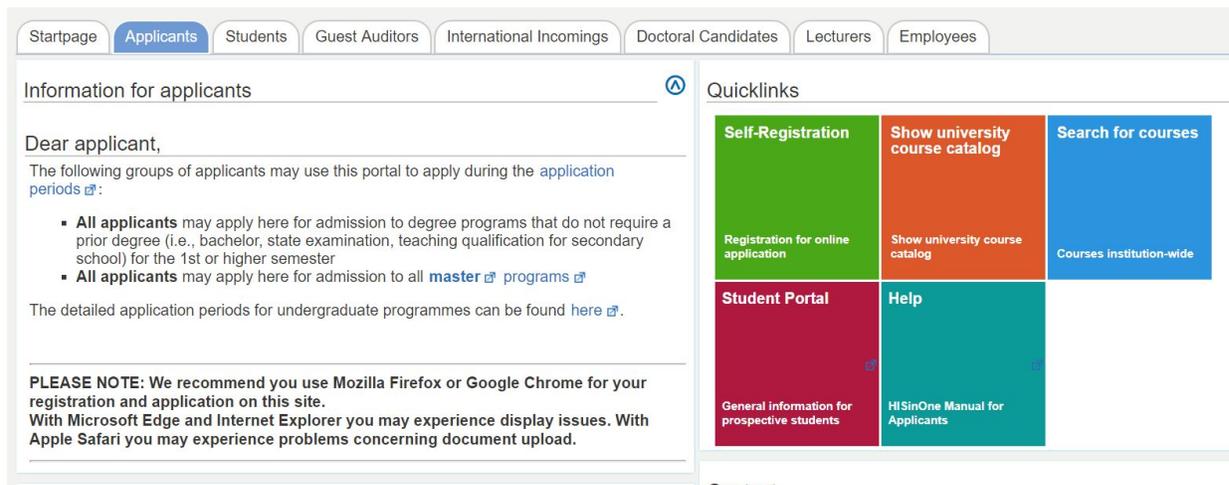


Important notes before starting the online application process

- **All fields marked with an asterisk (*) are mandatory on the application.** They are required items and **must be completed prior to proceeding to the next section.** In other words, it is not possible to access sections of the application from one menu or page; you must click through using “Next.”
- There is no “Save” button within the application because **clicking “Next” and proceeding to the next section automatically saves the entered information.** However, if you have **not** completed all the mandatory fields and clicked to the next section, your information on that page will not be saved.
- **All uploaded files must be in PDF or JPG format.** The system does not accept other file extensions e.g., docx, odt, txt etc.
- If at any point you have trouble registering or completing the MA application, please email the MA coordinator in Modern China Studies (master@sinologie.uni-freiburg.de) for assistance. When applicable, such as if you receive an error message, please provide a screenshot.

Registration instructions

1. Choose “Self-Registration” (in green) from the main page.



The screenshot shows the main page of the application portal. At the top, there is a navigation bar with tabs for Startpage, Applicants (highlighted in blue), Students, Guest Auditors, International Incomings, Doctoral Candidates, Lecturers, and Employees. Below the navigation bar, the page is divided into two main sections. The left section is titled "Information for applicants" and contains a greeting "Dear applicant," followed by text about application periods and a list of two bullet points: "All applicants may apply here for admission to degree programs that do not require a prior degree (i.e., bachelor, state examination, teaching qualification for secondary school) for the 1st or higher semester" and "All applicants may apply here for admission to all master programs". Below this is a "PLEASE NOTE" section with browser recommendations. The right section is titled "Quicklinks" and contains a grid of five colored buttons: "Self-Registration" (green), "Show university course catalog" (orange), "Search for courses" (blue), "Student Portal" (red), and "Help" (teal). Each button has a small icon and a brief description of the link's content.

2. Fill in the personal information and at the bottom of the page choose a password, answer the security question, check the box, and click “Register.”

Password

 Your password must have at least 10 characters. One of them must be a special character.

