

Guidelines for online application

(last updated: March 31, 2020)

Dear MELLIing applicant,

Thank you for your interest in our program. This document is a step-by-step guide intended to assist you with some of the challenging parts of the application system. All examples below are based on the English version of the system, but apply analogously to the German version. Some screenshots may contain a different color scheme than the actual application site. This is because they have been taken from the test server for the system.

Please note that the guidelines below have been written for the purpose of making the application process easier for you. They do not cover every possible situation, and none of the information given here is legally binding in any way. The sole legally binding documents are the [Landeshochschulzulassungsgesetz Baden-Württemberg](#) and the [general admissions regulations](#) as well as specific [admissions regulations for the Master of Arts in English Language and Linguistics](#) at the University of Freiburg.

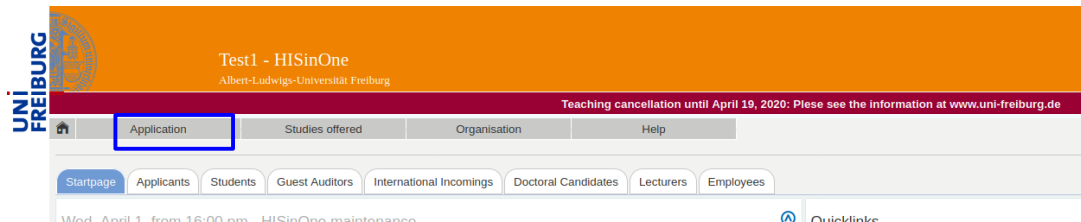
If anything seems unclear or you have questions about your eligibility to apply, requirements for certain documents, etc. please do not hesitate to contact us.

General information

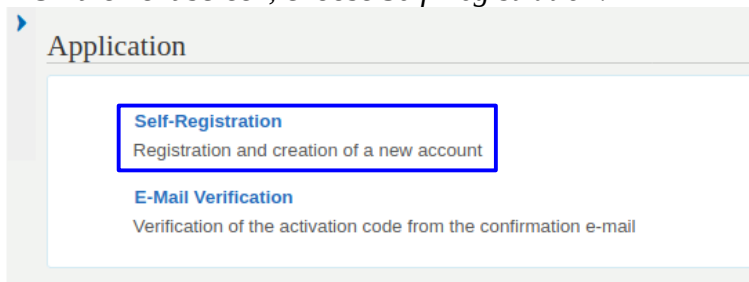
- The application system will take you through a number of pages. Every time you hit *Next* at the bottom of a page to move to the next page, the current information in your application is saved. So if you have completed part of your application and then interrupt the process for whatever reason, you will not have to start over again.
- You are not required to send in any paper documents to the university. If you are into the program you must provide originals or officially certified copies of all applicable application documents (previous degree, transcript of records, proof of language proficiency, highschool diploma) for enrollment at the University of Freiburg.
- Acceptance and rejection letters are sent out directly to your email address. For non-EU citizens, at the same time an acceptance letter goes out, university administration gets in touch with the *Ausländerbehörde* (the German immigration agency) to initiate the necessary documentation for a visa application process.
- An application can only be processed once an applicant has reviewed it and clicked on the *Submit application* at the bottom of the application summary page. While the summary page itself looks like a complete application, it is essential not to skip this last step.
- Once submitted, an application can be changed. However, for technical and legal reasons this is actually not a change but a cancellation and resubmission. If you find you need to change something about an already submitted application, you will need to *cancel and edit*. See below for details.
- Changes (“cancel and edit”) to an application can only be made as long as the status is “submitted.” When the selection committee starts reviewing an application, the status changes to “in process” and further changes will not be possible. It is therefore advisable not to submit an application until it is finalized.

Creating a profile

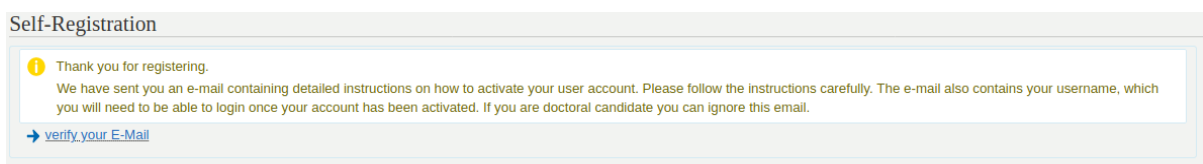
- If you already have a campus.uni-freiburg.de profile (typically: if you are or have been a Freiburg student), **do not** create a new profile. Log in with your existing profile and skip to *starting an application*. If you do not have a uni-freiburg.de profile yet:
- Go to: <https://campus.uni-freiburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y&noDBAction=y&init=y>
- The above link should take you directly to the English version of the site, but if at any point you end up on the German version, the button to switch languages is in the bottom-right corner of the page.
- On the main page, click on the tab *Application*:



