

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

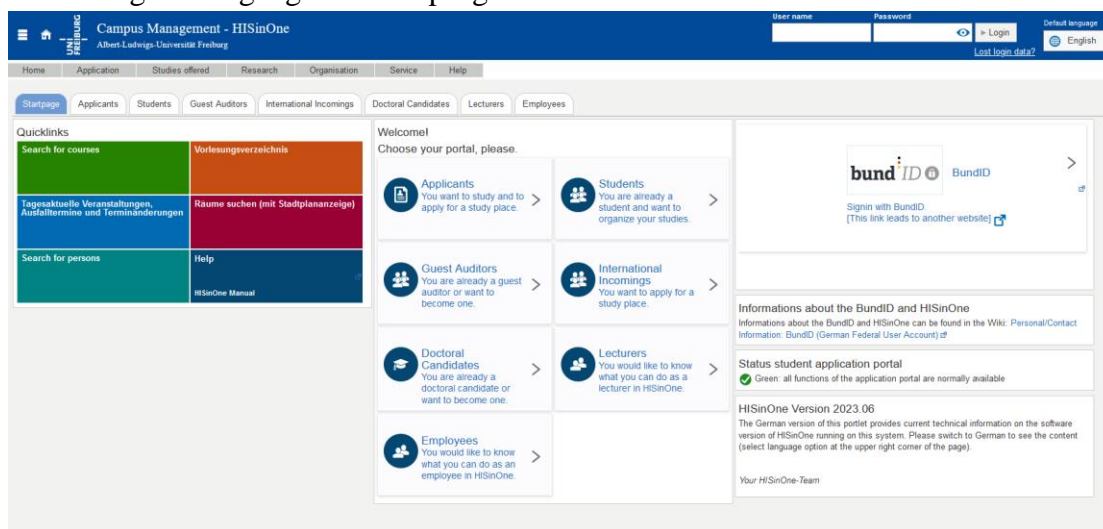
In order to complete the application, you need to upload all documents listed below to the platform and finally upload the signed application confirmation.

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)
- Research proposal (approximately 800 words)
- Further certificates relevant to the programme (optional)
- APS certificate (only necessary for applicants with previous degrees from China, Vietnam, India, and Mongolia)
- Separate: two recommendation letters via email (see website for details)

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.

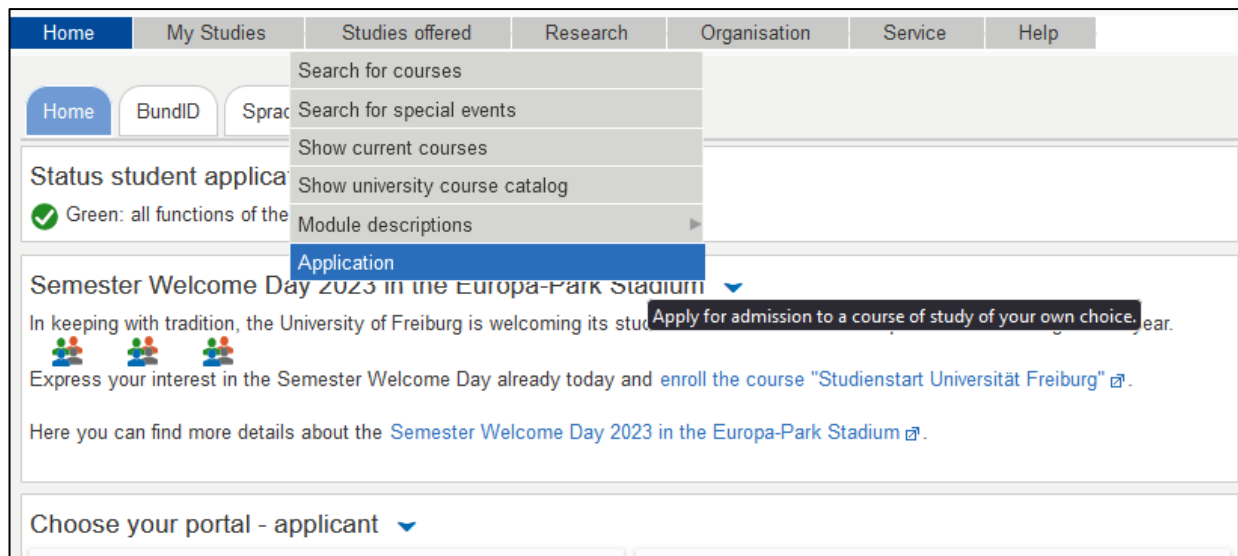
HELP:

[https://wiki.uni-](https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:bewerben:accountaktivieren_en)

[freiburg.de/campusmanagement/doku.php?id=hisinone:bewerben:accountaktivieren_en](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.
- Then select **Studies offered** > **Application**



- Then we recommend that you “enable e-mail notifications” in order to receive automatic emails from the server whenever the status of your application changes.

