

## Online application – M.A. Kultur – Sprache – Medien

- Go to this website:

<https://www.uni-flensburg.de/en/academics/student-services/admission-and-enrollment/application-process/apply-master/ma-culture-language-media#c138169>

- Click on the tab: Application Process (1) and then click on the big blue square under the name “Go to the online application portal” (2)

The screenshot shows the top part of the website. The browser address bar contains the URL: <https://www.uni-flensburg.de/en/academics/student-services/admission-and-enrollment/application-process/apply-master/ma-culture-language-m->. Below the address bar is a navigation menu with the following items: SELECTION PROCESS, APPLICATION DEADLINES, APPLICATION PROCESS (highlighted in blue), ADVANCED SEMESTER ADMISSION, INTERNATIONAL APPLICANTS, PROVISIONAL ADMISSION, ADMISSION REQUIREMENTS, ADMISSION RESTRICTIONS, and SECOND DEGREE. A 'Listen' button is visible above the main content area.

The screenshot shows the main content area of the website. It contains several paragraphs of text and a button. The button is a blue square with a white document icon and the text "Go to the online application portal". A white arrow points to this button from the left. Below the button is a "Please note:" section with two paragraphs of text.

application status has changed. Please note: you must submit any missing documents listed in the application portal by the application deadline. Late submissions after the application deadline has passed will **NOT** be accepted.

If you have made a mistake in the online application or if you want to change your application, you can reapply online at any time. You will then receive a new application number. Only your most recently submitted application will be considered in the selection process; all previous applications will be disregarded.

**How the online application works**

You may only apply for **one** restricted-admission degree program (or a combined restricted-admission degree program). If you apply for **several** applications for admission-restricted programs, during the selection process the university will only consider your most recent application processed by the admissions office.

Please note: Online applications submitted **before** the official application start date cannot be considered. This also applies for applications received **after** the application deadline. You are entirely responsible for ensuring that the university receives your application by the deadline.

**Go to the online application portal**

**Please note:**

To apply for admission to the master's program, you need not have fully and successfully completed your bachelor's degree studies or submit proof that you hold the requisite B.A. degree by the **application deadline**.

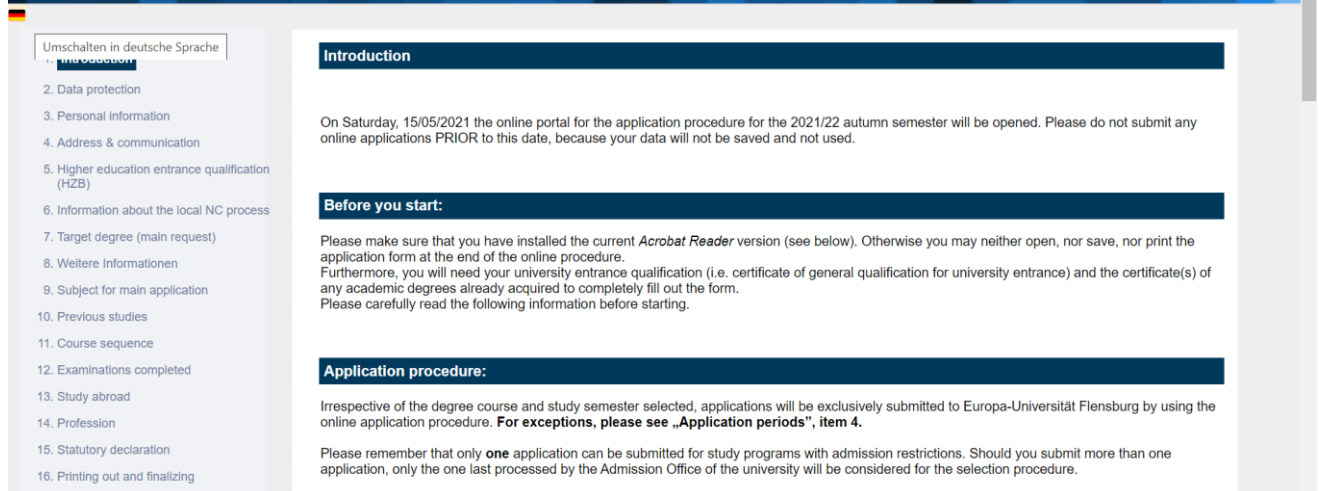
You may also apply you expect to have successfully completed your studies and obtained the B.A. in the semester when you submit your application. In this case, only your required application documents and the legal nature (contents) of the admission notice will differ from those of other applicants.