- On the next screen, choose *Self-Registration*:

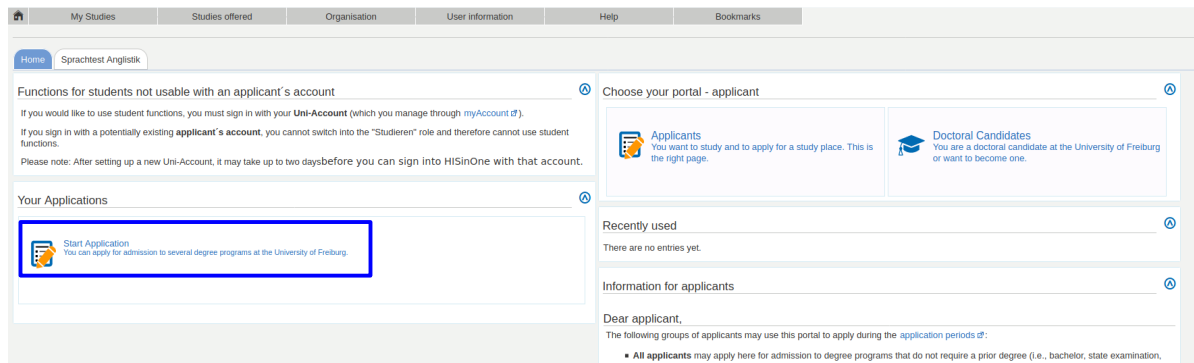


- You will be asked to create a profile and enter information about yourself, such as nationality/ies, date of birth, etc. Make sure this information is complete and accurate, as this is what goes on record for your application, and any inaccurate information may cause problems at a later stage.
- Make sure your email address is accurate and choose a password you will be able to remember.
- Once you hit the *register* button, you will be asked to check your email in order to verify your registration and finalize your account:

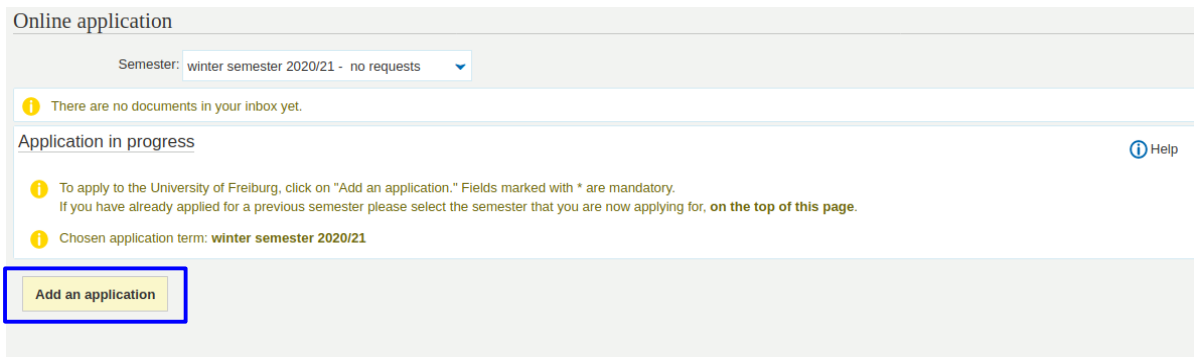


Starting an application

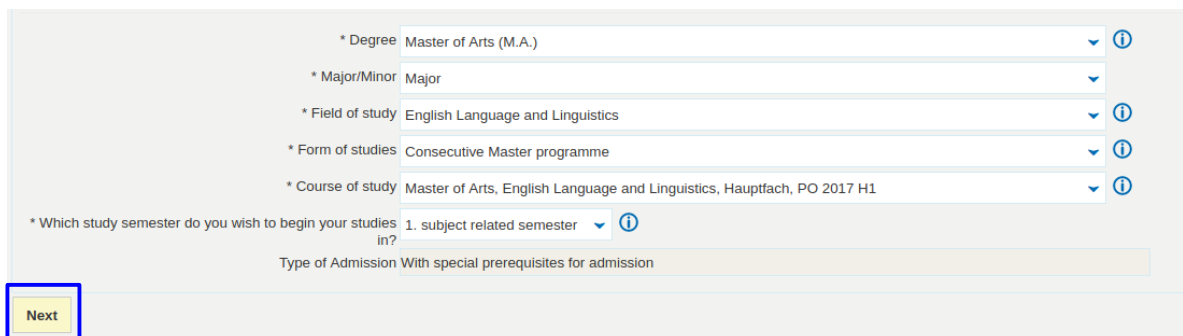
- After clicking on the verification link in your email and entering your user name and password, you will be redirected to the following site:



- Click on *Start Application* (you will be asked whether you want to enable email notifications; this is optional but recommended).
- On the following page, choose the semester you wish to apply for (which is always the upcoming winter term for MELLIing applicants) and click the button *start application*.
- If you have not applied for any other programs at the University of Freiburg, you will see a relatively empty profile page:



- Choose *Add an application* and proceed to a page with a privacy statement and, below, a field entitled “Your desired degree program”
- From the single drop-down menu in this field (* *Degree*), select “Master of Arts (M.A.),” which will open two more drop-down menus. Leave * *Major/Minor* as is and select “English Language and Linguistics” for * *Field of study*.



- Ignore all additional menus and click on *Next*.
- The following page asks two questions (about vocational training and military/social service) that are irrelevant for your application. Simply ignore them and click on *Next*.

Information about your previous studies and degrees

- The next page asks for some basic information about your previous studies. The fields should be fairly self-explanatory. Note that, if you have more than one previous degree, you may add information by clicking on the field *Add previous university studies*.

Online application

Semester: winter semester 2020/21

1. Request: Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 Go to overview

Previous university studies (Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 1. FS)

1 .

* Study course: English i

* University or college: The University of Texas at Austin

1 Values *Studies from* and *to* must be month/year (MM/YYYY, e. g. 08/2015):

* Studies from: 08/2013

* to: 05/2018

1 Degree:

* Please select degree: Bachelor of Arts i

Other degree: i

3 Add Previous university studies

Back Next

- Note that it is possible to enter dates in the future for the end date of your program.
- After clicking *Next*, you will be asked about the state of your degree. Most of the information on this page is straightforward, but a couple of items may be a bit confusing:

Current state of university degree (Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 1. FS)

* Current state of university degree: I have finished my previous studies and I can upload my diploma

* Please name the degree and subject(s) you study/studied: B.A. in English Translation

(Expected) date of completion: i

* Name of University / Higher Education Institution: The University of Westeros

* Country: Cambodia i

1 Grade

* Grade according to the German grading system (if 0 unknown please enter 0) i

If applicable: grade in an international grading system i

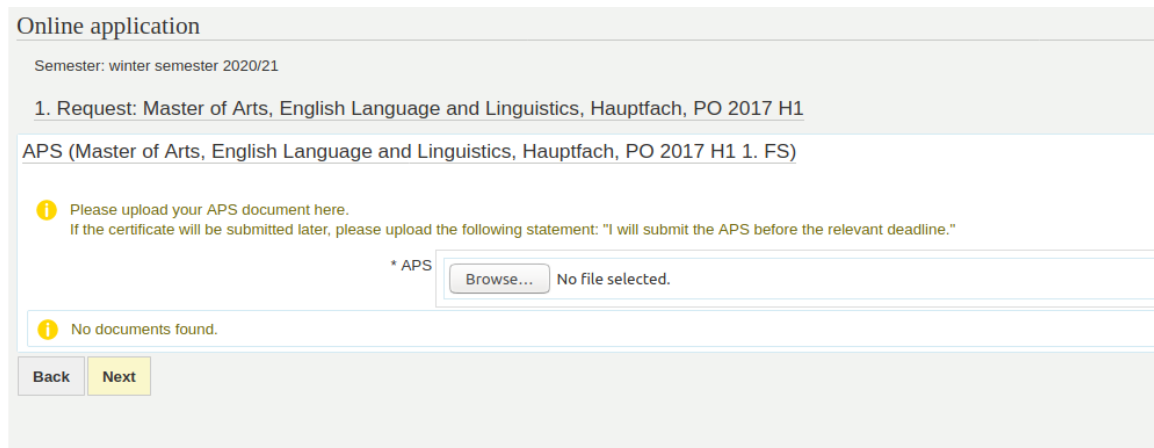
Grading scale (highest possible mark and minimum pass mark) i

1

- * *Please name the degree and subject(s) you study/studied* may seem redundant, but needs to be entered here again.
- All items under the rubric *Grade* are best left alone (or at 0 for the first item). No decision will be based on the information given here, and if anything should be unclear, we will get in touch.
- You will be asked to upload a number of documents. All uploads, here and on the following pages, need to be in PDF or JPG format.
- While only the first one (* *Current or final transcript of records*) is required for moving on, your application may be incomplete if you leave the others blank. Specifically:
- If your original diploma has already been issued, please upload a scan of it. If you do not yet have your diploma, upload a statement by your supervisor or head of department explaining when you will graduate, what the state of your study and thesis is and (if possible) giving an expected grade at graduation.
- All documents (diploma and transcript) that are not originally issued in German, English, or French need to be supplemented by officially certified translations into either German or English. Please refer [here](#) for what the University of Freiburg considers a certified translation.

