

CAMPUS@nline

Application guide for prospective international students



Your application via CAMPUSonline

Checking requirements and deadlines p. 3
Creating a basic account p. 4–6
Submitting an application p. 7–12
Checking the application status p. 13
If necessary: submission of missing documents p. 14
Checking your admission result p. 15
Keyword index p.16

Checking the requirements and deadlines

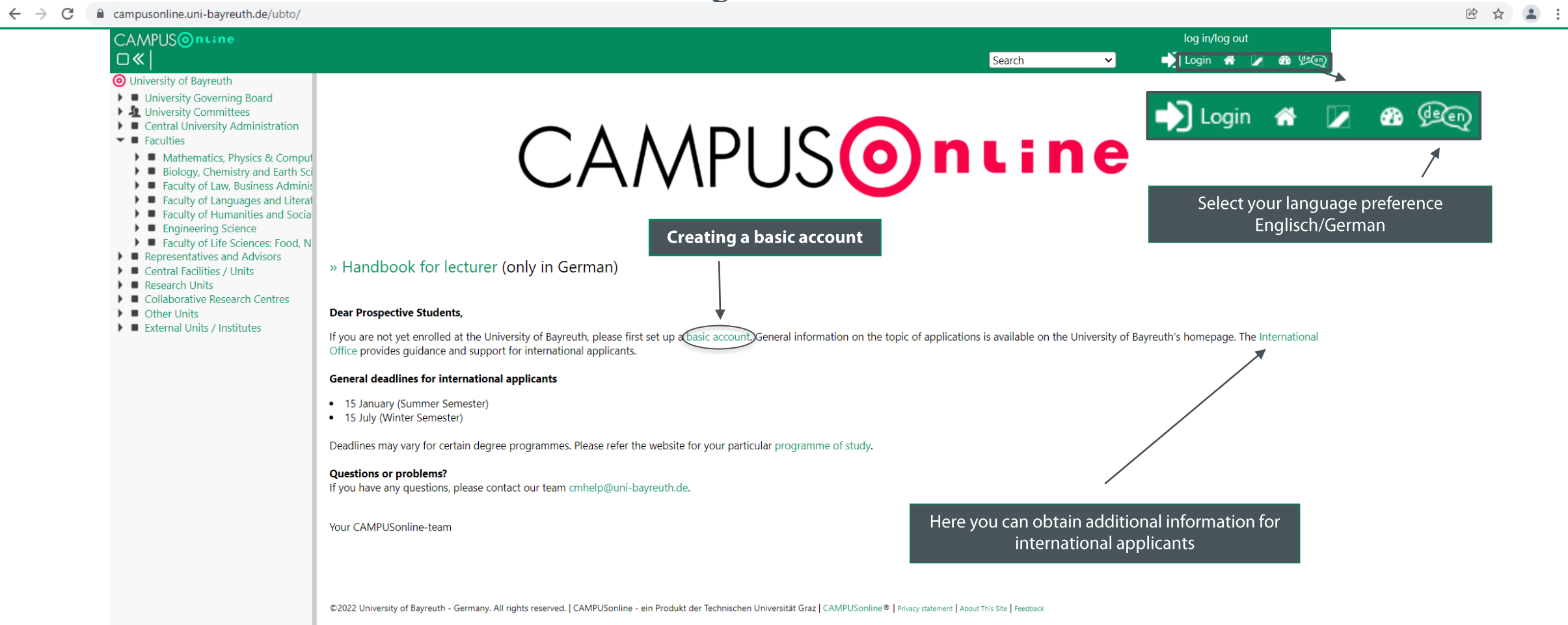
- If you have not done so yet, please make sure to check the **requirements** and **deadlines** for your study programme before you submit your application.
- Please select the programme of your choice in our [study programme finder](#).
- Then please click on the tab “*How do I get a study place?*”
- Here you will be provided with information on both the **admission requirements** and the respective **deadlines** as well as with links to the relevant **application process pages**.
 - EEA citizens as well as Swiss and German citizens with a foreign educational qualification: Please apply like an EU citizen.
- Click on “[Application](#)” to go to the application process page for your applicant category and check the relevant application requirements.
 - For some programmes, it can be required to request a [preliminary review documentation via uni-assist](#) several weeks in advance. This information will also be included on the application process page.

How do I get a study place? ^

Notes on application and enrollment

Application for German citizens	1 March to 15 June (winter semester) 1 September to 30 November (summer semester) Application
Application for EU citizens	1 March to 15 June (winter semester) 1 September to 30 November (summer semester) Application
Application for non EU citizens	1 March to 15 June (winter semester) 1 September to 30 November (summer semester) Application

Creating a basic account



The screenshot shows the CAMPUSonline interface. A green navigation bar at the top contains the logo, a search bar, and links for 'log in/log out', 'Login', and language selection ('de/en'). A left sidebar lists the university's structure. The main content area is titled 'Creating a basic account' and provides instructions for prospective students, including deadlines for international applicants and contact information for the support team. Annotations with arrows point to specific elements: the 'Login' button in the top bar, the language selection dropdown, the 'basic account' link in the main text, and a box at the bottom right for additional information for international applicants.

CAMPUSonline

log in/log out

Search

Login

de/en

University of Bayreuth

- University Governing Board
- University Committees
- Central University Administration
- Faculties
 - Mathematics, Physics & Computer Science
 - Biology, Chemistry and Earth Sciences
 - Faculty of Law, Business Administration and Economics
 - Faculty of Languages and Literature
 - Faculty of Humanities and Social Sciences
 - Engineering Science
 - Faculty of Life Sciences: Food, Nutrition and Health
- Representatives and Advisors
- Central Facilities / Units
- Research Units
- Collaborative Research Centres
- Other Units
- External Units / Institutes

Creating a basic account

» [Handbook for lecturer](#) (only in German)

Dear Prospective Students,

If you are not yet enrolled at the University of Bayreuth, please first set up a [basic account](#). General information on the topic of applications is available on the University of Bayreuth's homepage. The [International Office](#) provides guidance and support for international applicants.

General deadlines for international applicants

- 15 January (Summer Semester)
- 15 July (Winter Semester)

Deadlines may vary for certain degree programmes. Please refer the website for your particular [programme of study](#).

