

Online Application Guide:

Global Studies Programme

Applications for the M.A. Social Sciences/Global Studies Programme must be submitted online on the campus management system HISinOne. Applications by mail or e-mail will not be accepted.

On HISinOne you can...

- add and edit applications. You can also submit them and – if necessary – withdraw.
- update your e-mail address. All portal notifications will go to this e-mail address.
- check the status of your application and your recommendation letters.
- download your preliminary letter of admission
- complete the online matriculation.

Note: Due to the fact that applications of various programs are administered through HISinOne, the platform does not always indicate the specifics of the application for GSP. Therefore, if you are unsure you can follow the instructions in this document.

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1. Overview

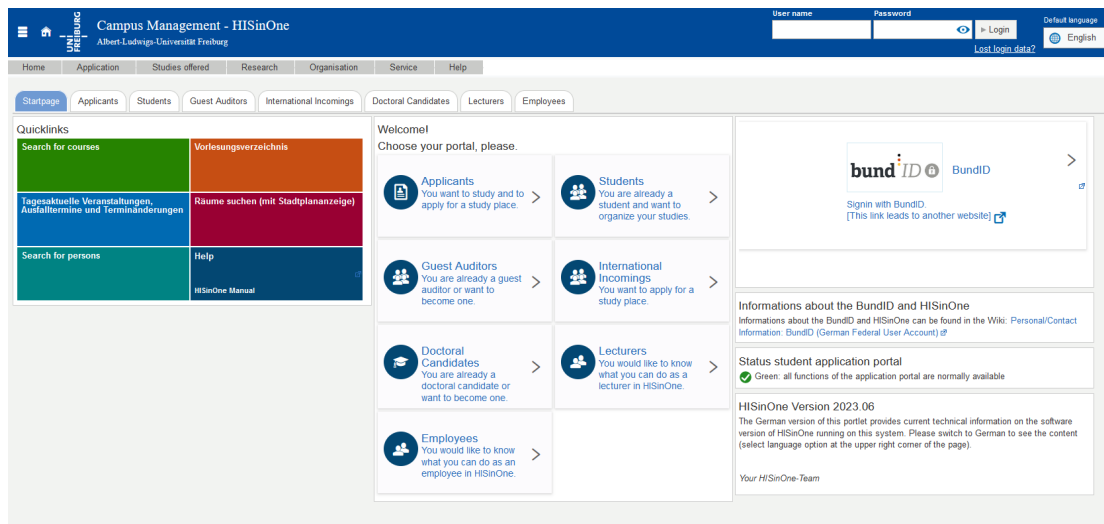
In order to complete the application, you need to upload all documents listed below to the platform and finally upload the signed application confirmation.

Required documents:

- Bachelor's Diploma & Transcript of Records
- Translation of Diploma and Transcript of Records (if the language is not English or German)
- Proof of English language proficiency equivalent to min. B2 (CEFR)
- Curriculum Vitae (CV)
- Motivation letter (approximately 600 words)
- Essay on given topic (approximately 800 words)
- Declaration of Authorship
- Further certificates relevant to the programme (optional)
- APS certificate (only necessary for applicants with previous degrees from China, Vietnam, India, and Mongolia)

2. Get an application account on HISinOne

- (if you do not have a HISinOne account at the University of Freiburg yet)
- Go to: <https://campus.uni-freiburg.de>
- Select English language in the top right corner.



