

## Online application for incoming exchange students

Exchange students apply online at JGU / Faculty 06 in Germersheim. Applications are possible:

- **from May 16 onwards** for the winter semester
- **from November 15 onwards** for the summer semester

Application deadline:

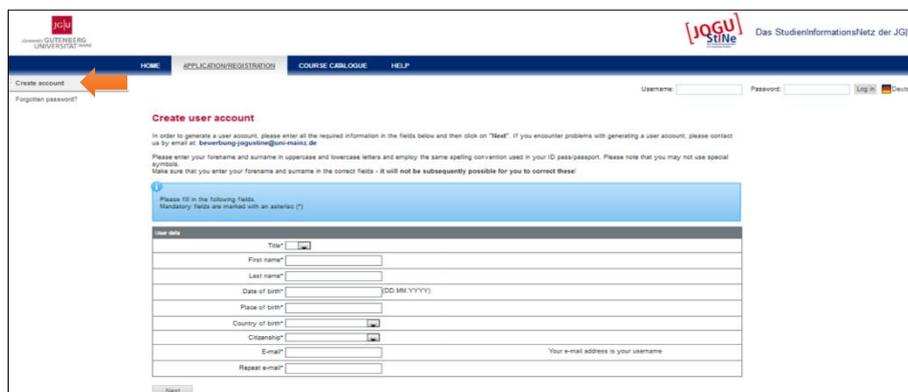
- for the winter semester: **September 15**
- for the summer semester: **March 15**

**Application platform: <https://jogustine.uni-mainz.de/>**

Choose the menu item “application/registration”

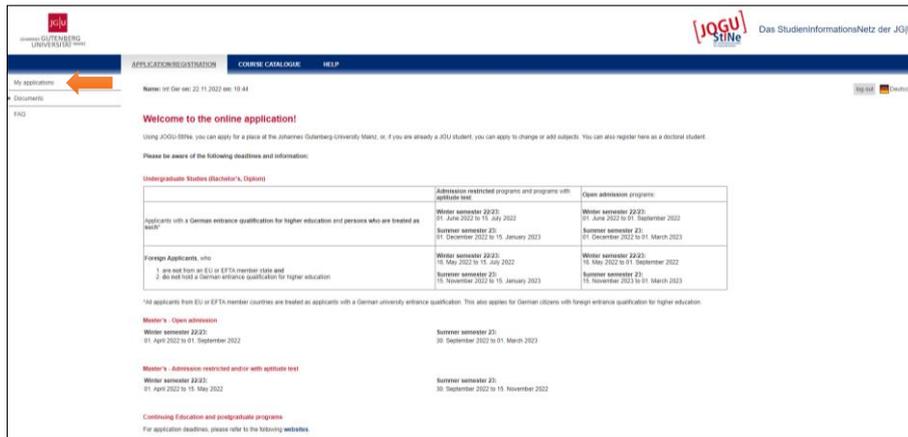


To create an applicant account, please click on the left. After having completed the online form, an e-mail will be sent to your address confirming the account and providing you with your first password to log in.



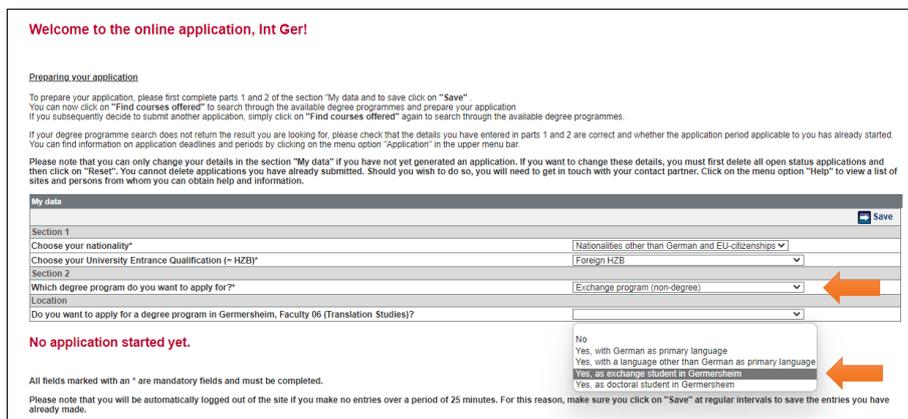
## Application process step by step

To apply, you have to be logged in. Please click “My applications” in the top left corner. [The application can be saved and interrupted at any time. You may log out and continue later on.]