If you are already aware with the application documents that you have successfully completed your B.A. studies and have met all formal admission

**Attention:** If you leave the application open for too long without progressing, your application will expire and you will need to restart the entire procedure again.

### 1. Introduction

These actions will redirect you to a page looking like this:



The screenshot shows the 'Introduction' page of the online application portal. On the left, there is a navigation menu with 16 items, starting with 'Umschalten in deutsche Sprache' (switch to German) and ending with 'Printing out and finalizing'. The main content area is titled 'Introduction' and contains the following text:

**Introduction**

On Saturday, 15/05/2021 the online portal for the application procedure for the 2021/22 autumn semester will be opened. Please do not submit any online applications PRIOR to this date, because your data will not be saved and not used.

**Before you start:**

Please make sure that you have installed the current *Acrobat Reader* version (see below). Otherwise you may neither open, nor save, nor print the application form at the end of the online procedure. Furthermore, you will need your university entrance qualification (i.e. certificate of general qualification for university entrance) and the certificate(s) of any academic degrees already acquired to completely fill out the form. Please carefully read the following information before starting.

**Application procedure:**

Irrespective of the degree course and study semester selected, applications will be exclusively submitted to Europa-Universität Flensburg by using the online application procedure. **For exceptions, please see „Application periods”, item 4.**

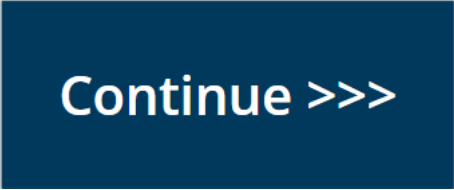
Please remember that only **one** application can be submitted for study programs with admission restrictions. Should you submit more than one application, only the one last processed by the Admission Office of the university will be considered for the selection procedure.

On the top left side of the page, you will find a small flag. If you click on it, you can change the language in which the page is displayed from German to English (and again to German) according to your preferences.

On the left side of your screen you will find an outline of the **structure** of the online application form. You will go through it step by step as you complete the online application form.

On the center of the page you will find **important information**, which you should read thoroughly. Prepare and download documents, install the programs, and follow further instructions on the screen. This first page constitutes the introduction to your online application.

After you have read all the information, click **“Continue”** at the lower right corner of the page.



Continue >>>

## 2. Data protection

Please read the **information** related to the protection of your data that will be transmitted via this website.

On this page you will also see which **semester** you are applying to. In this case it was Autumn Semester 2021/22. Make sure you are applying to start your studies in the correct semester.

**Data protection**

During the whole online application procedure the data entered by you will be transmitted in encrypted form. It will be saved with the company HIS, commissioned and bound by contract by Europa-Universität Flensburg. Please be assured that your data will exclusively be used by Europa-Universität Flensburg as data-processing body for the purpose of your application. In case of any enrollment such data will be saved as part of the electronic student management system. Should your application be refused, your data will be deleted.

The data management at Europa-Universität Flensburg will be subject to the *State Ordinance on Collection and Processing of Personal Data for Administrative Purposes at Universities and at Universities of Cooperative Education*, from 8. september 2016 in its current version.

With clicking on **Continue**, you will have taken note of this information about data protection.

Semester: **2021/22 autumn semester**

< Back    Continue >>>

Once you have read all the information and checked the semester you are applying to, click **“Continue”** at the lower right corner of the page.

### 3. Personal information

Please fill in your own personal information in the correct format. You can see an example below:

**Personal information**

First name \*

Surname \*

Gender \*

Academic title

Name affix

Date of Birth \*  [Help](#)

Place of Birth \*

Nationality

2. nationality

[Help](#)

< Back    Continue >>> Continue to next step

Once you are done filling in your personal information, click **“Continue”**.

### 4. Address & Communication

Please fill in your **address** as completely as possible, so that a letter can reach its destination without a problem or delay. Even though only the fields marked with an (\*) are mandatory for you to complete your application, we advise you to fill in the address part as detailed as possible. Please make sure to include an email address that you check regularly.

See an example below:

The screenshot shows a web form titled "Address & communication". On the left is a sidebar with a list of 16 steps: 1. Introduction, 2. Data protection, 3. Personal information, 4. Address & communication (highlighted), 5. Higher education entrance qualification (HZB), 6. Information about the local NC process, 7. Target degree (main request), 8. Weitere Informationen, 9. Subject for main application, 10. Previous studies, 11. Course sequence, 12. Examinations completed, 13. Study abroad, 14. Profession, 15. Statutory declaration, 16. Printing out and finalizing. The main form area has a dark blue header "Address & communication" and a sub-header "Postal Address". The fields are: "Street and house number \*" with value "Auf dem Campus 1"; "Optional" with an empty text box; "Addition to Street" with an empty text box; "Country" with a dropdown menu showing "Germany"; "Postal code \*" with value "24943"; "City \*" with value "Flensburg"; "Addition to City" with an empty text box; and "E-mail address \*" with value "mara.musterfrau@uni-fl".