A note on APS certificates (applicants with degrees from China, Vietnam, or Mongolia)

- By law, students with degrees from China, Vietnam, and Mongolia are required to submit an APS (Akademische Prüfstelle) certificate confirming the veracity of their degree.
- If you indicated above that you hold or are in the process of obtaining a degree from one of these countries, you will be taken to a page where you can upload a scan of your APS certificate.



The screenshot shows an online application interface. At the top, it says "Online application". Below that, it indicates the semester: "Semester: winter semester 2020/21". The main heading is "1. Request: Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1". Underneath, it specifies "APS (Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 1. FS)". There is a yellow information icon followed by the text: "Please upload your APS document here. If the certificate will be submitted later, please upload the following statement: 'I will submit the APS before the relevant deadline.'" Below this is a file upload area with a label "* APS" and a "Browse..." button. The text "No file selected." is displayed next to the button. At the bottom of the upload area, there is another yellow information icon and the text "No documents found." At the very bottom of the form, there are two buttons: "Back" and "Next".

- There is an option to submit the APS certificate at a later stage. Should you not have your certificate at hand at the time of application, please get in touch with us to explain the situation.

Language proficiency

- This item is an important criterion and requires some explanation.

1. Request: Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 ← Go to overview

English Language skills (with upload) (Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 1. FS)

i According to the Table for CEFR Language Level and Test Scores for TOEFL, IELTS, PTE Academic and Cambridge ESOL [↗](#).

For more information please check the website of the program or of the Common European Framework of Reference for Languages (German website) [↗](#).

* Level of proficiency according to the Common European Reference Frame (CEFR)

* Certified proof of language proficiency (multiple choice is possible by holding CTRL)

Other (if not listed above)

Test result

i Please upload the following documents here:

Language certificate **i**

i No documents found.

- As per the admissions regulations, proficiency at C1 level of the [Common European Framework of Reference for Languages](#) (CEFR) or higher is required. Legally, the following are the lowest scores we are allowed to consider for admission:
 - IELTS: 7.0
 - TOEFL: 95 (iBT), 637 (PBT)
 - Cambridge: CAE or CPE
 - PTE Academic: 76
 - OOPT: 80
 - German or Luxembourgian Abitur certificate explicitly stating C1 proficiency
- For an application to be fully competitive, it is advisable for applicants to demonstrate language proficiency above the minimum criteria, either with a higher test score than those listed above or by demonstrating their advanced ability to write academic English texts in the text parts of the application (see below).
- There is also an option “native speaker,” which can be chosen instead of one of the CEFR levels. As native speaker status can be a complicated construct, we ask every applicant who wishes to claim this status to get in touch with us.
- Applicants who have completed a previous degree program in English Studies in Germany are exempt from documentation of language proficiency.
- The field ** Certified proof of language proficiency* looks like a drop-down menu, but it really is a list on which more than one item can be selected (by pressing the CTRL key and clicking on the relevant items). After making your choices, the list does not close like a drop-down menu, but your choices are shaded in blue and you can move on.
- If you selected “C1” or “C2” for ** Level of proficiency according to the CEFR*, you will have to upload documentation of your language proficiency before being allowed to move on. In certain cases, e.g. applicants with an English degree from Germany whose degree certificate has not been issued yet, there may not be documentation available at the time of application. In this case, upload a pdf document explaining the situation to the field *Language certificate*.
- The above also applies for cases where applicants have scheduled a test, but do not have the official results yet. However, please be aware that the selection committee will pay especially close attention to the language proficiency evidenced in written parts of the application in cases where no official documentation of proficiency is available. We generally advise including such documentation if at all possible.

Additional documents

- After the language proficiency part, you will be asked to upload a couple of documents that are specific requirements for applying to the MELLIing program.