### How to choose the degree program:

1. Choose the option “Exchange program (non-degree)”
2. Answer the question “Do you want to apply for a degree program in Germersheim, Faculty 06 (Translation Studies)?” with “Yes, as Exchange student in Germersheim”
3. Click “Save”



- Click “Find courses offered”

**Welcome to the online application, Int Ger!**

**Preparing your application**

To prepare your application, please first complete parts 1 and 2 of the section “My data and to save click on “Save”. You can now click on “Find courses offered” to search through the available degree programmes and prepare your application. If you subsequently decide to submit another application, simply click on “Find courses offered” again to search through the available degree programmes.

If your degree programme search does not return the result you are looking for, please check that the details you have entered in parts 1 and 2 are correct and whether the application period applicable to you has already started. You can find information on application deadlines and periods by clicking on the menu option “Application” in the upper menu bar.

Please note that you can only change your details in the section “My data” if you have not yet generated an application. If you want to change these details, you must first delete all open status applications and then click on “Reset”. You cannot delete applications you have already submitted. Should you wish to do so, you will need to get in touch with your contact partner. Click on the menu option “Help” to view a list of sites and persons from whom you can obtain help and information.

My data		Reset
Section 1		
Choose your nationality*	Nationalities other than German and EU-citizenship	▼
Choose your University Entrance Qualification (= HZB)*	Foreign HZB	▼
Section 2		
Which degree program do you want to apply for?*	Exchange program (non-degree)	▼
Location		
Do you want to apply for a degree program in Germersheim, Faculty 06 (Translation Studies)?	Yes, as exchange student in Germersheim	▼

**No application started yet.**

Find courses offered

All fields marked with an \* are mandatory fields and must be completed.

Please note that you will be automatically logged out of the site if you make no entries over a period of 25 minutes. For this reason, make sure you click on “Save” at regular intervals to save the entries you have already made.

1. Choose “German as a Foreign Language” – “Admission unrestricted” – “Non-degree” – [respective semester]
2. Click “Search”

Search criteria	
Subject	German as a Foreign Language
Admission restriction	Admission unrestricted
Degree type	Non-degree
Subject semesters	
Semester	SuSe 2023

Search    Reset

- A search result will appear:

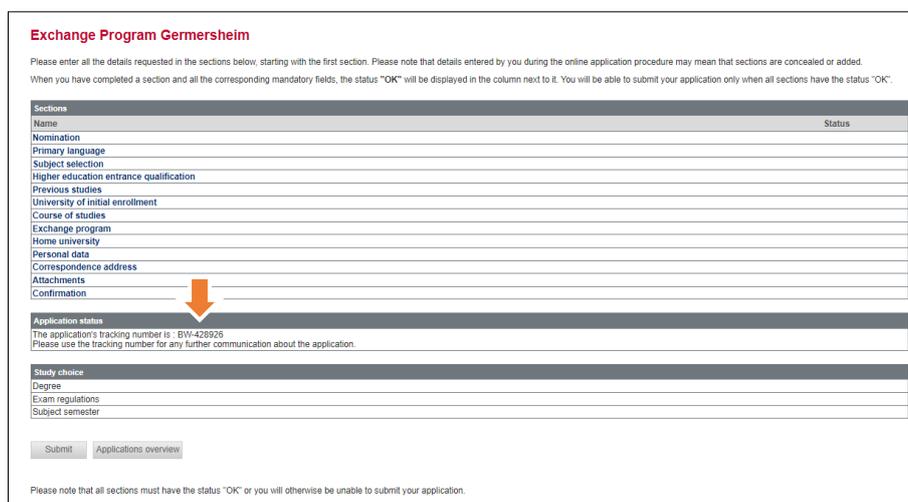
**“Non-degree – German as a Foreign Language (admission unrestricted, aptitude test required)”**

Degree type	Subject	Subject semesters	Act	Note
Non-degree	German as a Foreign Language (SuSe 2023, admission unrestricted, aptitude test required)	1	Apply	
Recognition of foreign certificates and diplomas	Recognition of foreign certificates and diplomas (SuSe 2023, admission unrestricted)	1	Apply	Click on „Apply“ to get to the application form. Applications can be submitted all year round! However, you can only submit this application electronically by 31.08. (winter semester) or 31.01. (summer semester). For technical reasons, a specific semester is displayed in the “Subject Recognition of foreign certificates”. This is independent of the application semester you subsequently choose. Information on the application for recognition of foreign certificates and diplomas can be found on our <a href="#">homepage</a> .

