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.

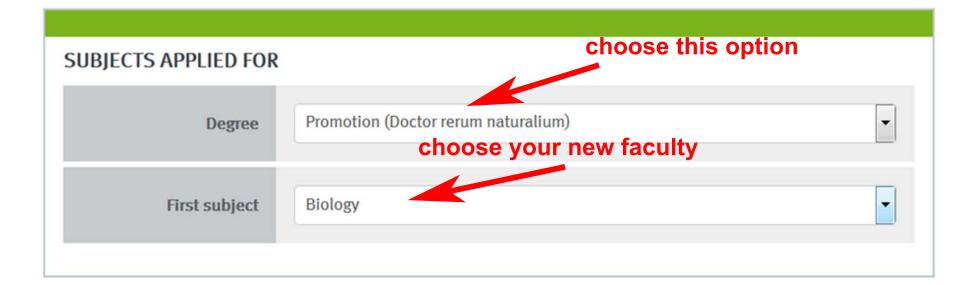
Start your online enrolment:

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

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?

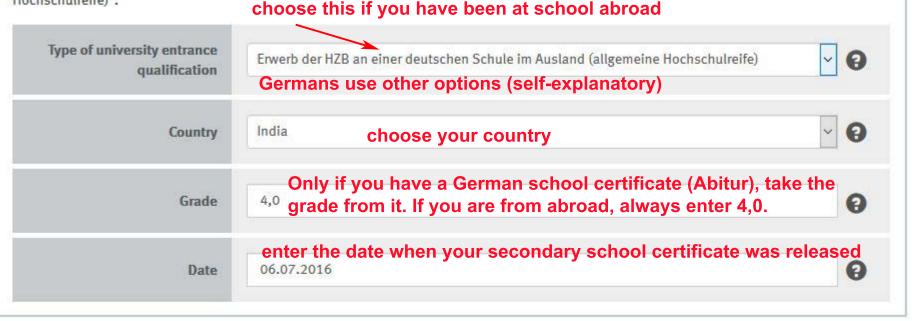


DOCTORAL PROGRAMME a character has been been been been been been been bee	the end of your PhD you can submit your dissertation as a monograph numulative dissertation with several papers. As you do not yet know if you several papers, this question is pretty senseless. Please choose AN attention you are planning. It has no consequences what statistical purposes, and your answer has no binding effect whatsoever.	you will IYTHING.
Kind of dissertation	monograph	8
	- please select -	
	monograph	
	publication-based/cumulative dissertation	
LINIVERSITY ENTRANCE OHAL	IFICATION	1

UNIVERSITY ENTRANCE QUALIFICATION

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)".



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

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

Yes

No

Yes

No

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.

CANCEL

CONTINUE

UNIVERSITY CAREER

yes or no

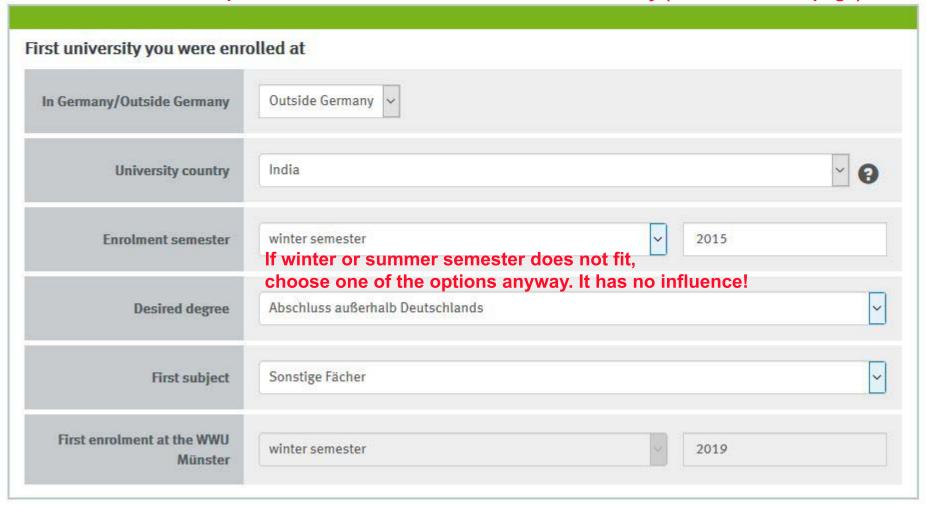
Have you been enrolled at the WWU Münster before?