A screenshot of the 'Application : e-mail notifications and consents' form. The top navigation bar is the same as the previous screenshot. Below the navigation bar, the breadcrumb trail reads 'You are here: Home > Studies offered > Application'. The main heading is 'Application : e-mail notifications and consents'. Below this, a note states 'Fields marked with * are mandatory.' The section is titled 'Enable e-mail notifications?'. It contains an information icon and text: 'You will receive updates about your application or the provision of new documents by e-mail. The e-mail notifications will provide updates about the status of your application and further details. You will be informed about deadlines. Would you like to be informed about changes concerning your application and studies by e-mail?'. Below this text, there are two radio button options: '* Enable e-mail notifications?' followed by 'Yes, enable e-mail notifications' (which is selected) and 'No, I inform myself independently'. At the bottom left, there is a green 'Save selection' button.

- Then select **summer semester 2024** > **Start application**
- Then select **Add an application**

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.)	①
* Major/Minor	Major	
* Field of study	Social Sciences	①
* Course of study	Master of Arts, Social Sciences, Major, PO 2013 H1	①
* Which study semester do you wish to begin your studies in?	1. Subject-related semester	①
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 well.

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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7. Current state of previous university 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.
- 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 grade, a hyphen, and the lowest possible grade (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!**

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 **10. 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.

Current state of university degree

* 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) **i**

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

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


i


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

Existing matriculation number at Uni Freiburg

i

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  Upload file (click here or drop in here, max 1 file or files) **i**

Translation of transcript of records, if required  Upload file (click here or drop in here, max 1 file or files) **i**

8. Previous study has been finished but diploma not yet received

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

Online application


Semester: **i**

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

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Previous study has been finished but the diploma hasn't been issued yet – further documents (upload):

i If you do not obtain a diploma, you must upload the following documents:

Confirmation from the university that the study programme is completed including the final grade (if not stated in the transcript of records)  Upload file (click here or drop in here, max 1 file or files)


Back **→ Next**

- 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).
- 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.

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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- If you need to submit the certificate later, please upload the following statement as PDF: "I will submit the APS before January 15th, 2024".
- You must send the APS certificate to gspinfo@mail.uni-freiburg.de latest by January 15th, 2024.


9. Previous study has not been finished yet – further documents

- 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.

10. 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, 2024.” In that case, please submit your proof of language proficiency via e-mail to gspinfo@mail.uni-freiburg.de latest by January 15th, 2024.
- 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 **i** Choose file (click here or drop in here, max 1 file or files)

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11. Application documents and study location

- Upload your CV, your motivation letter, and your research proposal and add your passport number.
- 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.
- Fill in how you found out about the GSP, your choice of location as well as the names of your referees (but have them personally send the recommendation letters to us via e-mail: recommendation@globalstudies.uni-freiburg.de).

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 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?

12. Your application confirmation

- You now need to print a confirmation, sign it, and re-upload a scan of the document

Confirmation of your data (Master of Arts, Social Sciences, Major, PO 2013 H1 1. FS)

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

13. 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 application”.

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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[← Back](#)
[→ Submit 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.

Online application

Semester: summer semester 2023 - 1 application ⓘ

ⓘ There are no documents in your inbox yet. ⓘ

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

⚠ You have submitted your Application to the University of Freiburg, thank you for your application to the University of Freiburg

- Save or print the data control sheet for your own reference.
- When you cancel and edit your application and then re-submit it, please save / print the new data control sheet.
- You are not required to send in any paper documents to the university. If you are admitted for a course of study you must provide **originals or officially certified copies** of all applicable application documents for matriculation at the University of Freiburg.
- When the status of your application has changed, you will receive an automatic e-mail message informing you about that. The next time you login to the application portal, you will see what has changed and if any action is required from your side.
- Letters of acceptance and rejection for the undergraduate programs will be available for download in August for applications for the winter semester and in February for applications for the summer semester (this does not necessarily apply in the case of master's programs). For postgraduate programs the letters of acceptance will be available for download approx. 4-6 weeks after the 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.

14. Two Recommendation letters via e-mail

- Make sure both recommendation letters are sent directly by your referees to recommendation@globalstudies.uni-freiburg.de via e-mail. Please use the template provided on our website.

15. 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 2023**
 - We recommend submitting your application by **October 31st** in order to spare enough time to send additional documents if needed and asked for.



16. 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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