

Instructions for online data collection for applicants

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All personal details in this instruction are fictitious and intended as a sample answer.

After successful admission or and clicking on “Apply for enrollment”, you will automatically be directed to the online data collection.

Online Data Collection

Welcome to the applicant website!

 You have already submitted an application and then withdrawn it. Therefore, the data on the following pages have already been entered. You can now check them and change them if necessary.
To do this, please go through all the steps of the data collection again and complete it.

 You have been admitted or have chosen an unrestricted program and wish to apply for enrollment. Please answer the following questions and submit the data collection, finally. After finishing the data collection a letter and a control sheet for enrollment are available within your account. Please fill out the letter and send all documents to Freie Universität Berlin.

If you still have to take a language test, please wait with the transfer of the semester fee and the submission of your documents until you have either passed the language test, been exempted from it or can present another suitable language certificate for enrollment.

Info buttons with further information are available for some fields. Please use this additional information.

When you click on the "next" button your data is saved. Using the back-button or clicking through the menu does not save your changes on the actual page.
You can interrupt the data entry at any time, return to the overview and complete the data collection at a later point in time and submit it within the set deadline.

Please note the following:

All fields marked with an asterisk * are obligatory and must be completed. We need this information either for your course sequence or to transmit statistical data to the statistical offices. (The legal basis of the statistics of higher education is the Law on Statistics of Higher Education (higher education statistics law) of 2 November 1990).

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1. Personal data

Online Data Collection

Personal data

 Personal data can only be changed via Freie Universität Berlin [registration portal](#).
In order to apply changes to this application, they must be made in the registration portal. It may then take a few minutes for them to take effect at this point.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Person

* Surname	<input type="text" value="Kazarnovskii"/>
* First name	<input type="text" value="Marica"/>
* Gender	<input type="text" value="without information according to the birth register"/>
All first names	<input type="text" value=""/> 

Here you can enter all your first names (as in your ID card). The name mentioned in the field "First name" has to be entered here, too.

* Date of birth	<input type="text" value="09/10/1999"/>
* Place of birth	<input type="text" value="Berlin"/>
Country of birth	<input type="text" value="Germany"/>
Birth name	<input type="text" value=""/> 

If your current name no longer matches the name on your birth certificate, please enter your birth name.

Nationality	<input type="text" value="Vietnam"/>
Second nationality.	<input type="text" value=""/>

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You cannot change the information on this page in the online data collection. Please make changes to this data in the registration portal (<https://identity.fu-berlin.de/registration/?lang=en>). Optionally, the birth name can be changed here, e.g. if you have taken on a new name when you got married.

2. Address

Online Data Collection

Address

 You have already entered an address, e-mail address and telephone number during registration. You can only change this data via the registration portal. If you make changes in the registration portal, these will only be displayed here with a time delay.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

 Contact details were taken from an external system. These are locked for editing.

Postal address

* Postal address 

* Adresstag This address is my Home address
 This address is my Semester address

* Street and house number Benatzkyweg 30

* Postcode 14195

* City Leipzig

Address addition (c/o, room number) 

Contact data can only be changed via Freie Universität Berlin [registration portal](#).
 In order to apply changes to this application, they must be made in the registration portal. It may then take a few minutes for them to take effect at this point.

* Country Germany

[+ New Address](#)

E-mail

[+ Phone](#) [+ Messenger](#) [+ Hyperlink](#)

E-mail

Mobile 

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It is only possible to change the address data in the registration portal of Freie Universität Berlin (<https://identity.fu-berlin.de/registration/?lang=en>). It may take a few minutes for them to take effect on this page.

You will not receive important information about enrollment by postal mail, but either in the online application portal of Freie Universität or by e-mail.

Please always select “This address is my Semester address”.

3. University entrance qualification

- If your view looks like this and the fields are gray, then your details have been copied from the application and you do not need to do anything else:

University entrance qualification

Enrollments for masters courses with German educational certificates
Please enter information about your university entrance qualification here.

Enrollments for masters courses with foreign educational certificates
Please enter information about your secondary school certificate here.

Enrollments for undergraduate programs
You have already entered the relevant data for the university entrance qualification. These are displayed here again for your information.