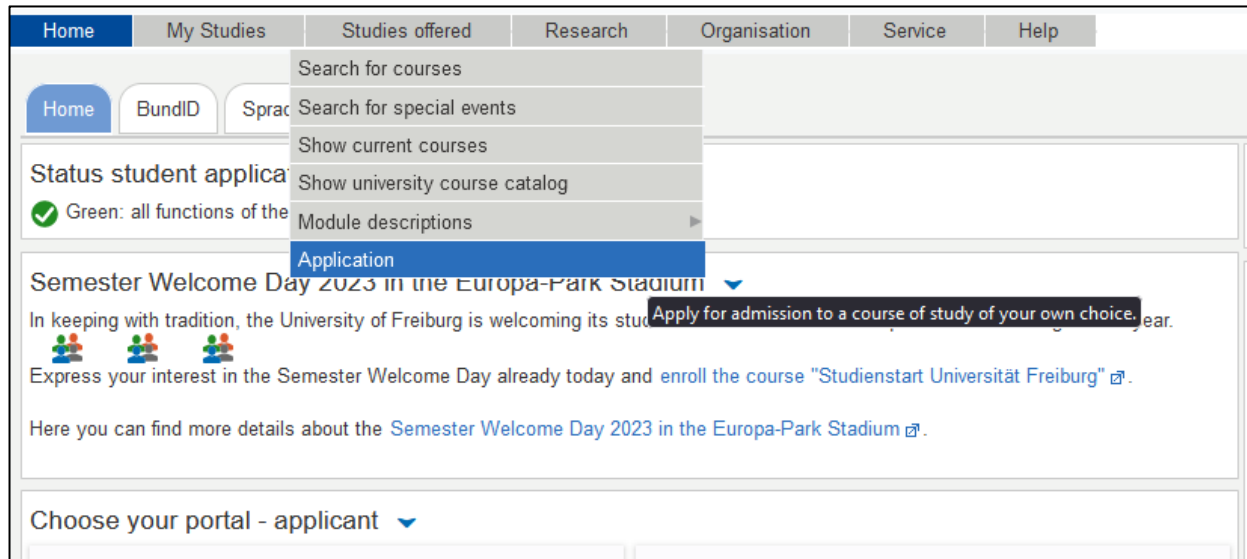
- Select: **Application** > **Registration**
- After you registered successfully, you will receive an email with a verification link.

HELP:

<https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:bewerben:accountaktivieren>
[en](#)

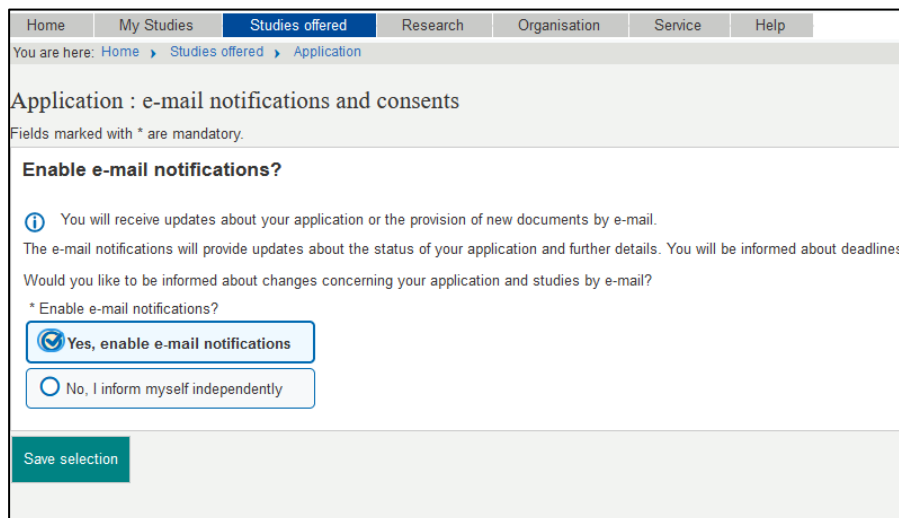
3. Start application

- Login to: <https://campus.uni-freiburg.de>
- **Important:** First select English in the language settings in the top right corner.



