

Guide to filling out the "Online-Einschreibung"

www.lmu.de/international/imma

General information when filling out this application form: all fields that are marked with a * HAVE to be filled out!

Once you've completed the entire procedure, you need to print out your application and bring it with you when you sign in. This application document will contain your future "Matrikelnummer" and is therefore EXTREMELY important!

If you're already a student at LMU, you don't need to fill out this form. You just need to apply to change your degree program (<http://www.uni-muenchen.de/studium/kontakt/studentenkanzlei/sachgebiet2/index.html>)

To navigate through the online registration, you have two buttons to move between the individual sections: backward ("zurück") and forward ("weiter"). You'll also see the "Kontrollansicht" button, which always gives you a chance to check through what you've entered so far.

In order to hopefully guide you through the procedure more easily, we have kept the German terms (in green).

*Note: In advance put all documents relevant for university studies next to your computer!
After 10 minutes of inactivity you have to restart entering your data from scratch!*

1.Applicant

Just some general information on navigating through the online registration.

2.Semester for application (Semester für die Einschreibung)

Semester for matriculation: you only have the actual Semester as a choice!

Since you are currently applying for matriculation and don't have a „Matrikelnummer“ yet, leave this field empty.

3.Personal Details (Angaben zur Person)

Surname (Nachname)*:

(all) First name(s) (Vorname(n))*:

Sex (Geschlecht)*:

Title (Titel):

Further names (Namenszusatz):

Date of birth (Geburtsdatum)*: DD.MM.YYYY

Place of birth (Geburtsort)*:

Maiden name (Geburtsname):

Nationality (Staatsangehörigkeit)*:

if applicable, please enter your second nationality (Staatsangehörigkeit) here. If you also possess German nationality, you must enter this as your nationality in the previous box.

4.Addresses/Communication (Anschriften/Kommunikation)

Home Address (Heimatanschrift)

Street and house number (Straße und Hausnummer)*:

Additional information (Zusatz; i.e. c/o, room, apartment, etc.):

Country code (Länderkennzeichen)*:

Zip code (Postleitzahl)*:

Town/city (Ort)*:

Telephone (Telefonnummer):

(please be aware of phone type! Landline (Festnetz) or cell phone (Handy))

Address during the semester (Semesteranschrift)

Street and house number (Straße und Hausnummer)*:

Additional information (Zusatz; i.e. c/o, room, apartment, etc.):

Country code (Länderkennzeichen)*:

Zip code (Postleitzahl)*:

Town/city (Ort)*:

Telephone (Telefonnummer): (see above)

5. University entrance certificate (Hochschulzugangsberechtigung; HZB) and health insurance (Krankenkasse)

→ **University entrance qualification (Hochschulzugangsberechtigung; HZB)**

Type of UEC (Art der HZB)*:

Please look on your admission letter! In addition to the registration number under the address field is written C O/P or B O/P! 'C' says "AllgemHS-Reife_Ausland" and 'B' says "FachgebHS-Reife_Ausland"

Date of completion (Datum des Erwerbs der HZB)*: DD.MM.YYYY

Grade (Note)*: Students who have acquired their entrance qualification abroad, please write "70". The correct translation of your grade is appropriate on our part.

Town/District where UEC was obtained (national) (Stadt/Kreis des Erwerbs der HZB im Inland)*:**State where UEC was obtained (international) (Staat bei Erwerb im Ausland)*:**

As to where you obtained your "HZB", you HAVE to click either national or international!

First university entrance qualification, if different from current university entrance qualification (Erste Hochschulzugangsberechtigung)

If you only have one university entrance qualification (Hochschulzugangsberechtigung, HZB), please leave the box for the first HZB empty. If you are in possession of more than one university entrance qualification (HZB), please state here the HZB you acquired first. If you already entered your first HZB as your current HZB, you do not need to enter it again here.

Type of UEC (Art der HZB)*:**Date of first completion (Datum des Erwerbs der ersten HZB)*:** DD.MM.YYYY

Grade (Note)*: Students who have acquired their entrance qualification abroad, please write "70". The correct translation of your grade is appropriate on our part.

State where UEC was obtained (international) (Staat bei Erwerb im Ausland)*:

As to where you obtained your first "HZB", you HAVE to click either national or international!

→ **Health insurance**

Health insurance company (Krankenkasse):

Policy number (persönliche Versichertennummer):

6. Form of study (Form des Studiums)

Pick "Master or Promotion" (it's written on your letter of acceptance) here!

7. Intended degree (angestrebter Abschluss)

Click "Master (1fach) or Promotion". *Dr.rer.nat* or *Dr.phil.* are only for very specific programs and it would be noted on the admission letter

8. Subjects (Hauptfach)

"(it's written on your letter of acceptance)"

9. Didactics / Field of study (Didaktik/Fachrichtung)

Not applicable for english programs! Fields aren't activated.