In case, you have earned another university entrance qualification, please use the "add university entrance qualification" button and add all the data.

**The grade must be entered according to the German grading system and can be between 1.0 and 4.0. If you have a foreign entrance qualification without a converted grade, please enter 4.0. The system automatically records this information as "passed".

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

University entrance qualification

* Acquired in	Germany
District of qualification	Mecklenburgische Seenpl.
* Type of university entrance qualification	German Abitur, German university degree
Average grade	1.0
* date of university entrance qualification	06/30/2020

- If your view looks like this and the fields are white, you need to enter information about your higher education entrance qualification certificate:

University entrance qualification

* Acquired in	Abroad
Country	Vietnam
* Type of university entrance qualification	general foreign university entrance qualification
Average grade	4.0
* date of university entrance qualification	15.07.2020

[delete entrance qualification](#)

[+ Add university entrance qualification](#)

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Please enter the data from your school-leaving certificate here. The date of awarding is not relevant here, but the date you find on the certificate.

If you did not obtain your higher education entrance qualification in Germany and do not know your grade in the German grading system, please enter "4.0". If you did not obtain your higher education entrance qualification in Germany and do not know what type qualification you have, please enter "general foreign higher education entrance qualification". This "incorrect information" will not affect your admission.

4. Your university background

Information on previous studies

This field asks for information about your study history. Have you ever studied before?

- **If no, you do not need to provide any information on this page.**
- **If yes, please state when and where you were enrolled for the first time.**

Next, we need the total number of semesters you have studied at German universities only. If you have never been enrolled at a German university, enter the number 0. This does not include any semesters abroad that you have spent in Germany. Rather, it refers to periods during which you were enrolled at a German university.

If you have already been enrolled at a German university, enter the total number of semesters enrolled at the university and any semesters on leave or semesters at a preparatory college.

Online Data Collection **Your university background**

 Please provide information concerning your study history
If you were already enrolled before your application, please fill out the information on previous studies.
If you were not enrolled before, you can continue.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Data about previous studies

* Country 

* Term of first registration 

* Year of first enrollment

* University of first enrollment in Germany, if it is different from this point in time 

 Please fill out the following details if you've already studied at a German university.

* Previous number of terms at a German university 

Please enter here the number of semesters at German universities, including semesters on leave and internship semesters.

Semester on leave/leave of absence 

Were you granted leave during your earlier studies?
Record here the total number of your previous semesters on leave.

Semester at a preparatory college 

Did you spend time at a preparatory college?
Please record here the total number of your semesters at a preparatory college.

 [Clear input fields](#)

Information about studies prior to the current semester →

Information about studies prior to the current semester

This field is only relevant if you are enrolled at a university in the semester directly before, e.g. if you start your studies at the FU in the winter semester 2025/2026 and currently enrolled at another university in the summer semester 2025.

Please indicate at which university you are enrolled in the current semester and which degree you are aiming for in this degree program. This information must be provided regardless of the country in which you are enrolled. As this is information only about the prior semester, the field for the semester and year is pre-filled. You can add subjects or further degrees (possibly at another university) if you studied several degree courses in the last semester.

Information about your studies prior to the current semester.

 Are you leaving your university (in Germany or abroad) to study at our university? If so, please fill in the following forms. This information is obligatory (higher education statistics law).

University 1

* Country

* University name

1. intended Degree

* Degree

* Semester * Year

* 1. subject

 1. Delete subject

* Semester * Year

2. subject

 2. Delete subject

 [Add subject](#)

 [Add degree](#)

 If you studied at a further university at the same time in your previous semester, then please enter the data of this university.

 [Delete degree at another university](#)

 [Add information about your studies prior to the current semester](#)

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5. Concurrent enrollment at another university in Berlin/Brandenburg

This page is only relevant for you if you are enrolled at another university in Berlin/Brandenburg in addition to your enrollment at Freie Universität Berlin, so-called concurrent or multiple enrollment. In this case, please fill in the appropriate fields. This is only intended for certain degree programs (see list here: <https://www.fu-berlin.de/en/studium/studienangebot/gemeinsame/index.html>) that are in cooperation with surrounding universities.