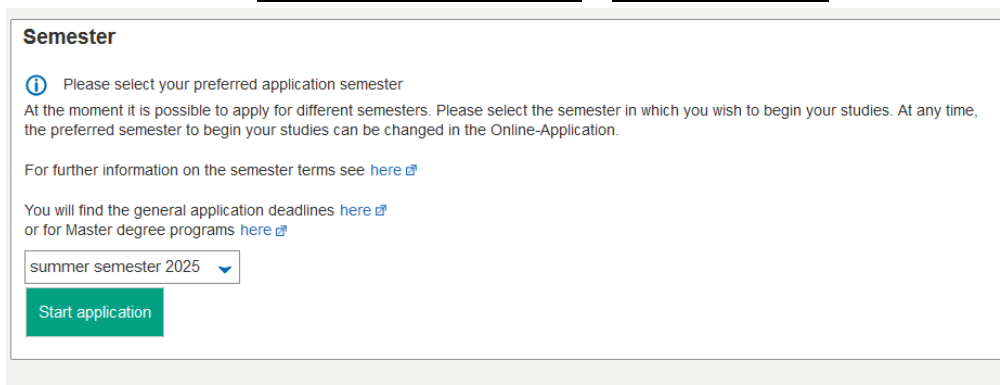
The screenshot shows the top navigation bar with links: Home, My Studies, Studies offered, Research, Organisation, Service, and Help. Below this is a search bar and a dropdown menu for 'Sprache' (Language). The 'Application' option is highlighted in the dropdown menu. Below the menu, there is a section for 'Semester Welcome Day 2023 in the Europa-Park Stadium' with a button to 'Apply for admission to a course of study of your own choice, year.'

- Then select **Studies offered** > **Application**
- We recommend that you enable e-mail notifications in order to receive automatic emails from the server whenever the status of your application changes.



The screenshot shows the 'Application : e-mail notifications and consents' form. It includes a section titled 'Enable e-mail notifications?' with an information icon and text explaining that users will receive updates about their application. Below this, there are two radio button options: 'Yes, enable e-mail notifications' (which is selected) and 'No, I inform myself independently'. A 'Save selection' button is at the bottom.

- Then select **summer semester 2025** > **Start application**



The screenshot shows the 'Semester' selection form. It includes an information icon and text asking the user to select their preferred application semester. Below this, there is a dropdown menu with 'summer semester 2025' selected. A 'Start application' button is at the bottom.

- Then select **Add a request**

4. Select your desired degree program

- Select the degree: “Master of Arts” and field of study: “Social Sciences”
- Select the first semester as your desired start semester

* Degree	Master of Arts (M.A.)	ⓘ
* Major/Minor	Major	
* Field of study	Social Sciences	ⓘ
* Course of study	Master of Arts, Social Sciences, Major, PO 2013 H1	ⓘ
* Which study semester do you wish to begin your studies in?	<u>1. Subject-related semester</u>	ⓘ
Type of admission	restrictive admissions (University)	

- Click on “Next”.

5. Requests for special treatment (only for German applicants)

- The next page will not be relevant for most applicants and will only be visible if you have German nationality. It contains a potential special treatment of the application. If one of the following conditions applies to you, you may tick the relevant box and upload your documents in the following.

1. Request: Master of Arts, Social Sciences, Major, PO 2013 H1 Go to overview

Request for top athlete (for German applicants, - applicants from EU/EEA countries, - international applicants with German university entrance qualification (Bildungsinländer) applying for admission to an undergraduate degree program) ⓘ Help

Would you like to apply for admission under the quota for top athletes?

→ not intended for international applicants!

Please note: To be considered for admission under the quota for top athletes, you must submit several additional forms along with your application: www.studium.uni-freiburg.de/de/dokumentencenter/bewerbung

☐ Yes
☒ No

Request for consideration as hardship case (for German applicants, - applicants from EU/EEA countries, - international applicants with German university entrance qualification (Bildungsinländer) applying for admission to an undergraduate degree program) - Master of Arts (M.A.), Social Sciences, Major, PO 2013 H1 ⓘ Help

Please select the degree programs for which you wish to request to be considered as a hardship case.

→ not intended for international applicants!