* Password 

* Retype Password 

 Please type in the response to the question below. This is for spam defence, please understand.

Security Question 

* Response to the security question 

* I have read and accept the Privacy Policy mentioned above.

3. You will receive an email with your username (i.e., firstname.lastname) and a link to verify your registration. **You must click on the link in the email and verify prior to logging in to fill out a new application.** Once verified, you can login and begin the process below.

Application instructions

1. To start an application, choose "Start Application" under "Your Applications" in the left hand column.

Home Sprachtest Anglistik

Functions for students not usable with an applicant's account

If you would like to use student functions, you must sign in with your **Uni-Account** (which you manage through [myAccount](#) ).

If you sign in with a potentially existing **applicant's account**, you cannot switch into the "Studieren" role and therefore cannot use student functions.

Please note: After setting up a new Uni-Account, it may take up to two days before you can sign into HISinOne with that account.

Your Applications

 **Start Application**
You can apply for admission to several degree programs at the University of Freiburg.

2. After choosing to enable email notifications or not, you will be brought to the online application page. From the dropdown menu, choose "wintersemester 2020/21" and choose "Start application."
3. On the next screen, choose "Add an application."
4. On the next screen, scroll down to "Your desired degree program" and for "Degree" choose "Master of Arts (M.A.)" from the dropdown menu. (The system will automatically choose "Major" for "Major/minor.")

For "Field of study" choose "Modern China Studies" as in the screenshot below. (The rest will automatically populate.)

Choose "Next" to go to the next screen.

Your desired degree program

i Please complete the compulsory fields before clicking "Next".

You can find valid subject combinations at the following web address [\[link\]](#) on the pages of the individual subjects (make sure to choose the correct degree), under the tab "subject combinations".

If you want to apply for the Bachelor program in Liberal Arts and Science, select "Bachelor".

If you want to apply for the trinational degree program Law (LL.M.), select "Master of Laws" and and field of study "Law".
If you want to apply for the Legum Master postgraduate degree program Law (LL.M.), select degree "Legum Magister" and field of study "Law".

| | | | |
|--|---|---|----------|
| * Degree | Master of Arts (M.A.) | ▼ | i |
| * Major/Minor | Major | ▼ | |
| * Field of study | Modern China Studies | ▼ | i |
| * Form of studies | Consecutive Master programme | ▼ | i |
| * Course of study | Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 | ▼ | i |
| * Which study semester do you wish to begin your studies in? | 1. subject relatec | ▼ | i |
| Type of Admission | With special prerequisites for admission | | |

Next

5. The next screen about e.g. military service does not apply to our applicants. Please choose "Next."
6. On the next screen (see screenshot below), fill out the appropriate information about your current or previous university studies and degree. Choose "Add Previous university studies" to enter any additional university studies and degree(s). When done, choose "Next."

Online application

Semester: winter semester 2020/21

1. Request: Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1

Go to overview

Previous university studies (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

i .

* Study course **i**

* University or college

i Values **Studies from** and **to** must be month/year (MM/YYYY, e. g. 08/2015):

* Studies from

* to

i Degree:

* Please select degree ▾

Other degree **i**

Add Previous university studies

Back

Next

7. The next section (see below screenshot) requires you to provide details about your university studies and to upload transcripts and diplomas.

Note: anything with an asterisk (*) is mandatory and must be filled out before proceeding to the following screen. If at any point you have trouble completing a mandatory field, please email the MA coordinator in Modern China Studies (master@sinologie.uni-freiburg.de) for assistance.

In the first section under “Current state of university degree” (see screenshot):

- If you have not yet completed your university studies, please choose “I have not finished my previous studies” and enter the expected date of completion.
- If you have completed your university studies but not yet received your degree/diploma, please choose “I have finished my previous studies but I have not received my diploma yet.”

If you do not know your grade (e.g., GPA) in the German system, please enter “0.” You can leave the other information blank as it is not mandatory. We will calculate the grade equivalent for you.