Questions or problems?

If you have any questions, please contact our team cmhelp@uni-bayreuth.de.

Your CAMPUSonline-team

Select your language preference
Englisch/German

Here you can obtain additional information for international applicants

©2022 University of Bayreuth - Germany. All rights reserved. | CAMPUSonline - ein Produkt der Technischen Universität Graz | CAMPUSonline® | [Privacy statement](#) | [About This Site](#) | [Feedback](#)

Creating a basic account

1. Creating a basic user account

- The fields with a yellow border are mandatory and must be filled in.
- Filling in the fields with a grey border may be optional, depending on the situation.


Registration - basic user

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth 
Format: DD.MM.YYYY

Maiden name

Account data

E-mail address

Preferred language

Confirm data

2. Confirming and sending your data

- Check your details. If everything is correct, click on "submit data".

CAMPUSonline V2.00

Registration - basic user

Master data

Mr./Mrs./Ms.
First name
Last name
Date of birth
Maiden name

Account data

E-mail address
Preferred language Englisch

Back Submit data

Creating a basic account

3. Activating your account

Once you have confirmed your data, you will receive an email.

❗ This can take a couple of minutes; please also check your spam folder.

Please click on the activation link in the email.

❗ If you have not received a confirmation email, please do not try to create a new account. Instead, please get in touch with us.

4. Completing your registration

After clicking on the activation link, you will be asked to set your password and to complete your registration.

❗ Please memorize your user name and password well.

➤ You will need both to proceed with your application process.

CAMPUSonline

Registration - basic user (Take note: Unfortunately, registration with the domain "Outlook", "hotmail" or "live" is not possible. Please use a different email address.)

Username

Password

Confirm new password

Please choose the password according to the following criteria:

- Required
 - min 10, max 40 characters
 - letters **only in lower case**
 - at least 3 letters
 - at least 1 number
 - at least 1 special character (without numbers and letters) from !#\$%&()*+,-./:;<=>?@[\\]^_`{|}~
 - must not contain your first name, last name, username or day of birth
- Recommendations
 - Also parts of first or last names should not be used.
 - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Your password may be identical to previous ones.

Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

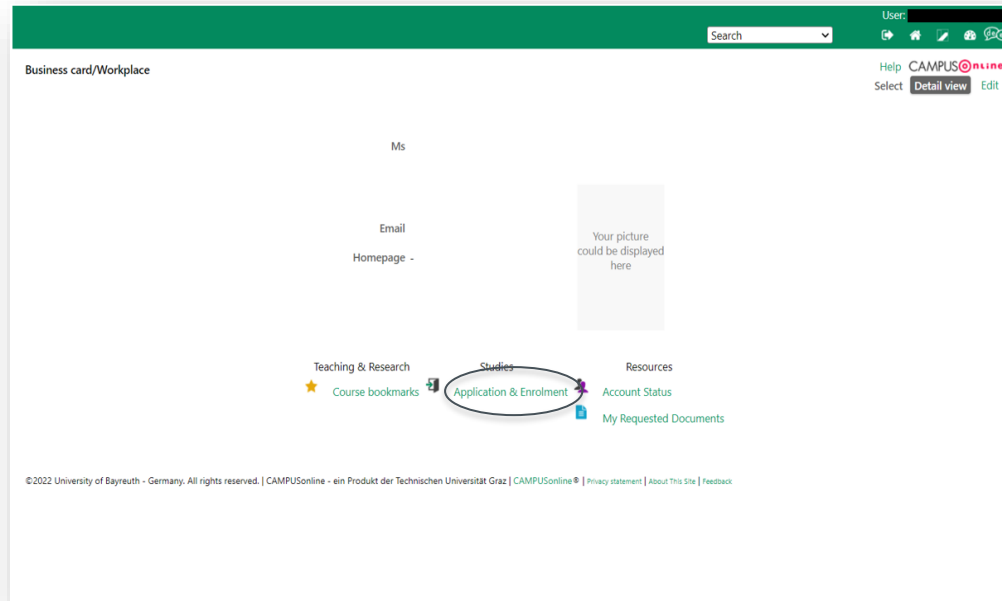
[Complete registration](#)

[Cancel](#)

Submitting an application

5. The applicant section in CAMPUSonline

Once you have completed registration, you should immediately be directed to the “My Applications” page. Should you be directed to the “Business card/Workplace” page, please click on “[Application and Enrolment](#)” to access the page “My Applications”.

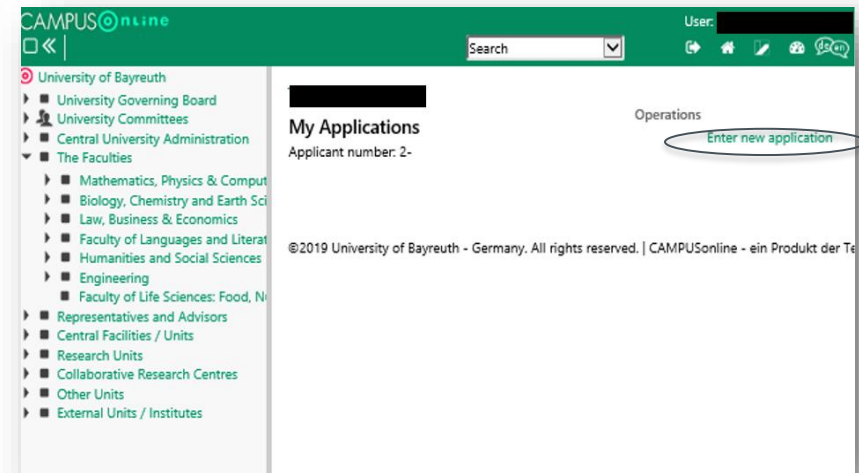


- The “**My Applications**” page allows you to enter new applications, get information on existing applications and view your applicant number. Please note your applicant number and provide it in case you send us any inquiries.

- After you have created your account, this page will initially be blank. Your applicant number will appear once you have entered your first application. Later, all your existing applications will be listed here.