Please note: To be considered as a hardship case, you must submit several additional forms along with your application: www.studium.uni-freiburg.de/de/dokumentencenter/bewerbung

☐ Master of Arts (M.A.) Social Sciences

6. Previous University studies

- In the first slot, please specify your previous course of studies, e.g. “English and American Studies” or “Korean Language and Culture”.
- Note that the degree must be obtained before the matriculation for the first Master semester of GSP. The matriculation period is usually two to three weeks before the beginning of the semester.

- If you obtain one or more additional degrees, you may add these as

Fields marked with * are mandatory.

Previous university studies

Please enter the stages of your previous university education here.

* Study course

* University or college

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

* Studies from

* to

Degree:

* Please select degree

Other degree

[Add Previous university studies](#)

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well by clicking on “Add previous university studies” at the bottom.

7. Further details on previous university degree

- You will now be asked for further details concerning the degree that qualifies you for studying a Master degree in Germany (in most cases, this will be a Bachelor’s degree). If you already have both a Master and a Bachelor degree, please specify the details of your Bachelor degree!
- If you have finished your studies with a degree from the United States or Canada and you did not receive a diploma because your university does not issue diplomas, please select “I have finished my degree and I can upload my diploma” anyway. Students from all other countries must provide the official diploma if their degree is already completed.
- How to enter your (final or current) grade:
 - If you have a degree from Germany: Enter the German grade in the first slot and leave the other two slots empty.
 - If you have a degree from any country other than Germany: enter “0” in the first slot and then enter your exact grade in the second slot (e.g. 5.12 or 88.43). In the third slot, please specify the grading system in your country by entering the highest possible mark, a hyphen, and minimum pass mark (e.g. 100 – 0, or 1.0 – 5.0). **Please note: it is very important that you fill out the third slot, as it provides important context on your grade!**

Fields marked with * are mandatory.

University degree qualifying for admission to the master's programme

i Please provide details of your first university degree (in a Bachelor's degree programme or equivalent)

* University degree qualifying for admission to the master's programme

* 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) **i**

If applicable: grade in an international grading system **i**

Grading scale (highest possible mark and minimum pass mark) **i**

Total number of credits required for graduation:

i

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

Existing matriculation number at Uni Freiburg



Please upload the following documents here:
(If you have several transcripts of records or degree certificates, please upload them together in one PDF or JPG file.)

* Current or final transcript of records	 Choose file (click here or drop in here, max 1 file or files)	
Translation of transcript of records, if required	 Choose file (click here or drop in here, max 1 file or files)	

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8. Status of degree: completed and diploma available

- If you selected that your degree is complete and you already have access to your diploma, you will be directed to this page, asking you to upload your original certificate (and a translation in case the language is not English or German).

PLEASE NOTE: If you already have both a Master's degree and a Bachelor's degree, please upload your transcript and diploma from both of these (you can upload your additional diplomas in **12. Application documents and study location** via the field "Other relevant certificates")! It is especially important for the Admission's Office to see the documents from your Bachelor, since that is the degree that formally qualifies you to study GSP.

Fields marked with * are mandatory.

Degree has been completed and the degree certificate is available - further documents

* Original diploma certificate	 Choose file (click here or drop in here, max 1 file or files)	
Officially certified translation of the diploma certificate, if required	 Choose file (click here or drop in here, max 1 file or files)	

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- If your previous university degree requires an APS certificate (applies only to China, Vietnam, Mongolia, and India), you will be automatically led to be a page where you can upload your APS certificate. Unfortunately, it is not possible to hand in the APS after the application deadline.

Fields marked with * are mandatory.

APS

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

* APS  Choose file (click here or drop in here, max 1 file or files)

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9. Status of degree: completed but no diploma available yet

- If you selected "I have finished my previous studies but I have not received my diploma yet" you will be led to this page:

Fields marked with * are mandatory.

