

## Steps to enrol in a Master study programme

Congratulations on your notification of admission! Follow the two steps listed below to enrol as a student at Göttingen University.

1. Declare your acceptance of the seat by 31 January 2024
2. Enrol online via the enrolment portal and transfer the semester fee by 30 September 2024

### **1. Deadline 31 January 2024: declare your acceptance of the seat!**

Please declare your acceptance of the seat offered to you (see point 2 in your notification of admission) via **email** to [masterbewerbung@sowi.uni-goettingen.de](mailto:masterbewerbung@sowi.uni-goettingen.de). Make sure to include your registration number and your subject of study! Deadline is 31 January 2024.

**Without a declaration of acceptance before the deadline, the admission will be withdrawn.** Please note that a timely and prompt transmission of acceptance ensures that all offers of admission and enrolment procedures can be managed.

### **2. Deadline 30 September 2024: Enrol online via the enrolment portal and transfer the semester fee!**

Follow the steps for online enrolment in the enrolment portal (<https://immatrikulation.zvw.uni-goettingen.de/masterergaenzung>). You can change the language to English with the button in the bottom right corner. Log in with your registration number and the password that you received by e-mail when you applied. If you have forgotten your password, please use the following link to generate a new password: <https://masterportale.uni-goettingen.de/sowi/en>.

There are **three things** you need to do:

1. **Enter all the required information** in the enrolment portal.
2. **Upload the required documents** in the upload section of the enrolment portal (<https://upload2.uni-goettingen.de>). Access is granted with your registration number and password). The required documents are:
  - a) Proof of statutory health insurance from your health insurance company OR proof of an exemption from statutory health insurance
  - b) Proof of study time, i.e. proof of semesters already studied at other German universities (subject, university and holiday semesters)

c) Proof of language proficiency (if applicable, more information can be found here: <https://www.uni-goettingen.de/en/150727.html>), which needs to be submitted by 30 September 2024 (at the latest)

Note: Only students who are already enrolled in another study programme at Göttingen University and have received admission to the MA programme Modern Indian Studies need to apply for a change in the course of study under the document type "Studiengangwechsel". Please note that if the document type is incorrectly selected, further processing of the application will not be possible automatically.

3. **Transfer the [semester fee](#)** to the university by 30 September 2024. Make sure to:
  - a) give the "**Bewerbernummer**" (see point 3 in your notification of admission) when you complete the transfer and
  - b) tick the box that the transfer fee is to be deducted from your account and not from the semester fee.

Your enrolment can only be finalised once your payment has been received.

Once you have completed all steps, the Student Office of the Georg-August-Universität Göttingen will process your enrolment application and will notify you once you are enrolled.

**Congratulations! You are now a student of Göttingen University!**

### **Further information**

#### **Whom shall I contact if I have questions about the enrolment process?**

The registration process is administered centrally by the Registrar's Office of the Georg-August-Universität Göttingen.

**International students** with questions regarding the enrolment process can contact the International Student Office (phone: +49 551 39 27775 or [international.study@uni-goettingen.de](mailto:international.study@uni-goettingen.de)).

**Students with German citizenship** with questions regarding the enrolment process can contact the Registrar's Office of Göttingen University (InfoLine: +49 (0)551 39 113; [infoline-studium@uni-goettingen.de](mailto:infoline-studium@uni-goettingen.de)).

**The Faculty of Social Sciences is not responsible for the enrolment process (step 2) after admission. Therefore, please always contact the above-mentioned contacts if you have further questions regarding the enrolment process.**

## Certificate of Completion

If you were not able to submit a final transcript of your previous studies at the time of application, please upload it at <https://upload2.uni-goettingen.de> by 15 November 2024. Access is granted with your registration number and your password. Please note that the deadline for proof of completed BA studies can be extended until the end of the first semester of the Master's programme (31 March 2025) if:

a) there has been no downgrading to the BA in a previous semester

and

b) only the thesis is missing as an examination achievement

or

the thesis has already been submitted to the university and the examination achievements still missing (which must have been obtained by the end of the first semester of the Master's programme at the latest) do not exceed 8 ECTS.

Proof that one of the conditions under b) has been met must be submitted to the Office of the Dean of Studies by 15 November 2024 at the latest. If you have further questions on this topic, please contact [masterbewerbung@sowi-uni-goettingen.de](mailto:masterbewerbung@sowi-uni-goettingen.de).

## Note on the orientation days:

The orientation for the winter semester 2024/25 is not scheduled yet. You will find more information under "News and Current Events" on our website from mid-September 2024: <https://www.uni-goettingen.de/en/601690.html>.

## Practical information

CeMIS will send you further useful information on accommodation options, visa applications and other organisational matters via email. For general questions about student life in Göttingen and studying at CeMIS, please contact Roheet and Safa who are all students at CeMIS, via [ask.me@cemis.uni-goettingen.de](mailto:ask.me@cemis.uni-goettingen.de).