6. Entering a new application

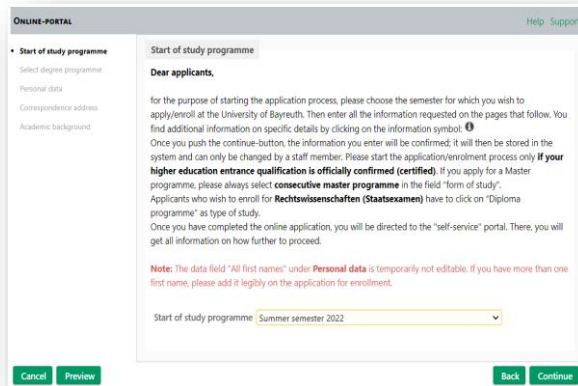
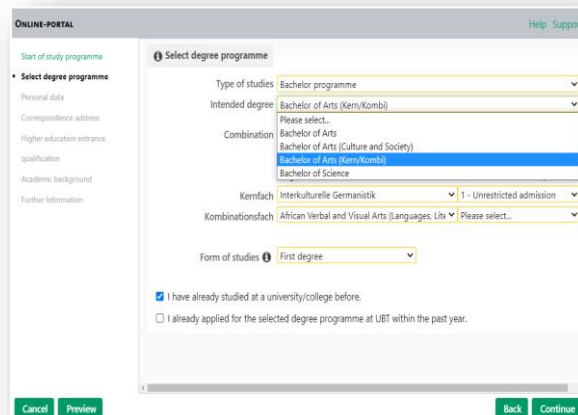
- Click on “[Enter new application](#)” in the top upper corner, to initiate a new application:



- This will bring up the application wizard.
 - Please read all information carefully and follow the instructions. Should you need assistance, please get in touch with the [Incoming Degree Team](#).

Submitting an application

7.1 Semester and programme selection

- Select the start semester, you would like to begin your study programme in.
 - The Winter Semester starts in October and the Summer Semester in April.
- Select the type of studies and the programme of your choice.
- For some bachelor's programmes, you will also need to select a "Kombinationsfach" (minor subject). Please note that selecting certain minors might result in additional admission requirements.
- **Form of studies:** Here, bachelor's applicants will need to choose between "*First degree*" and "*Second degree*". If you obtained an undergraduate degree in Germany, please select "*Second degree*". In all other cases, please choose "*First degree*". If you have a bachelor's degree (no matter the country) and want to apply for a master's degree, please select "*Consecutive master program*".

- For DOSV programmes (programmes with grade restriction), you will need to enter the code from Hochschulstart in the next step.

My programme is not selectable, what shall I do?

The programmes are sorted by programme type and intended degree. If you cannot find your programme in a certain section, please also check the other ones. For example, some Bachelor of Art programmes are listed in the section "*Bachelor of Arts*" while those requiring the selection of a minor can be found in the section "*Bachelor of Arts (Kern/Kombi)*" or "*Bachelor of Arts (culture and society)*".

My programme is not in any of the sections

Please check via the [Study Programme Finder](#) to see if:

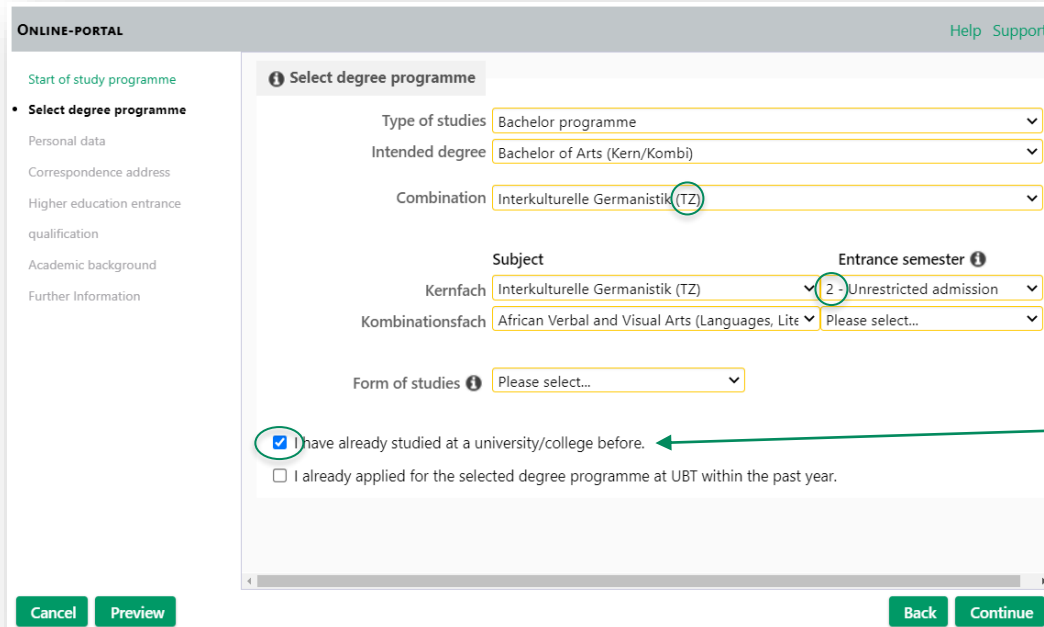
- The application period for this programme has already begun and when the deadline is
- The programme is actually offered for enrolment at the desired semester
- The application might need to be submitted not via CAMPUSonline but via the department

How to apply for the Studienkolleg?

Since many applicants are often unsure whether they have to attend the Studienkolleg or whether they are allowed to study directly, there is no separate application process for the Studienkolleg at the University of Bayreuth. Instead, you should apply for the bachelor's programme you would like to enrol in, and we will check whether you meet the requirements for a direct course of study or whether you would first have to attend a Studienkolleg. If the latter turns out to be the case, we will inform you accordingly and automatically assign you to the Studienkolleg.

Submitting an application

7.2 Semester and programme selection



ONLINE-PORTAL Help Support

Select degree programme

Type of studies: Bachelor programme

Intended degree: Bachelor of Arts (Kern/Kombi)

Combination: Interkulturelle Germanistik (TZ)

Subject **Entrance semester**

Kernfach: Interkulturelle Germanistik (TZ) **2 - Unrestricted admission**

Kombinationsfach: African Verbal and Visual Arts (Languages, Lite) Please select...

Form of studies: Please select...

☒ I have already studied at a university/college before.