Degree has been completed but the degree certificate has not been issued yet – further documents:

i If the degree certificate has not been issued yet, please upload the following document(s):

Confirmation from the university that the degree was completed, stating the final grade (if not stated in the transcript of records)

 Choose file (click here or drop in here, max 1 file or files)

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- Please upload a document issued by your previous university that the study programme is completed including your final grade (if not stated in the transcript of records).

10. Status of degree: not completed yet

- If you selected “I have not finished my previous studies” you will be led to this page:

Fields marked with * are mandatory.

Degree has not yet been completed – further documents:

i If you have not completed the degree yet, please upload the following documents instead of the degree certificate, **ONLY if not stated in the transcript of records:**

Confirmation from the university, including grades and information on credits acquired (if not stated in the transcript already provided)  Choose file (click here or drop in here, max 1 file or files)

i and

Confirmation from the university of the grade of the final thesis (if not stated in the transcript already provided)  Choose file (click here or drop in here, max 1 file or files)

i or

Alternatively the confirmation of the university of the submission or at least the registration of the final thesis or the expected completion date of the degree programme (if not stated in the transcript already provided)  Choose file (click here or drop in here, max 1 file or files)

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- Ignore the first box.
- Second box:** If you have received the grade of your thesis, upload a confirmation here. It must indicate when you will have completed your degree as well as your current grade average. OTHERWISE:
- Third box: If you have not received your thesis grade yet, upload a confirmation from your university/institution regarding the current state of your thesis, when you will have completed your degree as well as your current grade average.

11. English language proficiency

- You can select several options using the ‘Command’ key.
- If you have not obtained your language certificate yet, upload a statement as PDF stating, “I will submit the proof of language latest by January 15th, 2025.” In that case, please submit your proof of language proficiency via e-mail to gspinfo@mail.uni-freiburg.de latest by January 15th, 2025.
- If you are a native speaker of English, you are not required to upload any documents.

Fields marked with * are mandatory.

English Language skills (with upload)

i According to the [Table for CEFR Language Level and Test Scores](#) for instance 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)

* Proof of language proficiency (multiple choice is possible by holding CTRL)

- TOEFL (internet-based)
- TOEFL (computer-based)
- TOEFL (paper-based)
- German University Entrance Qualification (e.g. Abitur, Matura)

Other (if not listed above)

Test result

i Please upload the following documents here:

Language certificate [Choose file \(click here or drop in here, max 1 file or files\)](#) **i**

12. Application documents and study location

- Upload your CV, your motivation letter, and your essay and add your passport number.

Motivation Letter

- Besides your testimonials and the research proposal, the letter of motivation (approximately 600 words) is the most important element of your application. The motivation letter should elaborate on your study intentions as well as your professional intentions, and it should very clearly convey your motivation for the program. Rather than elaborating only on your personal biography or making abstract statements, we recommend focusing on clear and specific reasons for your application, for example by highlighting the links between your academic background as well as your non-academic experiences and the GSP curriculum. You can also include work experience, internships, volunteering, independent projects, etc.

Essay

- In addition to your letter of motivation, you are required to submit an essay addressing the following topic:

Discuss the impact of globalization with reference to empirical developments of the past 4 weeks. Whether you discuss phenomena at the local, regional, national, or supranational level is up to you.

- When reviewing your essay, we will pay particular attention to the originality of your ideas. We encourage you to include references to personal experiences, and expect you to support your argument with academic literature.
- The essay should be maximum 800 words in length, excluding references. Please include a word count at the end of the document.
- This task is intended to assess your independent thinking and ability to apply concepts to real-world developments. At the end of your essay, please include a statement confirming that you comprised the essay yourself. Do not use generative AI tools to produce your answer. **Submissions that rely on AI-generated content will not fulfill the assignment's requirements.**

- You are not required to upload additional documents, certificates etc. If you would like to do so because they specifically highlight elements of your biography, please make sure you only upload documents that are relevant to your application for GSP.

Master of Arts Social Sciences: Application documents and study location

i Our partner universities need your passport numbers in order to issue the invitation letters for the second and third term.