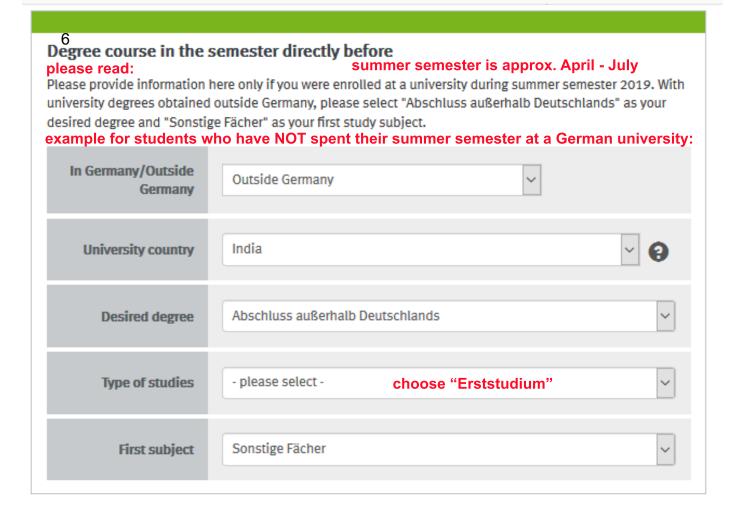
○Yes No

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):





SEMESTERS STUDIED



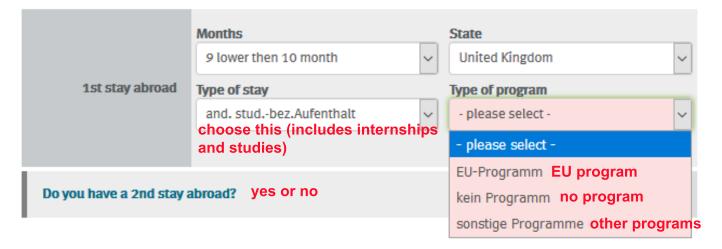
STAY ABROAD RELEVANT FOR STUDIES

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

Do you already have any stays abroad?

• Yes • No

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



UNIVERSITY CAREER yes or no

Have you been enrolled at the WWU Münster before?

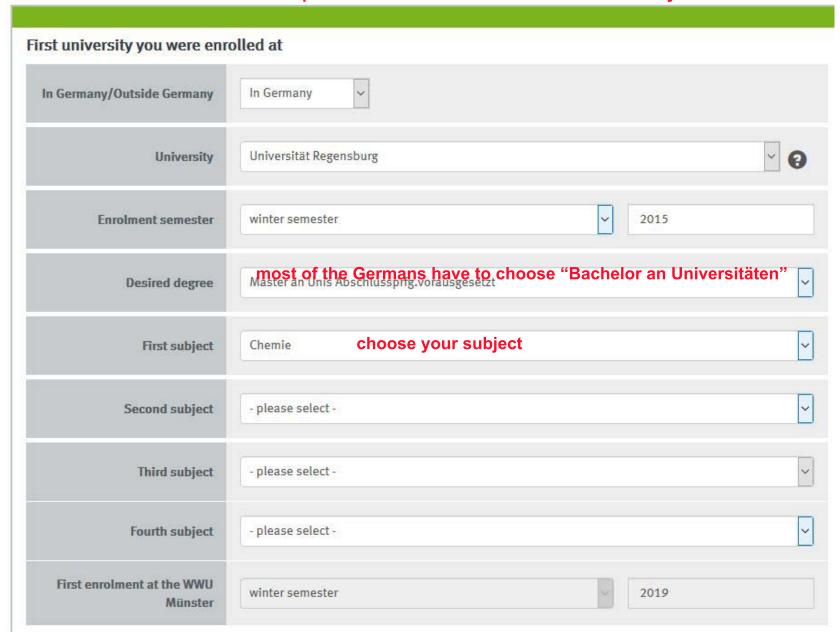
○Yes

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 have studied in Germany:

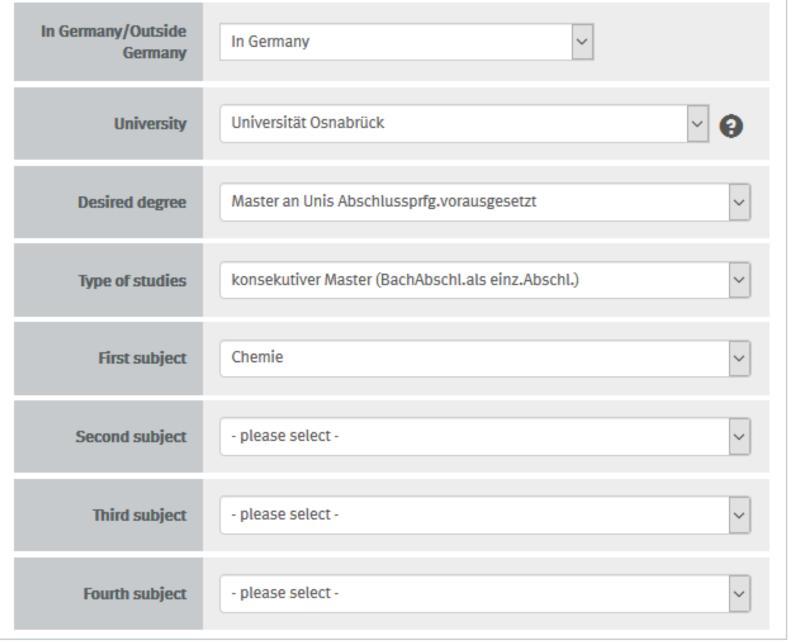


8

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:



SEMESTERS STUDIED

example in case you studied in Germany:



STAY ABROAD RELEVANT FOR STUDIES

Do you already have any	stays abroad?			● Yes ○ No	
	completed part of your studies a you interrupted your Gern		-	-	
	Months		State		
	9 lower then 10 month	~	United Kingdom		~
1st stay abroad	Type of stay		Type of program		
	and. studbez.Aufenthalt	~	- please select -		~
			- please select -		
			EU-Programm		
Do you have a 2nd stay a	abroad? yes or no		kein Programm		
			sonstige Progran	nme	

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, Dip	loma, 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

FINAL EXAMINATIONS

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.

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.

University country University country India 22.06.2019 write 4,0 if you are from abroad; 4,0 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 Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie examples Chemie - please select -	ost recent examination	on	
Examination date (vid. certificate/diploma) Overall grade Overall grade Overall grade Choose this if you have an MSc, choose "Bachelor an Universitaeten" if you hold a BSc Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc Konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie Examples Chemie Chemie		Outside Germany V	
Overall grade Write 4,0 if you are from abroad; 4,0 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 Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie Examples Chemie	University country	India	
Overall grade Choose this if you have an MSc, choose "Bachelor an Universitaeten" if you hold a BSc Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie examples Chemie Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.)		22.06.2019	
Choose this if you have an MSc, choose "Bachelor an Universitaeten" if you hold a BSc Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie examples Chemie Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.)			
Choose "Bachelor an Universitaeten" if you hold a BSc Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz, Abschl.) Biologie Examples Second subject (optional) Chemie	Overall grade	4,0 if you have a grade from Germany, write your real	grade
Master an Unis Abschlussprfg.vorausgesetzt Choose this if you hold an MSc, choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) First subject Biologie examples Chemie Chemie		Choose this if you have an MSc,	
Type of studies Choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.) Biologie examples Second subject (optional) Chemie	Degree		~
Type of studies konsekutiver Master (BachAbschl.als einz.Abschl.) Biologie examples Second subject (optional) Chemie		Choose this if you hold an MSc,	
Second subject (optional) Chemie	Type of studies	choose "Erststudium" if you hold a BSc konsekutiver Master (BachAbschl.als einz.Abschl.)	V
Second subject (optional) Chemie	First subject	Biologie	~
(optional) Chemie		examples	
Third subject (optional) - please select -		Chemie	V
	Third subject (optional)	- please select -	~
Fourth subject (optional) - please select -	Fourth subject (optional)	- please select -	V
egree obtained before the most recent one (if applicable) If you have entered your MSc above, you have to ent	gree obtained before	the most recent one (if applicable)	ntor
your BSc here. If you only hold a BSc, leave this employed Germany Outside Germany	In Germany/Outside	your BSc here. If you only hold a BSc, leave this e	

PERSONAL DATA

self-explanatory

Form of address	Ms
First name	Bla
Middle names (optional)	
Surname	Blabla
Birth name (optional)	if this is not your last name
Date of birth	01.04.1984
Town of birth	New Dehli
Country of birth	India
Nationality	India
Do you have a 2nd nationa	lity? ○ Yes ● 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). Schlossplatz 5 Street address Institute for Molecular Cell Biology Additional address information (optional) Please enter here - if applicable - any additional details regarding your address (e.g., room number, floor number, or c/o). Post code and city 48149 Muenster Country of residence Germany Give a mobile number that works in Germany. If you don't have one, give the number of the Phone (in case of 0251-8321760 **CiM-IMPRS** office (shown here) questions) test.noname@bmail.com E-mail test.noname@bmail.com E-mail check

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.

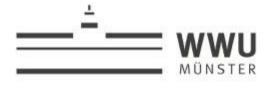
All of you: Tick "Yes" and hand in your health insurance documents later when you have them (even if you already have a German health insurance now)

Yes No

VOCATIONAL AND PRACTICAL EXPERIENCE

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

Completed v	ocational training		○Yes ● No
Internship/p	oractical training	Tick yes or no. It has no influence	O Yes ● No
BACK	CANCEL	CONTINUE	



winter semester 2019/20

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.

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.

ERSONAL 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	

OSTAL 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