☐ I already applied for the selected degree programme at UBT within the past year.

Buttons: Cancel Preview Back Continue

I can only select 2 or a higher number as entrance semester.

- Check via Programme Finder to see if the programme is actually offered for enrolment at the desired semester. Some programmes can only be started in the winter semester.
- Selecting the entrance semester 2 or higher only makes sense if you have already obtained credits that the examination office can transfer, e.g. if you have already obtained credits in the same programme in Germany and would like to switch university / transfer to the University of Bayreuth.
- The examination offices usually perform credit transfers only after the enrolment. Hence, to ensure a smooth admission and enrolment process, we recommend setting the entrance semester in your application to 1. After enrolment, you will be able to submit a credit transfer and semester upgrade request to the examination office.

Please don't forget to tick this box if you have already studied at a university or college. Ticking this box is essential if you want to apply for a master's programme as it will add the section "Academic background".

What does TZ/PT mean?

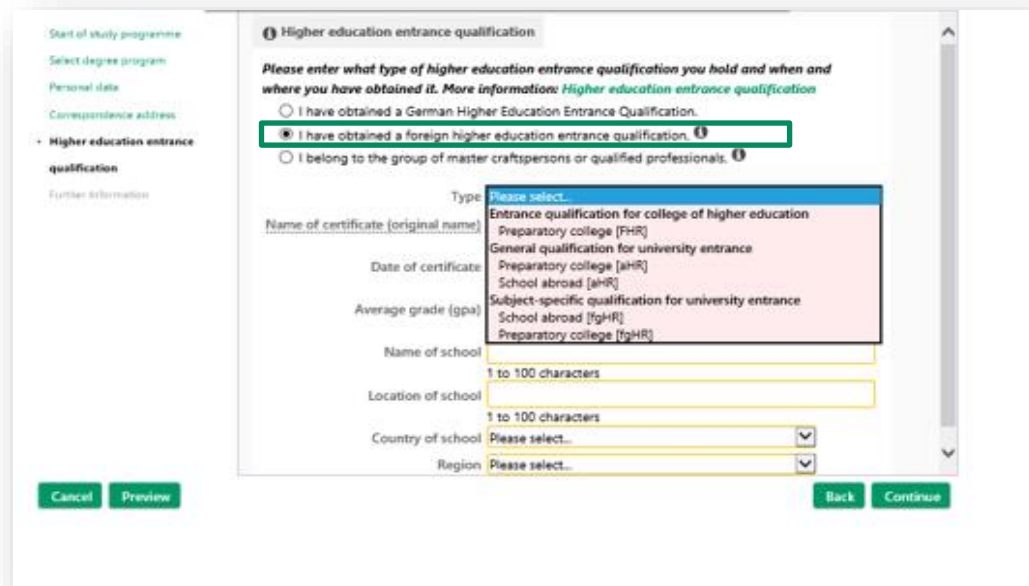
TZ means Teilzeit, i.e. part time studies (PT). You can enrol in certain programmes as a part-time student.

8. Stating your personal and address data

Please provide your personal data and correspondence address. Should your address change during the application period, please notify us of the change via our [contact form](#).

Submitting an application

9. Data on your higher education entrance qualification



ATTENTION: Please pay close attention to the first part of this page. If you have obtained your **secondary school certificate abroad**, please choose the **second option** (even if you have attended a Studienkolleg in Germany).

- The first and third option only applies to applicants who have obtained a German school diploma at a German secondary school.
- **Candidates with an International Baccalaureate (IB) diploma:** Please always select the second option, even if you have obtained your IB diploma at a German school.
- **Candidates who graduated from a German school abroad:** If you have obtained a regular German “Abitur”, please select the first option, otherwise please always choose the second option.

Options in the drop-down menu explained

- **Preparatory college: Studienkolleg:** This refers to the Studienkolleg. The Studienkolleg is a special kind of preparatory college in Germany that prepares certain types of international applicants for studying at a German university. More information on the Studienkolleg is available [here](#).
 - If you have attended a Studienkolleg for university entry, you will most likely need the option “Preparatory college [fgHR]”.
 - The option “Preparatory College [aHR]” would only apply if you had attended all courses (G,W, M and T).
 - The option “Preparatory College [FHR]” is for applicants who have attended a Studienkolleg for Fachhochschul entry. Please note this is not sufficient for university entry.
- **School abroad: Schule im Ausland:** Please choose this option, if you have attended secondary school, college or university outside of Germany and have not attended a German Studienkolleg.
- **aHR:** This means “*allgemeine Hochschulreife*”, i.e. you have no subject restriction.
- **fgHR:** This stands for “*fachgebundene Hochschulreife*”, i.e. you have a subject restriction.
 - If you are unsure, whether you have a subject restriction or not, please check [anabin](#) or the [DAAD database on admission requirements](#). More information is available [here](#).
- **Date of certificate:** Please enter the date your certificate has been issued.
- **Average grade (gpa):** Please enter your grade as it appears on your certificate. If needed, we will convert it to the German system. If you already know your German grade, you can enter it of course.

Please note that providing inaccurate information can result in technical problems in the application process and/or in your admission being revoked.