The screenshot shows a web application interface for document upload. At the top, there is a header with the text "1. Request: Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1" and a "Go to overview" link. Below the header, the page title is "Master English Language and Linguistics: Dokumente (Upload) (Master of Arts, English Language and Linguistics, Hauptfach, PO 2017 H1 1. FS)". A yellow information icon is followed by the instruction: "Bitte laden Sie nun noch die folgenden Dokumente hoch (beachten Sie ggf. die zusätzlichen Informationen in den Infotexten):". There are four document upload fields, each with a "Browse..." button and "No file selected." text. The fields are labeled: "* Writing sample", "* A chronological CV (résumé) written in English", "* Statement of intent", and "* Statement about examination eligibility". Each field has a blue information icon to its right. At the bottom of the form, there are "Back" and "Next" buttons.

- These are generally straightforward, but a couple of notes are in order:
- **Writing sample:**

Officially, this should be piece of writing produced during the applicant's previous studies. However, it is also permissible to draft an essay specifically for the purpose of this application (and this may be necessary if the applicant's previous program did not involve a lot of essay writing). Also, the 2,500 word requirement is a point of orientation rather than a hard rule. Specifically, it is also possible to submit longer documents, such as a bachelor's thesis.

The writing sample should evidence

 - a) a generally high proficiency in written English,
 - b) familiarity with conventions of academic writing and linguistic conventions in particular, and
 - c) the ability to develop and implement original, empirical research from a linguistic perspective.
- **CV/resumé and statement of intent:**

These are standard text types requiring little explanation. The only thing to point out is that we ask applicants to include in their CV the contact details for two references (instructors, examiners, etc.) whom the selection committee can approach for letters of recommendation.
- **Statement about examination eligibility:**

This is a legal proviso, as we cannot admit applicants into the program who have previously been enrolled in an English Linguistics master's degree program elsewhere and have lost their eligibility to graduate. You can simply copy the following passage into a text document, date, sign, scan and upload it (provided it is true, obviously):

"I hereby declare that I have never been expelled from or otherwise forfeited my eligibility to graduate from a master's degree program in English Linguistics."

Finalizing your application

- On the next page – *Confirmation of your data* – there is another form you need to print, sign, scan and re-upload. Do so and click on *Next*.
- You will see a summary of your application (“*Your application form for admission – Application*”... these translations are not made at the department level).
- Confirm that all your information is accurate, tick the box *I hereby confirm that the data entered is correct.*, and click on *Submit application*. You will be taken to a status page indicating that your application has the status “submitted.”

There are no documents in your inbox yet.

Submitted applications Help

Application Application status: submitted

Master of Arts (M.A.), English Language and Linguistics, Hauptfach, PO 2017 H1, 1. subject related semester [With special prerequisites for admission](#) Status: submitted

[Print data control sheet \[PDF\]](#) [Show details](#) [Cancel and edit application](#) [Cancel application](#)

⚠ You have submitted your Application to the University of Freiburg

- Save or print the data control sheet for your own reference.
- When you cancel and edit your application and then re-submit it, please save / print the new data control sheet.
- You are not required to send in any paper documents to the university. If you are admitted for a course of study you must provide **originals** or **officially certified** [certified](#) copies of all applicable application documents for matriculation at the University of Freiburg.
- When the status of your application has changed, you will receive an automatic e-mail message informing you about that. The next time you login to the application portal, you will see what has changed and if any action is required from your side.
- Letters of acceptance and rejection for the undergraduate programs are sent out by the university in August for applications for the winter semester and in February for applications for the summer semester (this does not necessarily apply in the case of master's programs). For postgraduate programs the letters of acceptance will be sent out approx. 4-6 weeks after the application deadline.

🌐 Important for international applicants for Bachelor or State Examination degree programs (this doesn't apply to Master degree programs)

- You may only submit one application including one or more fields of study with restrictive admissions.
- If you have already submitted an application including one or more fields of study with restrictive admissions, you may begin another application including one or more fields with restrictive admissions but cannot submit it. This is why the 'Submit application' button is inactive on this page as well as on the 'Further details' page.

- Congratulations, your application is now complete! If you wish to add or change anything, you will need to click on *cancel and edit* (see **General Information** above).
- When choosing the *cancel and edit* option, you will see a scary warning message that cancelled applications do not “participate in the ongoing procedure anymore.” This simply means that, after updating your application, you will need to review the summary page and click on *Submit application* once again. **If you do not do this, your application will not be considered.**
- When you choose to cancel your application, all the information you entered and all the documents you uploaded will still be there. You do not need to start the process over again. Simply make the desired changes, confirm and click *Submit application* again.
- It is generally recommended not to cancel an application very close to the official submission deadline. If the deadline expires before you are able to *Submit application* once again, your application cannot be considered.