You can also fill in the part which refers to “Communication” so that you can be easily reached in case the university needs to call you. However, you are not obliged to share this information for you to continue with the application process. You can continue as long as the fields marked with a (\*) are filled in.

Once you are done filling in this information, click “**Continue**”. If you wish to change some information in a previous screen, click “**Back**”.

## 5. Higher education entrance qualification

Here is where you insert the information related to your high school or secondary school career.

- a) **If you completed your high school or secondary school in Germany**, you have a long list of types of qualifications to choose from.  
**If you completed your high school or secondary school abroad**, simply choose “Gymnasium (allg. HR)”. Your certificate will later be evaluated by the university staff handling applications and the qualification setting adjusted, if need be.
- b) Then input the **date of acquisition of your certificate**, that is, the date at which you completed your high school or secondary school, in the format shown below.
- c) **If you completed your high school or secondary school in Germany**, please input your exact grade. As shown in the yellow rectangle, if your grade was 2,5 please write 25 (without the coma in between the numbers).  
**If you completed your high school or secondary school abroad**, simply write 99. Your grade will later be converted into a German grade by the university staff.
- d) Next you only need to select an option from one of the two boxes presented.  
**If you completed your high school or secondary school in Germany**, please select the city where you studied.

If you completed your high school or secondary school abroad, please select the country where you studied.

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### Higher education entrance qualification (HZB)

#### Higher education entrance qualification (HZB) – for example high school graduation

Type of higher education entrance qualification (HZB)

Enter the HZB that has entitled you to your first studies. So this is not a HZB that you had to acquire specifically for the now selected studies. Example: If you apply for a master's degree or a PhD program do not enter the last acquired university degree, but the graduation that authorized you to start the first completed studies. If you don't have acquired your HZB in Germany, please always use „sonst. HZB im Ausl. (aHR)“

Date of acquisition of your HZB

For this date please refer to the corresponding testimonial. Date format DD.MM.JJJJ, for example 01.05.2001

Grade of entrance qualification

Please enter the average grade of your HZB (for example high school) without a comma or a point. Example: 25 for the grade 2,5.

If it's a non-German certificate or the note is not known: 99

Grade of entrance qualification

Please enter the average grade of your HZB (for example high school) without a comma or a point. Example: 25 for the grade 2,5.

If it's a non-German certificate or the note is not known: 99

City/Country for the acquisition of the HZB in Germany

Please indicate the location (county or county-level city in Germany).

Country of acquisition of the HZB abroad

Please enter the country only, if you have acquired your HZB abroad.

Fields with a \* are required fields and must be filled.  
\*\*: one of the two fields must be filled.

Once you are done click **“Continue”**.

## 6. Information about the local NC Process

If you are a German citizen, please read the form in detail and answer according to your specific situation.

**If you are an international student**, this part of the form is not relevant to you and you can just click **“Continue”** after having checked that you have answered **“no”** to all the questions.

## 7. Target degree

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**Target degree (main request)**

Please select the target degree.

Target degree

**The application for a master certificate or will be in the near future list that gives you an overview**

**If you are already enrolled at a university please take notice of the following options are possible.**

**Sie können folgende Abschlüsse wählen**

**Achtung**  
Beachten Sie bitte die auf der Homepage

**Übersicht über die zu wählenden Abschlüsse**

Bachelorstudiengänge

**Bewerbungssemester**

In the specific case of the M.A. Kultur – Sprache – Medien, the option to choose is “Master”. After that click “Continue”.

## 8. Further information

Please read this carefully and then click “Continue”.

## 9. Subject for main application

Here, the subject of study is Kultur – Sprache – Medien.

**If you are applying to the first semester** of the M.A. Kultur – Sprache – Medien, then you should write 1 next to “Semester”.

**If you are a student already enrolled** in a master at a university and want to change programs, you can write the number of the semester you are applying to in the field.

**Attention:** before you do this, please contact the Head of Studies to have your previously obtained ECTS recognized. This should happen BEFORE you complete your application in the system.

The type of study is “Erststudium” in almost every case. Even if you have completed another bachelor previously, you should also choose “Erststudium”. Only in case you have previously completed a “Master” or a “PhD” should you choose “Zweitstudium”.

Afterwards, click “Continue”.