**IMPORTANT:** If the exchange program does not appear on this page, you need to correct the information in the form “my data” (see “How to choose the degree program” above). In order to do this once you have initiated an application, you have to delete the application, reset the form “my data” and begin a new application.

- Click “Apply”

- You should see the following page:



**Exchange Program Germersheim**

Please enter all the details requested in the sections below, starting with the first section. Please note that details entered by you during the online application procedure may mean that sections are concealed or added. When you have completed a section and all the corresponding mandatory fields, the status "OK" will be displayed in the column next to it. You will be able to submit your application only when all sections have the status "OK".

Sections	Status
Name	
Nomination	
Primary language	
Subject selection	
Higher education entrance qualification	
Previous studies	
University of initial enrollment	
Course of studies	
Exchange program	
Home university	
Personal data	
Correspondence address	
Attachments	
Confirmation	
Application status	
Study choice	

The application's tracking number is: BWI-428926  
Please use the tracking number for any further communication about the application.

Buttons: Submit, Applications overview

Please note that all sections must have the status "OK" or you will otherwise be unable to submit your application.

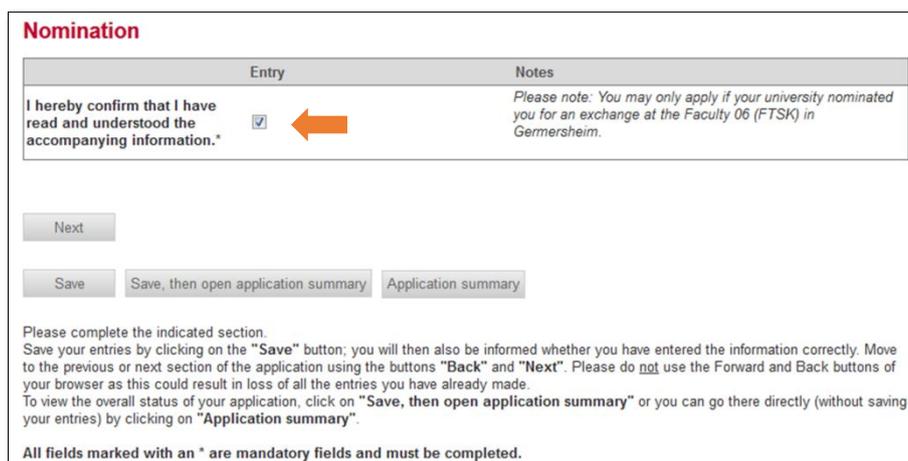
## Make a note of your application number!

Please fill in the 13 sections.

## Section "Nomination"

Please note: You may only apply if you have been nominated for an exchange at the Faculty 06 (FTSK) in Germersheim by your university.

Have you been nominated? If so, please tick the box and click "Save", then "Next".



**Nomination**

Entry	Notes
I hereby confirm that I have read and understood the accompanying information.* <input checked="" type="checkbox"/> ←	Please note: You may only apply if your university nominated you for an exchange at the Faculty 06 (FTSK) in Germersheim.

Buttons: Next, Save, Save, then open application summary, Application summary

Please complete the indicated section.  
Save your entries by clicking on the "Save" button; you will then also be informed whether you have entered the information correctly. Move to the previous or next section of the application using the buttons "Back" and "Next". Please do not use the Forward and Back buttons of your browser as this could result in loss of all the entries you have already made.  
To view the overall status of your application, click on "Save, then open application summary" or you can go there directly (without saving your entries) by clicking on "Application summary".

All fields marked with an \* are mandatory fields and must be completed.

### Section “Primary language”

Choose your primary language (usually your native language)

**Primary language**

Entry	Notes
Please select your primary language:* <input type="text" value="Choose"/>	Your “Primary language” is the language in which you study German or additional subjects. It is normally your native language.

### Section “Subject selection”

You do not have to make any entries in this section, but you need to click “Save”.

**Subject selection**

Information on change of studies/subject

What do you want to do?

### Section “Higher education entrance qualification”

“Higher education entrance qualification” denotes your last school leaving certificate before you started studying. If you did not graduate from a German school in a foreign country, please choose “abroad: general higher education entrance qualification (gHEEQ)”.

In the field “Grade of university entrance qualification”, fill in the approximate equivalent of your grade. 1,0 is the highest (best) grade, 6,0 is the lowest. If you are unsure, enter 9,9 as a grade. The grade is not relevant for your enrolment in the exchange program!

**Higher education entrance qualification**

Ihre Hochschulzugangsberechtigung (HZB) ist der letzte Schulabschluss, den Sie gemacht haben, bevor Sie mit dem Studium beginnen (z.B. Abitur, Matura, ...). Dieser Abschluss berechtigt Sie zu einem Studium an einer Hochschule/Universität.