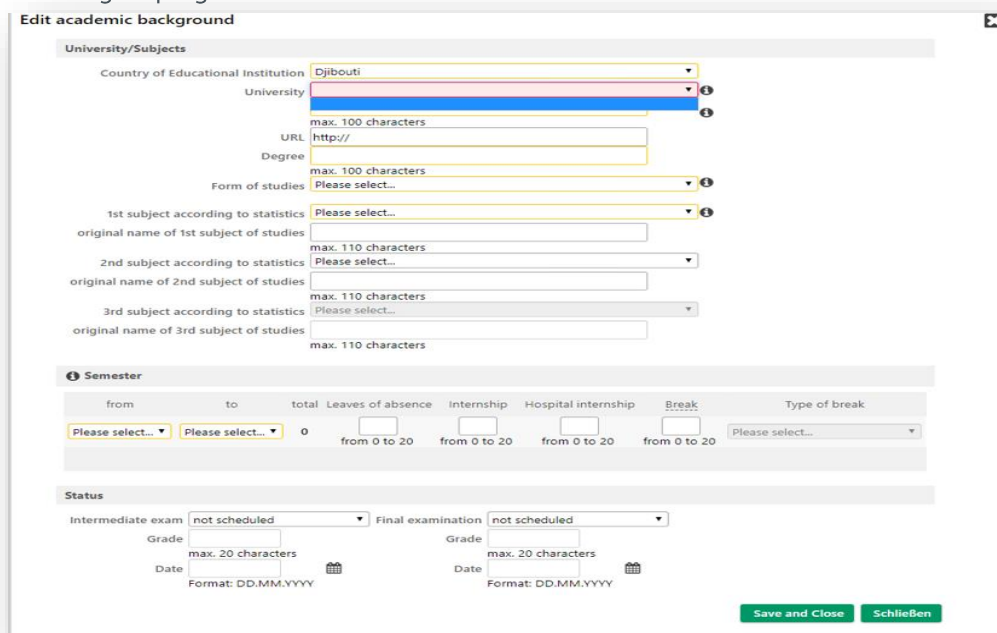
Submitting an application

10. Data on your academic background

This section only appears if you have ticked the relevant box in step 7.2. If you have not studied at a college or a university before, this page does not apply to you. Please skip to the next step.

If you have **already studied** at a university or college, and in particular, if you want to apply to a **master's programme**, you will need to enter information on your academic background by clicking on "Add degree programme" in the right upper corner:

- This will open a box that will allow you to enter information on your previous degree programme.



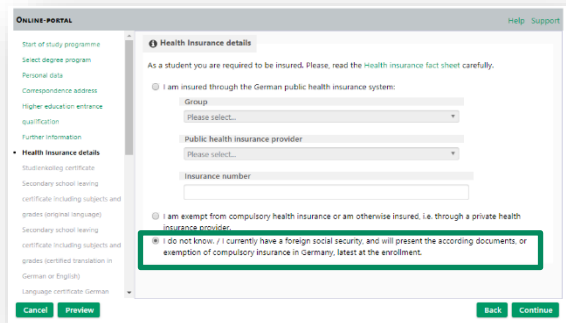
Selectable options explained

- **Country of educational institution:** With some countries, it may occur that the drop down menu for "University" will come up empty or that it will only list a small selection of institutions. If your university is not selectable in the drop down menu, please manually enter the name of your university in the field below.
- **Degree:** This refers to the title of your degree type, like e.g. *Bachelor of Arts/Science, Master of Arts/Science, Licence, Bakalvr, Licenciatura, Lisans* etc.
- **Subjects:** If you did not study any minors, please only list your major. If your subject(s) is/are not available in the drop down menu, please select a similar subject and enter the original title of your subject in the field below.
- **Semester from to:** WS refers to the Winter Semester, i.e. the semester has usually started in autumn. SS is short for Summer Semester, i.e. the semester has begun in spring.
- **Leaves of absence:** If you have been absent from class (e.g. if you went to a student exchange abroad) but still enrolled, please state how many semesters this applied to.
- **Internship:** If one or several of your semesters were reserved for internships, please enter the number of internship semesters here.
- **Hospital internship:** only relevant if you have studied medicine.
- **Break:** If you took a break from your studies and were not enrolled during the break, please state for how many semesters your enrolment ceased.
- **Intermediate exam:** If there was no intermediate exam in your country or programme, please select the option "not scheduled".
- **Final examination:** If there is no final examination, please enter "passed on the whole" and enter your cumulative GPA. If your studies have not been completed yet, select "not finished". Please note that one of these two options must be selected if you want to apply for a master's programme. Otherwise, you will receive an error message.

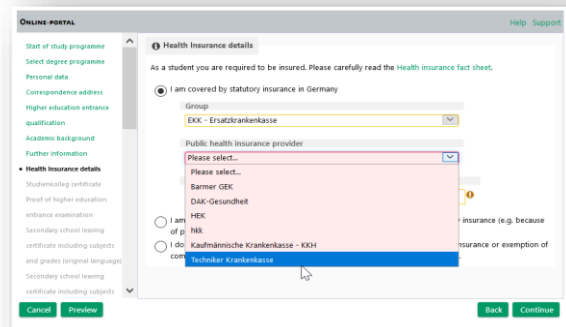
Submitting an application

11. Data for statistical purposes and on health insurance

- Please let us know, whether you have completed vocational training or internships/voluntary service (this information is needed for statistical purpose only and does not impact your application).
- In the next step, please provide your health insurance details:



If you have no German insurance (yet), please tick the last option. Should you have questions regarding health insurance and need assistance from the International Office, please contact our Welcome Services Team after you have received your admission letter.

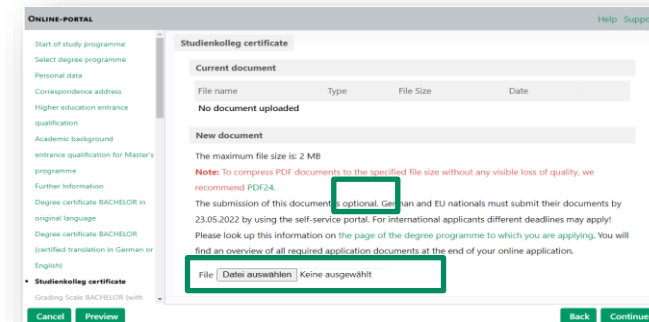


If you already have a German insurance provider, please choose the first option and select your provider from the list. Some frequent providers such as Barmer GEK or the Techniker Krankenkasse can be found in the group "EEK Ersatzkrankenkasse".

12. Uploading your documents

Now you will need to upload all required documents via the button "Datei auswählen". Please pay close attention to the relevant instructions given in CAMPUSonline for each document. Occasionally, there is a template that you will need to fill out and reupload.

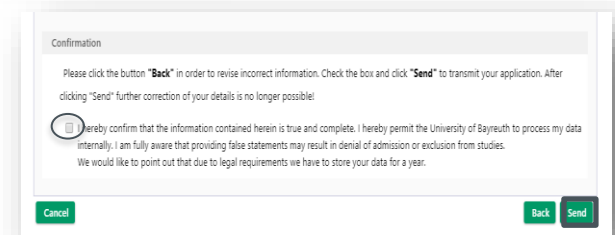
➤ Some files are marked as "optional". These will only have to be submitted, if they are relevant in your case. Thus, for example, the document "Studienkolleg certificate" is only for applicants, who have completed a *Studienkolleg* in Germany and the "Request for disadvantage compensation" is relevant for certain admission procedures if an applicant faces chronic illness or disabilities.