10. Information on studies (Studienganginfo)

Short paragraph giving you a summary of what you've chosen in the last couple of pages.

11. Earlier studies (Früheres Studium)

If you haven't studied at a University (Germany or in another country) before, you can skip this page and go directly to 12. *Course of studies (Studienverlauf)*

For your semester of initial registration (*Semester der Erstimmatrikulation*), please enter the semester in which you first registered to study at a university—whether here in Germany or in another country, whether at the LMU or a different university. If your initial registration was at a university abroad, you must still enter the semester for this initial registration here. If you have never before registered to study at any university, please enter the current semester here.

First university (Ersthochschule):

When were you enrolled (Semester der Ersteinschreibung):

If you're enrolled at the LMU, please say when you were first enrolled here (Semester der Ersteinschreibung an der LMU):

You're then asked to fill out the "semester counter" (**Semesterzähler**) - if you haven't spent semesters at a German university until now, don't worry about it.

Total of semesters spent at a German university (Hochschulsemester gesamt):

the total of ALL semesters you have spent at a German university or Fachhochschule, including holiday semesters, earlier semesters at the LMU, etc.

Holiday semesters (Urlaubssemester):

Semesters, where you were more or less on leave from your studies

Practical semesters (Praxissemester):

Semesters you spent working in companies etc., while enrolled in a Fachhochschule

Semesters spent in a "Studienkolleg"

Only for students who spent a year at a study college, in order to be able to attend courses at a university.

Clinical semesters (Kliniksemester):

Only if you've studied medicine and have spent time working in hospitals and/or clinics

Number of semesters you've interrupted your studies (Unterbrechungssemester):

Only count if you were exmatriculated and then re-enrolled in the SAME course of study, as well as not being enrolled in any others studies during that time.

12 .Course of studies (Studienverlauf)

If you're enrolling at a university for the first time and have not completed any final exams until now, you can skip this page and go straight to the next one.

Last course of study (Letztes Studium):

Please enter here the semester when you were last registered at a university in Germany or abroad (not at the LMU), even if this does not directly precede the current semester, e.g.,

Last course of studies at a different university

(Letztes Studium an einer anderen Hochschule)

In which semester were you last enrolled?

(In welchem Semester waren Sie zuletzt eingeschrieben?)

(example: SS2005 for summer semester 2005)

This last semester does NOT have to be the one directly before this one!

In which country? (In welchem Land?) → National (Inland) or international (Ausland)

German University (National, Inland) → please pick one!

Country (International, Ausland) → Pick the country in which you were enrolled at university

Course of studies (Studiengang)

Study form (Form des Studiums):

options are: first degree (Erstudium)
second degree (Zweitstudium)
additional qualifications (Erweiterungsstudium)

intended degree (Abschlussziel):

1. subject (1. Studienfach)
2. subject (2. Studienfach)
3. subject (3. Studienfach)

→Duration of studies (Studienzeiten):

Time span (i.e.WS 2000-SS2002)	Number of semesters	University (Town/City)	Course and Intendes degree
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13. Second university (Zweithochschule)

You only need to fill this section out if you are enrolled in a second German university, as well as being enrolled at LMU. If this isn't the case, you can go straight to the next page.

*Note: For all doctorate and master programs LMU is handling enrolment, so TUM does not count as a second university with respect to this question. You only need to mention TUM here, if you are enrolled at TUM in **another** programme.*

If you ARE simultaneously enrolled at another university **in Germany**, please bring the appropriate documents to the official enrolment, as well as filling out this page.

University (Hochschule):

Form of study (Studienform): see above

Intended Degree (angestrebter Abschluss):

1. subject (1. Studienfach):

2. subject (2. Studienfach):

3. subject (3. Studienfach):

14. Do you have a training qualification? (Berufsabschluss)

Yes or no

Please use the "**Kontrollansicht**" to check all of your input. This will be the only time you can make any changes to your online-enrolment. Once you've hit the "**Abschicken**" button, you won't be able to make any changes – these can then only be made when you come to the official registration.

Don't worry if you've made any mistakes or haven't filled out all fields. Just make a note of where information may be missing, and we'll sort it out when you register at the university.

As mentioned at the beginning, once you've completed this form, you have to print ("**drucken**") it immediately. Please bring the print-out with you to the official registration.

The access to your data or the print-out is no longer possible after closing the window or the "Time-Out" of 10 minutes. If it is not possible to print out this form, please note at least the number you'll get after submitting your data.

As a reminder, here's a list as to the additional documents you'll need to bring for your final registration:

- MU official letter of acceptance
- Proof of German health insurance
- Passport
- Original diplomas and transcripts (no certified copies!)
- Marriage license, if you've had any name changes since applying to the university