

Informationen regarding the online application and required documents

When you click on the link to the online application you first have to enter your normal university log-in username and password. You will then get to the application portal with the online application form.

It is possible to save and finish the application in several sessions. After sending the application, no further changes are possible. **As soon as you have sent the application, you will receive an automatic confirmation via e-mail. If you don't receive the confirmation, please immediately contact Janine Hülsen in the International Office (janine.huelsen@hs-emden-leer.de).**

If you also apply for an ERASMUS place, it would be desirable, if you could hand in this application in the same document (you can indicate several priorities). But you also can (if not possible otherwise) hand in a second application form later.

Technical requirements:

Please note, that the online application portal is not working with the Internet Explorer. So far, there have been no difficulties with Firefox or Google Chrome.

Adobe Acrobat Reader should be installed before beginning the application process and can be downloaded [here](#). For the application process, your browser must enable cookies and JavaScript. For security reasons, your log-in session will automatically be timed-out if you have not entered data during this time.

Documents to be uploaded in PDF format:

- Enrollment certificate
- Most recent Transcript of Records from the admission and examination office, incl. average grade (degree courses IBA and BWL: also with average grade from the first three semesters; degree course IBS: please ask for the ToR in the Examination Office as the first two semesters have to be shown separately)
- Curriculum Vitae
- Letter of motivation
- Language proof in language of instruction (for required language proofs see announcement table)

In addition, a passport photo is needed in jpg format.

You will find information about language tests at University of Applied Sciences Emden/Leer under the following link:

<https://www.hs-emden-leer.de/en/institutions/international-office/your-way-abroad/language-courses-language-tests/>
→ „Language tests“

If the test is going to take place after the application deadline, please load up a text which explains that you have already registered for the test (including the date) at the place where you would normally load up the language proof. If this isn't the case either, please explain in the uploaded document the situation with your language proof (only in case of absolute emergency).

If as language proof a grade in your Transcript of Records should be sufficient (see announcement), please simply load up your Transcript of Records again.

If you require help or have any questions, please contact us:

Faculty of Social Work and Health: Ms Sandersfeld (Corina.Sandersfeld@hs-emden-leer.de)

Faculty of Business Studies (BIBA): Ms Anschütz (Tanja.Anschuetz@hs-emden-leer.de)

Faculty of Business Studies (all other programs): Ms Behrends (Sonja.Behrends@hs-emden-leer.de)

Faculty of Technology (except for IBS) and Faculty of Maritime Studies: Ms Hülsen (Janine.Huelsen@hs-emden-leer.de)

Faculty of Technology (IBS): Ms Hakkarainen (Katja.Hakkarainen@hs-emden-leer.de)