If you intend to be enrolled at several universities or in several degree programs at the same time outside of these defined cooperative degree programs, this must be approved by the Student Administration Office. Please contact them by e-mail: studierendenverwaltung@fu-berlin.de. In this case, you do not need to enter any data on this page for concurrent enrollment.

Online Data Collection

Concurrent enrollment at another university in Berlin / Brandenburg

 Do you intend to be enrolled at another university in Berlin or Brandenburg at the same time as you are enrolling at Freie Universität Berlin? In this case, you are studying at two universities in parallel and must therefore provide the following information. Information for multiple matriculation can be found at: <https://www.fu-berlin.de/en/studium/bewerbung/immatrikulation/mehrfachimmatrikulierte/index.html>

Otherwise please continue.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Concurrent enrollment at another university

* Country

* University name

1. Degree

* Degree

* Form of Studies

* Semester * Year

* 1. subject

 1. Delete subject

 Add subject

 [Add degree](#)

 If you are enrolled at a further university and want to keep studying there after your admission at our university, then please enter the data of this university.

 [Delete degree at another university](#)

 [Add information concerning concurrent enrollment](#)

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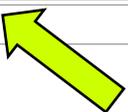
6. Qualifications previously earned

Intended final examination

Intended final examination.

i Information:
Please always select county "Germany" and "Berlin" for Freie Universität Berlin.

* Country 

* District 

Please only select „Germany“ and „Berlin“.

Previously earned qualifications:

- If you have never studied and therefore have no degree, you do not need to enter anything here.
- If you do not have a degree but have studied in the semester immediately before, you simply have to click on "Delete examimport" to make it look like this:

Previously earned qualifications

i Have you already studied before and graduated, then fill in the following fields, otherwise continue.
If you made entries of your studies in your previous semester, they will appear here for an easier registration.
However, if you passed a final examination of another course of study, then create this new degree.

* Country

* University name

1. Degree

* Degree

* Form of Studies

i no Examimport available

+ Add examimport

* Semester * Year

* 1. subject

 1. Delete subject

* Semester * Year

2. subject

 2. Delete subject

+ Add subject

+ Add degree

+ Add Degree at Another University

Don't be confused if it doesn't specify the form of study, this is intended.

If you completed a degree→

➤ If you have completed one or more degree programs, please specify them:

Previously earned qualifications

ⓘ Have you already studied before and graduated, then fill in the following fields, otherwise continue.
If you made entries of your studies in your previous semester, they will appear here for an easier registration.
However, if you passed a final examination of another course of study, then create this new degree.

* Country

* University name

1. Degree

* Degree

* Form of Studies

* Date of Exam ⓘ

* Status ⓘ

* Grade ⓘ

 [Delete examimport](#)

* Semester * Year

* 1. subject

 [1. Delete subject](#)

* Semester * Year

2. subject

 [2. Delete subject](#)

 [Add subject](#)

 [Add degree](#)

 [Add Degree at Another University](#)

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For example, if you already have a Bachelor's degree, please enter it here with the relevant dates. All completed degree programs must be entered here. If you have entered study periods in the direct previous semester, this data is automatically transferred here. Don't be confused if it doesn't specify the form of study, this is intended.

The “Date of examination” refers to the date on your degree certificate. You can only select the status “Prüfung bestanden” (translated to “Degree passed”) or “Prüfung endgültig nicht bestanden” (translated to “Degree failed ultimately”).

If you have more than one degree, you can enter these via “Add another degree” or “Add another degree from another university”.

➤ If you completed your degree in Germany and are now enrolling for a Master's degree:

Your details have been transferred from your application and can no longer be changed here. Therefore, you do not need to fill in anything else in this field. If you have more than one degree, you can enter these via “Add another degree” or “Add another degree from another university”.

7. Details for health insurance

➤ **If you are insured through a German statutory health insurance company:**

Please select “compulsorily insured”. You must also state the exact health insurance company and the insurance number. Please contact your health insurance company as soon as possible and inform them that you will be studying at Freie Universität Berlin. Your health insurance company will then forward your insurance status to us.

