" value="In Germany"/>
University	<input type="text" value="Universität Osnabrück"/> ?
Desired degree	<input type="text" value="Master an Unis Abschlussprfg.vorausgesetzt"/>
Type of studies	<input type="text" value="konsekutiver Master (BachAbschl.als einz.Abschl.)"/>
First subject	<input type="text" value="Chemie"/>
Second subject	<input type="text" value="- please select -"/>
Third subject	<input type="text" value="- please select -"/>
Fourth subject	<input type="text" value="- please select -"/>

SEMESTERS STUDIED

example in case you studied in Germany:

University semesters in Germany	8 ?
Of which semesters on leave	0
Of which practical semesters	1
Additional semesters at the Studienkolleg (preparatory courses)	0
Number of semesters of interruption	0

STAY ABROAD RELEVANT FOR STUDIES

Do you already have any stays abroad?	<input checked="" type="radio"/> Yes <input type="radio"/> No
---------------------------------------	---

Please indicate whether you completed part of your studies at a university in another country.

example in case you interrupted your German studies to do something abroad:

1st stay abroad	Months	State
	9 lower then 10 month	United Kingdom
	Type of stay	Type of program
	and. stud.-bez.Aufenthalt	- please select -
Do you have a 2nd stay abroad? yes or no		- please select -
		EU-Programm
		kein Programm
		sonstige Programme

FINAL EXAMINATIONS

You all either have a BSc or an MSc. So tick "Yes"

Do you already hold a university degree?

☒ Yes ☐ No

Please only select "Yes" if you already hold your degree certificate (Bachelor's, Master's, Diploma, MA, etc.).

Have you already irrevocably failed one or several module or final examination(s) at a German university for the subject(s) you would like to enrol for?

☐ Yes ☒ No

Tick "No". Only, if you have already failed a PhD in Germany, you have to tick "Yes". In that case you cannot carry on with the enrolment and have to inform me.

FINAL EXAMINATIONS

Please specify your last university degree. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first study subject.

FINAL EXAMINATIONS

Please specify your last university degree. With university degrees obtained outside Germany, please select "Abschluss außerhalb Deutschlands" as your desired degree and "Sonstige Fächer" as your first study subject.

If you expect to finish your Master very soon, but you don't have it yet, enter your BSc data only!

Most recent examination

In Germany/Outside Germany	Outside Germany
University country	India
Examination date (vid. certificate/diploma)	22.06.2019
Overall grade	4,0
Degree	Master an Unis Abschlussprfg.vorausgesetzt
Type of studies	konsekutiver Master (BachAbschl.als einz.Abschl.)
First subject	Biologie
Second subject (optional)	Chemie
Third subject (optional)	- please select -
Fourth subject (optional)	- please select -

**write 4,0 if you are from abroad;
if you have a grade from Germany, write your real grade**

**Choose this if you have an MSc,
choose "Bachelor an Universitaeten" if you hold a BSc**

**Choose this if you hold an MSc,
choose "Erststudium" if you hold a BSc**

examples

Degree obtained before the most recent one (if applicable)

If you have entered your MSc above, you have to enter your BSc here. If you only hold a BSc, leave this empty.

In Germany/Outside Germany	Outside Germany
University country	India

PERSONAL DATA

self-explanatory

Form of address	Ms
First name	Bla
Middle names (optional)	
Surname	Blabla
Birth name (optional)	<div></div> <div>if this is not your last name</div>
Date of birth	01.04.1984
Town of birth	New Dehli
Country of birth	India
Nationality	India
Do you have a 2nd nationality?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

POSTAL ADDRESS

Give your new private address in Muenster.

If you don't have one, give the address of your future institute (example see below).

Street address	<input type="text" value="Schlossplatz"/> <input type="text" value="5"/>	
Additional address information (optional)	<input type="text" value="Institute for Molecular Cell Biology"/> <small>Please enter here - if applicable - any additional details regarding your address (e.g., room number, floor number, or c/o).</small>	
Post code and city	<input type="text" value="48149"/>	<input type="text" value="Muenster"/>
Country of residence	<input type="text" value="Germany"/>	
Phone (in case of questions)	<input type="text" value="0251-8321760"/>	
E-mail	<input type="text" value="test.noname@bmail.com"/>	
E-mail check	<input type="text" value="test.noname@bmail.com "/>	

**Give a mobile number that works in Germany.
If you don't have one, give the number of the CiM-IMPRS office (shown here)**

HEALTH INSURANCE

All students must prove that they have health insurance. If you are privately insured or your insurance was taken abroad/in your home country, please answer the following question with "Yes". We then need a certificate from a German statutory health insurance company which states that you are not required to have statutory health insurance; you can hand in this certificate later.

In case you have statutory health insurance, please answer the following question with "No" and enter all necessary information.

If you are missing some of the required information, please do not fill out the respective box(es). Your health insurance certificate can also be handed in later.

All of you: Tick "Yes" and hand in your health insurance documents later when you have them (even if you already have a German health insurance now)

I am not obliged to take out statutory health insurance.

☒ Yes ☐ No

VOCATIONAL AND PRACTICAL EXPERIENCE

Please specify your work experience after you passed the higher education entrance qualification.

Completed vocational training

☐ Yes ☒ No

Tick yes or no. It has no influence

Internship/practical training

☐ Yes ☒ No

BACK

CANCEL

CONTINUE

continue



**This is the last page: Check your details.
Keep a screen shot of the page to be on the safe side.
Click on "Send" at the bottom of the page.**

winter semester 2019/20

OVERVIEW

Please make sure the information you have provided is correct. If you wish to edit your data, press the "Back" button at the end of the overview to return and make changes to the forms. If your data is correct, click on "Send" at the bottom of this page.

PERSONAL DATA

Surname	BalBla
First name	Bla
Middle names	
Gender	female
Date of birth	01.04.1984
Nationality	India
2nd nationality	
Birth name	
Town of birth	New Dehli
Country of birth	India

POSTAL ADDRESS

Street address	Schlossplatz 5
Additional address information	Institute for Molecular Cell Biology
Post code and city	48149 Muenster
Country of residence	Germany
Phone	0251-8321760
E-Mail	test.noname@bmail.com

SUBJECTS APPLIED FOR