Entry	Notes
Date of higher education entrance qualification* <input type="text" value=""/> (DD.MM.YYYY)	
Type of higher education entrance qualification* <input type="text" value="Choose"/>	
Country of higher education entrance qualification* <input type="text" value="Choose"/>	
State of higher education entrance qualification* <input type="text" value="Choose"/>	If you did not acquire your higher education entrance qualification in Germany, please select “Abroad”. If you took your assessment test in Germany, please select the state of your Studienkolleg.
District of higher education entrance qualification* <input type="text" value="Choose"/>	If you acquired your HEEQ abroad, it is not necessary to fill in this field.
Grade of higher education entrance qualification* <input type="text" value="0,0"/>	

### Section “Previous studies”

If you have already been enrolled at a German university, please enter “Yes”.

**Previous studies**

Please indicate if you have ever studied at a **German or foreign** university.  
 If you studied at a **Studienkolleg** in Germany, please indicate that you were enrolled at a German university when answering the question below. Please enter the number of Studienkolleg semesters in the "Information about previous studies in Germany" section and the Studienkolleg times in the "Course of studies" section.

Entry	Notes
<p><b>Were you ever or are you currently enrolled at a <u>German</u> university?*</b></p> <p style="text-align: right;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No                 </p>	<p><i>Please enter "YES" if you were enrolled at a university of applied sciences, a university, a university of cooperative education, etc. (the same applies if you were enrolled in the context of a German course or Studienkolleg).</i></p>

### Section “University of initial enrollment”

Please select the university you were enrolled in when you were first enrolled at university.

If the university is not located in Germany, please select “Ausländische Hochschule”.

**University of initial enrollment**

Entry	Notes
<p>I was enrolled at an Institute of higher education at an earlier date* <input checked="" type="checkbox"/></p>	
<b>Hochschule der Erstinschreibung</b>	
<b>Required information</b>	
<p>Country of initial registration* <input type="text" value="Choose"/></p> <p>University of initial registration* <input type="text" value="Ausländische Hochschule"/></p> <p>Semester of initial registration* <input type="text" value="Choose"/></p>	<p><i>Please enter your initial enrollment at a university. For this purpose, select the country in which you are studying or have studied.</i></p> <p><i>Select "Ausländische Hochschule" (University abroad) if you do not study/have not studied in Germany.</i></p> <p><i>Enter the semester of your start of studies.</i></p>

Please complete the indicated section.  
 Save your entries by clicking on the "Save" button, you will then also be informed whether you have entered the information correctly. Move to the previous or next section of the application using the buttons "Back" and "Next".  
 Please do not use the Forward and Back buttons of your browser as this could result in loss of all the entries you have already made.  
 To view the overall status of your application, click on "Save, then open application summary" or you can go there directly (without saving your entries) by clicking on "Application summary".  
 All fields marked with an \* are mandatory fields and must be completed.

## Section “Course of studies”

Please indicate your previous and present studies.

In the first step, choose “Ausland” and “Add entry” for your undergraduate studies program:

**Course of studies**

Please enter your previous periods of study.  
Start with the **Type of Entry “Abroad”** to input type “Abroad” to indicate your first study process record.  
If you have already completed studies (e.g. Bachelor), please additionally enter this degree with the **Type of Entry “Exam”**.  
Please start with the date on which you were first enrolled in a university, e.g.:

1. Study process record → Abroad: 01.10.2019 - 30.06.2022 studies (e.g. Bachelor)
2. Study process record → Exam: 30.06.2022 final examination abroad (first degree)
3. Study process record → Abroad: 01.10.2022 - (presumably) 01.10.2024 studies (e.g. Master)

Edit course of studies entries		
1. Study process record	Entry	Notes
Type of entry*	Ausland	Please select the type “Abroad” for all periods of study outside Germany. Please select the type “Exam” for final exams (e.g. Bachelor or Master). <i>Please correct these entries.</i>
Add entry		

Back Next

Save Save, then open application summary Application summary

Please complete the indicated section.  
Save your entries by clicking on the “Save” button; you will then also be informed whether you have entered the information correctly. Move to the previous or next section of the application using the buttons “Back” and “Next”.  
Please do not use the Forward and Back buttons of your browser as this could result in loss of all the entries you have already made.  
To view the overall status of your application, click on “Save, then open application summary” or you can go there directly (without saving your entries) by clicking on “Application summary”.  
All fields marked with an \* are mandatory fields and must be completed.