Note: The minimum required for the MA in Modern China Studies is a “2,5” which is about an 80/100 in the China system and 3.0/4.0 in the North American system.

Online application

Semester: winter semester 2020/21

1. Request: Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1

◀ Go to overview

Current state of university degree (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

* Current state of university degree

* Please name the degree and subject(s) you study/studied

(Expected) date of completion 

* Name of University / Higher Education Institution

* Country

i **Grade**

* Grade according to the German grading system (if unknown please enter 0) 

If applicable: grade in an international grading system 

Grading scale (highest possible mark and minimum pass mark) 

If you are a current or former Uni-Freiburg student, you can enter your matriculation number here (see screenshot below).

Please upload (as PDF or JPG) your current or final university transcript and diploma/degree, plus official certified copies of translated documents here. **If your documents are not in German or English, you must upload certified translations.** Instructions on what this means can be found on the university website:

<https://www.studium.uni-freiburg.de/de/bewerbung/bls/docs/merkblatt-zu-beglaubigungen>

When you've uploaded your documents, click "Next" to save and go to the next step.

If you have been matriculated at Uni Freiburg in the past, please enter your matriculation number:

Existing matriculation number at Uni Freiburg



Please upload the following documents here:

(If you got more than one transcript of records or diploma certificate, please upload each of them in only one PDF or JPG file)

* Current or final transcript of records

Choose File No file chosen



No documents found.

Translation of transcript of records, if required

Choose File No file chosen



No documents found.

Original diploma certificate, if available

Choose File No file chosen



No documents found.

Translation of current or final diploma certificate, if required

Choose File No file chosen



No documents found.

Back

Next

7a. If you have not yet completed your university studies, you will receive a screen (see below) asking you to upload a confirmation from your university about various items. **For the purposes of the application, please upload an official letter from your university stating that you will complete your degree in good standing, along with the date of expected completion.** Once you've uploaded this document, please choose "Next."

Previous studies have not been finished yet – further documents: (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

i If you have not completed your previous studies yet, please upload the following documents, **ONLY if not stated in the transcript of records:**

Confirmation from the university about the total number of credits obtained so far (if not stated in the transcript of records)

No file chosen

i No documents found.

Confirmation from the university about the grading of the final thesis (if applicable and if not stated in the transcript of records)

No file chosen

i No documents found.

Confirmation from the university about submission, declaration or registration of the final thesis (if applicable and if not stated in the transcript of records)

No file chosen

i No documents found.

8. If you are a citizen from China, or another country that requires it, you will then be asked to upload your APS document(s). **If you have still not received your APS document, for example as a result of a delay in interview, please upload a typed or handwritten statement (PDF or JPG) that states “I will submit the APS before the relevant deadline.”**

Once you have uploaded the necessary document, choose “Next.”

APS (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

i Please upload your APS document here.
If the certificate will be submitted later, please upload the following statement: "I will submit the APS before the relevant deadline."

* APS No file chosen

i No documents found.

9. On the next screen (see screenshot below), enter your English-language proficiency qualifications. **The minimum requirement for the MA in Modern China Studies program is the equivalent of a C1 in the CEFR framework.**

Choose either “C1” or, if applicable, “native speaker” from the first dropdown menu and again from the second dropdown menu.

From the second menu, choose the proof of language proficiency from the list. You can choose e.g. TOEFL, IELTS, etc. Then enter your “Test result” and upload the certificate under “Language certificate.” **If you are not sure whether or not your test or test results meets the requirements, please check with the MA coordinator (master@sinologie.uni-freiburg.de). For example, the MA in Modern China Studies requires a TOEFL score of at least 100 points and an IELTS of 7.0.**

If you obtained a C1 with your German Abitur, choose “German University Entrance Qualification.” You should then upload the Abitur for “Language certificate.”