➤ Please make sure that you also always check our information on country-specific documents to find out in which cases a document marked as optional might actually be required for you.

13. Sending your application

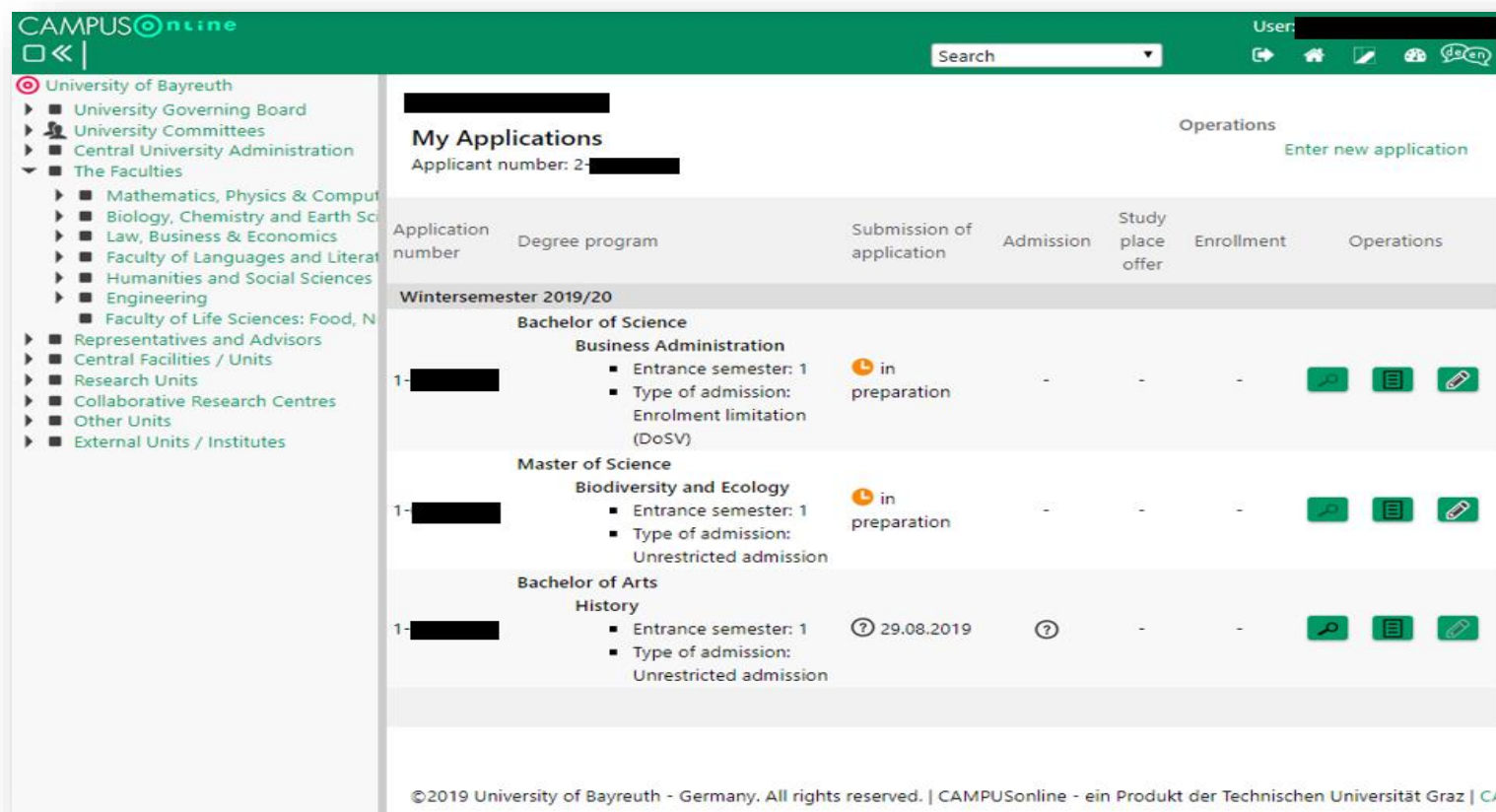
Finally, you will need to check the preview of your application, confirm that the information you have provided is true by checking the box and click on "Send":



Checking the status of your application

After clicking on "Send" your application is going to be submitted electronically and to appear on the page "My Applications".

If you have submitted documents via upload, you can still edit them afterwards until the deadline has passed.



CAMPUSonline | Search | User: [redacted]


My Applications
Applicant number: 2-[redacted]


Operations: Enter new application

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Wintersemester 2019/20						
Bachelor of Science Business Administration						
1-[redacted]	<ul style="list-style-type: none"> Entrance semester: 1 Type of admission: Enrolment limitation (DoSV) 	🕒 in preparation	-	-	-	🔍 📄 ✎
Master of Science Biodiversity and Ecology						
1-[redacted]	<ul style="list-style-type: none"> Entrance semester: 1 Type of admission: Unrestricted admission 	🕒 in preparation	-	-	-	🔍 📄 ✎
Bachelor of Arts History						
1-[redacted]	<ul style="list-style-type: none"> Entrance semester: 1 Type of admission: Unrestricted admission 	🕒 29.08.2019	❓	-	-	🔍 📄 ✎

©2019 University of Bayreuth - Germany. All rights reserved. | CAMPUSonline - ein Produkt der Technischen Universität Graz | CA

 This function brings up the **summary** of your application as it shows in the preview.

 This function allows you to edit applications you have **not yet sent electronically** (applications you have exited from before sending).

 This function brings you to the **status view**. There you can **edit your uploaded documents after sending your application**. This view will also provide you with important information on your application (including official letters).

❓ **In the column "Submission of application":** Your application has not been reviewed yet.

In the column "Admission": A final decision regarding your admission has not been made yet.

🕒 **In preparation:** You have started on this application, but have not sent it. For the application to be considered, you will still need to send it (click on the pen symbol to continue with your application).