➤ **If you are already in contact with an insurance company but have not yet taken out insurance or do not have an insurance number:**

Enter “no insurance” (see next page), this will not affect your enrollment if we still receive an electronic notification from the health insurance company within the deadline of 31.10. or 30.04.

Health insurance

 Please enter the information on your health insurance.

If you are insured via a German compulsory health insurance, please select "**compulsorily insured**". In addition, please enter the health insurance company and your personal insurance number (capital letter + 9 numbers).

If you have private health insurance, EHIC or GHIC or have already applied for German statutory health insurance but have not yet received an insurance number containing a capital letter and 9 numbers select "**no insurance**".

Please contact in any case a German statutory health insurance company **as soon as possible** to apply for the digital message concerning your insurance status. Either purchase a student insurance contract, get your German statutory health insurance confirmed or get an exemption from compulsory insurance (e.g. for private insurance, EHIC or GHIC card holders), so that subsequently your insurance status can be transferred digitally to Freie Universität Berlin. **The digital message can be sent until October 31 for winter term and until April 30 for the summer term.** Please provide the statutory health insurance company with the sender number of Freie Universität Berlin: **H0000657**.

Information about proof of health insurance can be found via the following link:
<https://www.fu-berlin.de/en/studium/bewerbung/immatrikulation/krankenversicherung/index.html>

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Details for health insurance

* Insurant status

* Health insurance

Other health insurance 

If you didn't find your health insurance in the menu option, please enter an almost precise description of your health insurance as well as its location (town).

* Health insurance number

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If you are not or not yet compulsorily insured in Germany →

Details for health insurance

* Insurant status

Health insurance

Other health insurance ⓘ

If you didn't find your health insurance in the menu option, please enter an almost precise description of your health insurance as well as its location (town).

Health insurance number

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Foreign students are also required to take out health insurance in Germany. For this purpose, a student insurance contract can be concluded with any statutory health insurance company in Germany.

➤ **If you have not yet dealt with your health insurance obligation.**

Select “no insurance” here. Please follow the instructions on our website and take out health insurance as soon as possible!

<https://www.fu-berlin.de/en/studium/bewerbung/immatriculation/krankenversicherung/index.html>

➤ **If you have private health insurance, EHIC or GHIC, e.g.:**

Select “No insurance”. Please contact a German statutory health insurance company as soon as possible to be exempted from the health insurance obligation.

➤ **If you are already in contact with an insurance company but have not yet taken out insurance or do not have an insurance number:**

Enter “no insurance” nevertheless, this will not affect your enrollment if we still receive an electronic notification from the health insurance company within the deadline of 31.10. or 30.04.

8. Professional experience

Online Data Collection

Professional experience after obtaining the university entrance qualification

 If you already finished a vocational training or an internship after obtaining your university entrance qualification, please fill in the following forms otherwise continue.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Details for professional experience

Vocational training with degree

Yes

No

Internship or Voluntary Service for the current study

Yes

No

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This page is only relevant for you if you have completed vocational training or internships that are relevant to your current studies. Indicate your answer by selecting Yes/No. The data is only used for statistics of higher education and has no effect on your enrolment.

9. Completion and notes on how to proceed

Online Data Collection

Completion and notes on how to proceed

 Your data is registered. When you click on the button "Finish registration of enrollment and go to overview", you get back to the overview with your application and enrollment requests. On the overview page more information on how to apply for enrollment are listed.

1. Save your request for enrollment as well as your control sheet for enrollment.
2. Please also save your decision / admission notification, which is usually issued within one working day in your application portal (does not apply for decisions issued by Hochschulstart). This notification contains a barcode that facilitates the assignment of your enrollment documents and speeds up the processes.
3. Please send us the signed enrollment request, the control sheet for enrollment and the notification as well as the documents relevant to you by post immediately.
4. As soon as your application for enrollment is received and scanned, the status of your application changes to "Enrollment in process".
5. Please be patient, all applications will take some time to process. It can take up to 4 weeks. As soon as your enrollment application has been finalized, you will be informed by e-mail.

Finish online enrollment and go to overview

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Please make sure that your data is correct before you complete the data collection. Once you have completed the collection, it is no longer possible to change the data on your own.

Please click on the button "finish online enrollment and go to overview", so the data collection is completed.