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**Subject for main application**

**Target degree: Master**

Subject of study \*

Semester\*

Please select the subject semester you apply for (university entrants always have to select the 1st subject).

Type of Study

**Erststudium (First degree):** You are in your first degree program if you have not yet completed a course of study at a German university successfully and completely.

**Zweitstudium (Second degree):** You are in a second degree program if you are applying for a Bachelor's degree and at the time of your application you have already completed another Bachelor's degree at a German university (or a Diplom, Magister or Staatsexamens degree program) or if you are applying for a Master's degree and at the time of application have already successfully and completely completed another Master program at a German university.

**Aufbaustudium (Postgraduate studies):** Select this option if you apply for a Master's degree following a bachelor's degree. The Bachelor's degree does not have to be completed.

**Promotion (Doctoral studies):** Select this option if you are applying for a doctoral program.

Fields with a \* are required fields and must be filled.

## 10. Previous Studies

**If this is the first time that you are enrolled in a German university,** filling in this part of the form is easy.

First you choose the name of this university: Flensburg, Universität;

Then you choose the semester to which you are applying: WS2022/23 (if you are starting your studies in 2022);

And under "Semester counter", just write "0", that is zero, in every place which needs to be filled in. Then you will be done and can click "Continue".

**If you were enrolled in another German university before,** then:

First choose the name of the university in which you first enrolled in Germany and then the semester in which you first enrolled in a German university (for example, the WS2016);

Under "Semester counter", just write the total number of semesters in which you were enrolled in any German university; the number of semesters in which you took a leave of absence; the number of semesters in which you attended a mandatory internship as a part of the curriculum of a German university; and finally, the number of semesters that you attended a Studienkolleg, if any (preparatory courses which allow you to apply to a German university). (Use 0 / zero for any options that don't apply to you).

After you are done with all of this, click "**Continue**".

**Please beware:** Erasmus semesters completed at a German university do not count as enrollment in a German university, so those do not count.

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Previous studies

### General information

Are you or have you been enrolled at a German university or university of applied sciences? Yes ▾

**Which german university have you been/will you be enrolled at first?**

State of first enrollment Germany ▾

Higher education institution of the first enrolment  
Universität Hamburg ▾ Help

Higher education institution of the first enrolment WS2016

If you have not been previously enrolled, please fill in the upcoming semester; i.e. SS2021 for summer term 2021 or WS2021 for winter term 2021/22.

### Number of terms (german universities only)

Total number of previous semesters 8

Hier tragen Sie bitte ein, wie viele Semester Sie insgesamt an deutschen Hochschulen eingeschrieben waren.  
**Achtung:** Fehlende oder falsche Angaben können zum Ausschluss vom Bewerbungsverfahren und zur Rücknahme einer Zulassung führen.

Semesters of leave of absence  Help

Internship semesters  Help

Furthermore, semesters of study at Studienkolleg (Preparatory Course)

Semesters of leave of absence

Cause of absence Please choose ▾ Help

< Back
Continue >>>

## 11. Course Sequence

**If you are or were enrolled in a German university or university of applied sciences** for your BA or another MA program (usually designated as FH, Fachhochschule or Hochschule), please answer “Yes” to the first question and input the university accordingly.

**If you are or were enrolled in another course at another university abroad**, for example, please select “Foreign country” and then the exact country where you study / studied.

Under “**Course of Study**”, try to select fields which are as close to what you are studying / studied as possible. Don’t worry if you don’t find subjects which are exactly the same as what you study / studied. Just a generic idea is enough.



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**Course sequence**

### In which course are you currently enrolled?

Note: If the college visited by you is not mentioned, please select another college of your university place or nearby and note this by hand on the application form.

Country

German university/German university of applied science

State (foreign countries)

#### 1. Course of study

Note: Should your course of study not have been listed here, please select the degree which is most similar to your course of study.

Graduation target

1. Subject

2. Subject

3. Subject

Form of study

## 12. Examinations completed

**Have you completed a university degree in Germany or abroad** (either at a university or at a university of applied sciences)? If not, then just answer “no” to the first question and just click **“Continue”**. You do not need to fill in anything else at this part of the procedure.

**If you have completed a university degree in Germany**, then please fill in all the information required according to the official certificates that you obtained after the conclusion of your studies.

**If you completed a degree abroad**, please answer accordingly and skip the “if German degree” fields.

**Please note:** you can apply to the M.A. Kultur – Sprache – Medien without having completed your BA degree, but will need to submit proof of its completion early in the fall term. See the university website for the precise deadline this year.

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## Examinations completed

### Last degree:

Have you already taken a final exam at a university/university of applied science (all study- and examination results are achieved and graded) and do you have the note and the examination date of the finished degree available?  Yes  No

Final examination, not intermediate exam or similar.