✉️ The application has received a first sight check.


⚠️ The application has been checked and found to be incomplete. You will need to correct or submit documents.

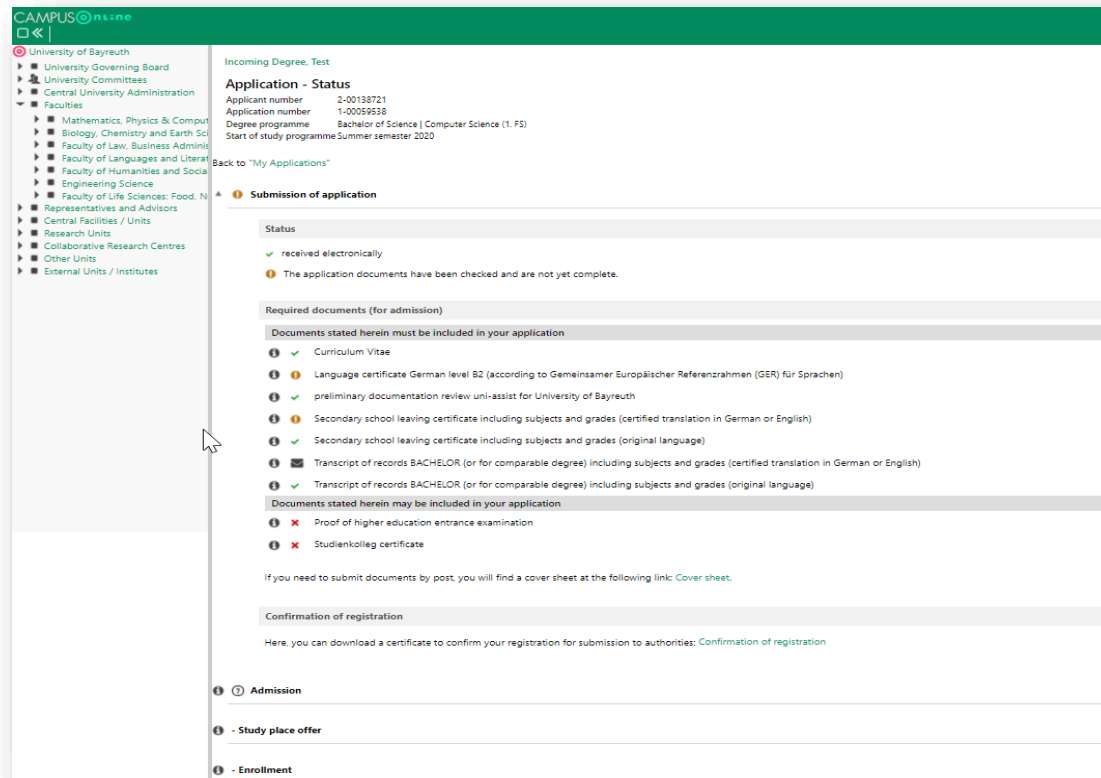
❌ **In the column "Submission of application":** You either cancelled your application or it was checked and found to be incomplete. If your application has not yet been rejected and the deadline has not passed yet, you can still submit documents.

In the column "Study place offer": You have rejected the study place

In the columns "Admission and Enrolment": Admission or enrolment has been declined.

Submission of missing documents

If you need to submit any missing documents, you can do this via the status view  under the condition that the deadline has not passed yet.



CAMPUSonline

University of Bayreuth

- University Governing Board
- University Committees
- Central University Administration
- Faculties
 - Mathematics, Physics & Computer Science
 - Biology, Chemistry and Earth Sciences
 - Faculty of Law, Business Administration and Economics
 - Faculty of Languages and Literature
 - Faculty of Humanities and Social Sciences
 - Engineering Science
 - Faculty of Life Sciences: Food, Nutrition and Health
- Representatives and Advisors
- Central Facilities / Units
- Research Units
- Collaborative Research Centres
- Other Units
- External Units / Institutes

Incoming Degree, Test

Application - Status

Applicant number 2-00138721
 Application number 1-00059538
 Degree programme Bachelor of Science | Computer Science (1. FS)
 Start of study programme Summer semester 2020

Back to "My Applications"

Submission of application

Status

- received electronically
- The application documents have been checked and are not yet complete.

Required documents (for admission)

Documents stated herein must be included in your application

- Curriculum Vitae
- Language certificate German level B2 (according to Gemeinsamer Europäischer Referenzrahmen (GER) für Sprachen)
- preliminary documentation review uni-assist for University of Bayreuth
- Secondary school leaving certificate including subjects and grades (certified translation in German or English)
- Secondary school leaving certificate including subjects and grades (original language)
- Transcript of records BACHELOR (or for comparable degree) including subjects and grades (certified translation in German or English)
- Transcript of records BACHELOR (or for comparable degree) including subjects and grades (original language)

Documents stated herein may be included in your application

- Proof of higher education entrance examination
- Studienkolleg certificate

If you need to submit documents by post, you will find a cover sheet at the following link: [Cover sheet](#).






Confirmation of registration

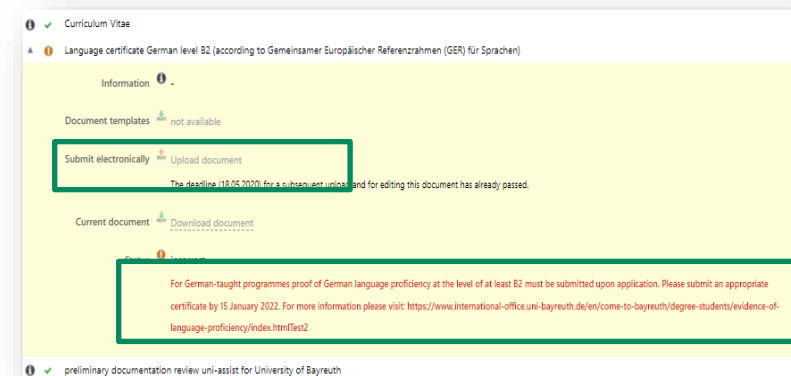
Here, you can download a certificate to confirm your registration for submission to authorities: [Confirmation of registration](#)

Admission

Study place offer

Enrollment


- Documents yet to be submitted are marked with an .
- Correctly uploaded documents are marked with a .
- If you see an exclamation mark  next to a document, this means that you will need to check it. Correction or submission of further documents will be required.
- To correct/submit a document, please click on the icon next to it:  or . This will bring up a yellow box with an upload button and, if applicable, instructions on what you will need to keep in mind regarding the submission:




Curriculum Vitae


Language certificate German level B2 (according to Gemeinsamer Europäischer Referenzrahmen (GER) für Sprachen)

Information

Document templates  not available

Submit electronically  Upload document


The deadline 18.05.2020 for a subsequent upload and for editing this document has already passed.