* Passport number

i CV, motivation letter and recommendations

* Please upload your CV (curriculum vitae), written in English

i Please refer to our [motivation letter guidelines](#)

* Please upload your motivation letter, written in English

* Research proposal

Other relevant documents (internship certificate, further qualifications etc.) – Please only upload documents that are relevant to GSP

i You must submit two letters of recommendation using [this template](#). If it is some time ago that you have studied at a university and you don't find it suitable in that case to submit two references from academic staff it is possible to replace one with a letter by your employer or equivalent.

For the recommendation letters, please use the provided template only. Your referees must send their filled and signed recommendation letters as PDF directly via e-mail to the GSP office: recommendation@globalstudies.uni-freiburg.de

Please refrain from sending any other formats or additional letters as these will not affect your application. Recommendation letters submitted by the applicant will not be accepted.

* First referee (name, position, institution)

* Second referee (name, position, institution)

i Choice of location and how did you find out about GSP

* Which partner university would you prefer for the second semester:

* Which partner university would you prefer for the third semester:

* I am aware that there is no guarantee that I will study my 2nd/3rd semester at the partner university I chose as preference. It is clear to me that the places at the partner universities are limited and that the batch has to be distributed equally between the partner institutions. However, I have chosen my preferences carefully and I would be glad to be allocated accordingly - as it was the case in the past.

* How did you find out about GSP?

How did you find out about GSP: Other (Please specify)

Have you applied to the Programme before?

- Fill in how you found out about the GSP and your choice of location.

13. Declaration of Authorship

- You now need to print a confirmation, sign it, and re-upload a scan of the document
- Please upload a short signed statement confirming that you wrote your essay and motivation letter yourself. This statement is required for your application to be considered complete, as part of our selection regulations. There is no template. An informal letter is sufficient, as long as it clearly refers to both the essay and the motivation letter, and is signed.

Fields marked with * are mandatory.

Confirmation of your data

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

and carry out the following steps:

- print
- fill
- sign
- scan
- upload

* Upload signed form

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14. Submit application

- The next page asks you to check all your information.
- At the bottom of the page, you need to tick the box and then click on “submit

Confirm statements and submit application form for admission

☒ I hereby confirm that the information I have provided is correct. I take note of the instructions

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[Submit application](#)

application”.

- You will then be taken to a confirmation page on which you can see that the application was submitted. You are not required to send in any hard-copies or further documents unless we ask you to do so. Furthermore, you should receive an automatic email from the system stating that your application was received if you have enabled the email notifications in the beginning of the application process.

Submitted applications Help

Application	Application status: submitted	
Master of Arts (M.A.), Social Sciences, Major, PO 2013 H1, 1. subject-related semester	restrictive admissions (University)	Status: submitted
Print data control sheet [PDF] Show details Cancel and edit application Cancel application		

- Within one or two weeks you will then receive a personal email from the GSP office informing you whether your application is complete or whether we require additional or different documents.

16. Checking the status of your application

- To check your application, log in to HISinOne, click on “Studies offered” and choose “Online application”.
- Here, you can cancel and re-submit your application in case you noticed any mistakes.
- Once your application has been viewed by the GSP office, the status of your application will change to “In process” – you can now no longer alter it.
- Once we receive a recommendation letter for you, we will put a note in HISinOne, which you can either see on your front page or in the upper right corner on the “Online application” site. Once we receive a new recommendation for you, updating the status of may take up to a week. Please allow for this processing time before sending us emails enquiring about the status of your recommendations.

Please note: you will not get an automatic email notification about the receipt of your recommendation letter, so please check this yourself regularly!

- **DEADLINE 30th of November 2025**
 - We recommend submitting your application by **October 31st** in order to spare enough time to send additional documents if needed and asked for.
- 

17. Help & Contact

- For further instructions and FAQs regarding online applications, see:
<https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:bewerben:start>
 - If you have any questions, contact gspinfo@mail.uni-freiburg.de.
 - We are looking forward to your application!
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