If at least 50% of your studies were in English, choose “English was medium of instruction of previous degree.” In this case, your university transcript can be uploaded as the “Language certificate.” **If you did not attend an English-speaking university program in which this would be obvious, please upload an official letter from your university stating that at least 50% of the studies were in English.**

Choose “Next” once you’ve completed this step.

English Language skills (with upload) (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1
1. FS)

 According to the [Table for CEFR Language Level and Test Scores for TOEFL, IELTS, PTE Academic and Cambridge ESOL](#).

For more information please check the website of the program or of the [Common European Framework of Reference for Languages \(German website\)](#).

* Level of proficiency according to the Common European Reference Frame (CEFR)

* Certified proof of language proficiency (multiple choice is possible)

TOEFL (internet-based)
TOEFL (computer-based)
TOEFL (paper-based)
IELTS
COST



Other (if not listed above)

Test result

 Please upload the following documents here:

Language certificate

Choose File No file chosen



 No documents found.

Back

Next

10. The next screen (see below screenshot) asks you to provide information about your Chinese language proficiency. **The minimum required for the MA in Modern China Studies is a B2 in the CEFR framework (HSK 4).**

If you are a native speaker, “Native language” from the dropdown menu and then “Native speaker” for proof of language proficiency.

If you are not a native speaker, choose (at least) B2 from the first dropdown menu and then e.g., HSK from the proof of language proficiency menu. Enter the test result/grade and upload the language certificate.

Choose “Next” to save and proceed to the next section.

For questions regarding other acceptable forms of proving language proficiency, please contact the MA in Modern China Studies coordinator (master@sinologie.uni-freiburg.de).

Chinese proficiency (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS) Help

* Level i

* Certified proof of language proficiency (multiple choice is possible) i

Other language certificate (if not listed above)

test result / grade

i Please upload the following documents here:

Language certificate Choose File No file chosen i

i No documents found.

11. On the next screen (see below screenshot), you can upload the required CV and letter of motivation (both in English, in PDF or JPG format).

You should then upload a copy of your high school diploma or Abitur. If you have problems obtaining this document, please contact the MA in Modern China Studies coordinator (master@sinologie.uni-freiburg.de).

You can then choose “Yes” from the dropdown menu to agree that you have not previously lost the right for examination in a China Studies program (i.e. that you have not failed another program).

Choose “Next” to proceed to the next screen.

Documents (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

i Please upload the following documents (please refer to the (i) texts for further information)

* Curriculum Vitae in English No file chosen

i No documents found.

* Letter of motivation No file chosen **i**

i No documents found.

* University entrance qualification (e.g. high school diploma or equivalent) No file chosen **i**

i No documents found.

* I herewith declare that I have not lost the right for examination in a Chinese Studies Master-, Magister- or Diploma Study Program: **i**

Back **Next**

12. On the next screen, you will need to download and print the **mandatory/required** “Confirmation of the applicant [PDF]” then fill it out appropriately (you can do it in English on page 2), sign and date it, and then upload it as a PDF or JPG. Once you have uploaded the completed PDF, choose “Next” to go to the final screen.

Confirmation of your data (Master of Arts, Modern China Studies, Hauptfach, PO 2016 H1 1. FS)

i Please download the following document:
[Confirmation of the applicant \[PDF\]](#) **i**

and carry out the following steps:

- print
- fill
- sign
- scan
- upload

* Upload signed form No file chosen

i No documents found.

Back **Next**

13. On the final screen, check all the information you have entered. You can change information by scrolling to the bottom of the page and choosing the “Back” button. Otherwise, also at the bottom of the page (see screenshot below), check the box that says “I hereby confirm that the data entered is correct” and then choose “Submit application.”

Confirm statements and submit application form for admission

I hereby confirm that the data entered is correct.

Back

Submit application

 The application is possible until Apr 15, 2020.

14. Once the application has been submitted, you can print a copy of it on the next screen. From here, you will also be able to “cancel” or “edit” your application. Please note that if you choose to “edit” your application, you will first be asked to cancel it. After your edits you must then re-submit it to be considered.