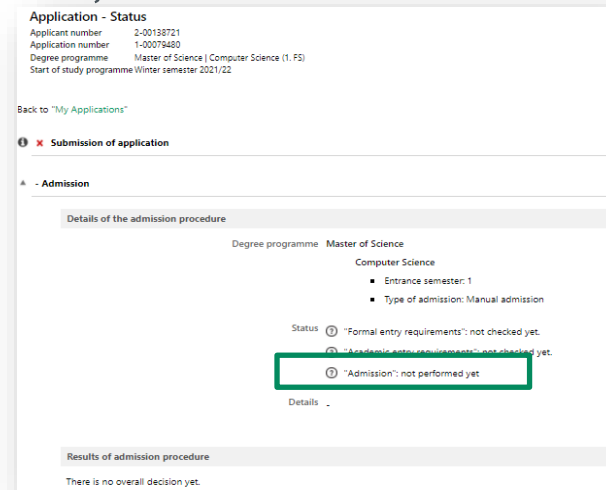
Current document  Download document

For German-taught programmes proof of German language proficiency at the level of at least B2 must be submitted upon application. Please submit an appropriate certificate by 15 January 2022. For more information please visit: <https://www.international-office.uni-bayreuth.de/en/come-to-bayreuth/degree-students/evidence-of-language-proficiency/index.html#2>


preliminary documentation review uni-assist for University of Bayreuth

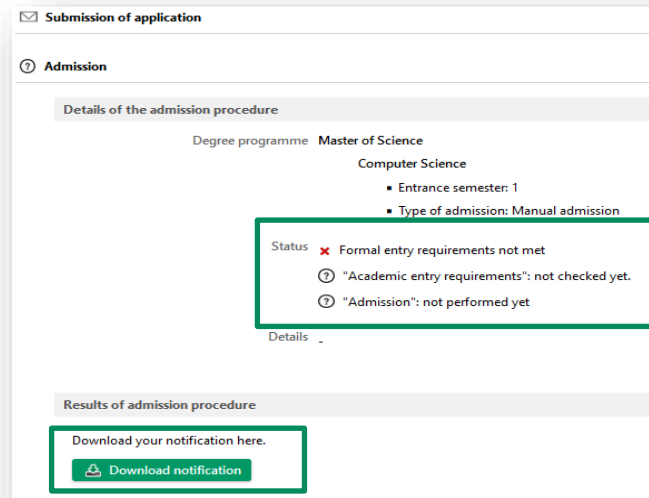
Checking your admission result

As long as the icon  and “Admission not performed yet” are showing, this means that a decision regarding your application has not been made yet.




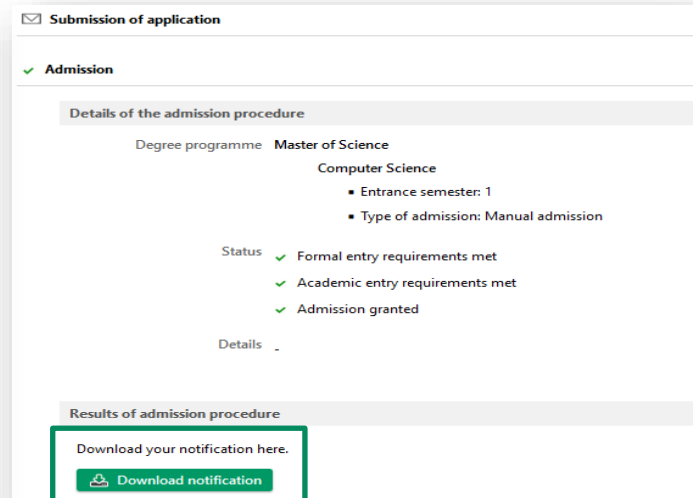
For master’s programmes, the evaluation always consists of 2 parts: the formal examination and the academic examination.
For bachelor’s programmes, there can be an aptitude assessment process taking place after the formal check, depending on the admission type.


If either the formal or the academic entry requirements have been marked with an , this unfortunately means that your application has been rejected.



More details on the reason for the rejection can be found in your letter of rejection. You can download it via “Download notification”.

As soon as the icon  appears next to “Admission”, this means that you were accepted and that your admission letter is ready for download:



If you would like to enrol for your studies with us, please accept your study place offer in the next step (to do so, please click on  next to “Study place offer”).

Keyword index

Academic background	p. 11	Intermediate exam	p. 11
Academic entry requirements	p. 15	International Baccalaureate	p. 10
Account activation	p. 6	Internships	p. 11
Admission	p. 15	Kombinationsfach (combination subject/minor)	p. 8
Admission letter	p. 15	Leaves of absence	p. 11
aHR	p. 10	Letter of rejection	p. 15
Average grade	p. 10	Master's programme	p. 9 , p. 11
Break	p. 11	Pen icon	p. 13
Country of educational institution	p. 11	Reason for rejection	p. 15
Creating a basic account	p. 4–6	School abroad	p. 10
Editing applications after submission	p. 13–14	SS	p. 11
Entrance semester	p. 9	Status view	p. 13–14
fgHR	p. 10	Studienkolleg	p. 8 , p. 10
Final examination	p. 11	Subjects	p. 11
Formal entry requirements	p. 15	Submission	p. 5 , p. 12
German school abroad	p. 10	Submission of application	p. 12
Health insurance	p. 12	Submission of missing documents	p. 14
Higher education entrance qualification	p. 10	TZ	p. 9
Higher entrance semester	p. 9	University is not selectable	p. 11
Hospital internship	p. 11	Upload	p. 12 , p. 14
Incomplete application	p. 13–14	WS	p. 11