Type of your last degree:

State of degree:

University (if german degree):

Degree:

Form of study:

1. Subject:

2. Subject:

3. Subject:

Examination date:

Examination status:

Overall grade:

### Penultimate degree:

If you have already completed studies **before** your **last final examination**, please choose your **penultimate examination** here.

Have you taken another Examination?  No  Yes

Type of your penultimate degree:

State of degree:

University (if german degree):

Degree:

Form of study:

1. Subject:

2. Subject:

3. Subject:

Examination date:

Examination status:

Overall grade:

Please enter the grade without a comma or a dot. Example: 25 for the grade 2,5. If it's a non-German certificate or the grade is not (yet) known: 80

## 13. Study abroad

**If you have never studied at a university outside of Germany**, please don't fill in anything in this part of the application procedure and simply click "Continue".

**If you**, for example, completed a bachelor program in some country other than Germany, please indicate the country and the number of months, which in a bachelor should be around 36 months (as shown below). If you were only enrolled for a couple of months but did not finish any level of studies, just indicate the number of months of enrollment.

Then click "**Continue**".

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**Study abroad**

Please fill in only if you studied abroad.

State

Duration in month

Begin

End

Type of study

Mobility program

## 14. Profession

**If you have not completed any type of vocational training** before applying to this study program, simply click **“Continue”**.

**If you are a German citizen and have completed vocational training** prior to the current application to the M.A Kultur – Sprache – Medien, please fill in this part of the application procedure in accordance with the vocational training you completed and then click **“Continue”**.

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**Profession**

Occupation **after** acquisition of the higher education entrance qualification (HZB)

Vocational training  No  Yes

Total time for practical activity in the learned profession (after completion of the vocational training)  (Number of months)

(Hiermit ist nur eine Tätigkeit in einem **erlernten Beruf**, also nach Abschluss der Berufsausbildung gemeint.)

Fields with a \* are required fields and must be filled.

## 15. Statutory declaration

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**Statutory declaration**

**Full and true statement and statutory declaration**

I am making an application for the enrollment or participation in the selection procedure subject to my data indicated above. I declare that all particulars indicated in this application are complete and true. I am aware that discovery of any incorrect data may lead to withdrawal of the admission or removal from the register of students - even after given admission or enrollment. Moreover, I give a solemn declaration that the study times and final degrees indicated are true.

**By submitting the data, I give my consent to the aforesaid facts.**

**Before you click “Continue”**, please make sure that all the information that you gave corresponds to the truth. If it does not, you run the risk of being removed from the application procedure. Other legal consequences may also apply.

## 16. Printing out and finalizing

If you have made it this far, you are almost done!

### Printing out and finalizing

Thank you very much for your data entry.

Your application number will be **4924**.



Please print the application form for the Admission Office of Europa-Universität Flensburg, made available to you as a pdf file, by clicking the button shown below now. **For safety reasons, you should also save the file on your computer.**

**Please take the information sheet(s), which you also need to print out, for your own files. The information sheet(s) are required for accessing the application portal.**

#### Print application form

Please check whether the printout contains the following data:

- Application number
- Full address
- Degree course selected

Should any parts of such data be missing, the online application must be made again. If you detect any error after having sent off the data, you may re-issue the online application. In such case, you will get a new application number. Please note that only the application number for which you send in the application form will be activated.

Please attach the relevant documents indicated in the printout and send the application form, together with the other

Please notice your **application number** on top and write it down somewhere you can find it again. It will not be the one given here, but a number that is specifically assigned to you!

Then click on **“Print application form”** and check whether your information is correct. If not, you will need to start another online application. If it is correct save this PDF-document in your computer because you will need to print it and attach all your documents to it before sending them to the university (check above for the address where all your documents need to be sent to). The PDF-document also contains a link to Studiport and password which together allow you to access and consult the status of your application.

**Note:** the deadlines which you see might not be accurate. For exact application deadlines, please consult the website: <https://www.uni-flensburg.de/en/academics/student-services/admission-and-enrollment/application-process/apply-master/ma-culture-language-media#c138167> and click on “Application Deadlines”.

In the end just click **“Finish”** and close your browser window afterwards. The online part of your application procedure is done.

**Finish**

If you are applying from abroad and for some reason you cannot send all your documents via postal mail, or are worried that they will not arrive before the application deadline, please get in touch with [ksm@uni-flensburg.de](mailto:ksm@uni-flensburg.de) as soon as possible. We cannot guarantee a solution, but are willing to help as much as we can.