A new form will open. For “Degree”, please choose “Final exam” (first degree)” for your undergraduate program, for “Type of stay abroad”, choose “Studies”.

**Course of studies**

Please enter your previous periods of study.  
Start with the **Type of Entry “Abroad”** to input type “Abroad” to indicate your first study process record.  
If you have already completed studies (e.g. Bachelor), please additionally enter this degree with the **Type of Entry “Exam”**.  
Please start with the date on which you were first enrolled in a university, e.g.:

1. Study process record → Abroad: 01.10.2019 - 30.06.2022 studies (e.g. Bachelor)
2. Study process record → Exam: 30.06.2022 final examination abroad (first degree)
3. Study process record → Abroad: 01.10.2022 - (presumably) 01.10.2024 studies (e.g. Master)

Edit course of studies entries		
1. Study process record	Entry	Notes
Type of entry*	Ausland	Please select the type “Abroad” for all periods of study outside Germany. Please select the type “Exam” for final exams (e.g. Bachelor or Master).
From date*	<input type="text"/>	(DD.MM.YYYY)
Until (date)*	<input type="text"/>	(DD.MM.YYYY) Please specify the (expected) end date of your studies.
Degree*	Final exam abroad (first degree)	If the information given above relates to a bachelor's degree, please select “Final exam abroad (first degree)”. If the information given above relates to a master's degree, please select “Final degree abroad (consecutive master's program)”.
Subject 1*	Choose	In the selection list you will find a list of subjects. If you do not find your field of study, please select a similar subject or the indication “other subjects”.
Subject 2	Choose	
Subject 3	Choose	
Partner university	Choose	
Country*	Choose	
Type of stay abroad*	Studies	
Bemerkungen	<input type="text"/>	
Delete entry Add entry		

If you are a **graduate student**, please select “Add entry”, choose “Prüfung” and inform the date of the final exam for your undergraduate studies. Then, add another entry and fill in the data regarding your present graduate studies program choosing again “Ausland” instead of “Prüfung”.

### Section “Exchange program”

Please indicate the program you will come to Germersheim with. Most of you will choose “Erasmus”. If you do not find your program in the list, please choose “Other” and enter the name in the field “Other program”.

Exchange program	
Entry	Notes
Which program are you participating in?*	Erasmus
Other program	<input type="text"/>
Planned date of arrival*	<input type="text"/> (DD.MM.YYYY)
Planned date of departure*	<input type="text"/> (DD.MM.YYYY)

Please complete the indicated section.  
 Save your entries by clicking on the "Save" button; you will then also be informed whether you have entered the information correctly. Move to the previous or next section of the application using the buttons "Back" and "Next".  
 Please do not use the Forward and Back buttons of your browser as this could result in loss of all the entries you have already made.  
 To view the overall status of your application, click on "Save, then open application summary" or you can go there directly (without saving your entries) by clicking on "Application summary".  
 All fields marked with an \* are mandatory fields and must be completed.

### Section “Home university”

Please enter the information concerning your home university.

Home university	
Entry	Notes
Date of enrollment:*	<input type="text"/> (DD.MM.YYYY)
Name and city of university*	<input type="text"/>
Subject/s*	<input type="text"/>
Please enter your home university's EU university code:	Choose
Country of home university*	Choose
Please enter the name of your home departmental coordinator:*	<input type="text"/>
Please enter the email address of your home departmental coordinator:*	<input type="text"/>

### Section “Personal data”

Please check your personal information once again and click “save”.

### Section “Correspondence address”

Please enter the address to which the documents can be sent.

## Section "Attachments"

Please upload the required document:

1. Passport copy

**Attachments**

Please note the admissible file type for the upload (DOC, DOCX, JPEG, JPG and PDF) and the maximum file size of 5MB.

Entry	Notes
Passport copy* <span style="float: right;"> File upload</span>	We only need the pages showing your personal information.  When naming your file, please do not use special characters, e.g. accents or punctuation, as otherwise the file will not open.

Please complete the indicated section.  
 Save your entries by clicking on the "Save" button; you will then also be informed whether you have entered the information correctly. Move to the previous or next section of the application using the buttons "Back" and "Next".  
 Please do not use the Forward and Back buttons of your browser as this could result in loss of all the entries you have already made.  
 To view the overall status of your application, click on "Save, then open application summary" or you can go there directly (without saving your entries) by clicking on "Application summary".  
  
 All fields marked with an "\*" are mandatory fields and must be completed.

## Section "Confirmation"

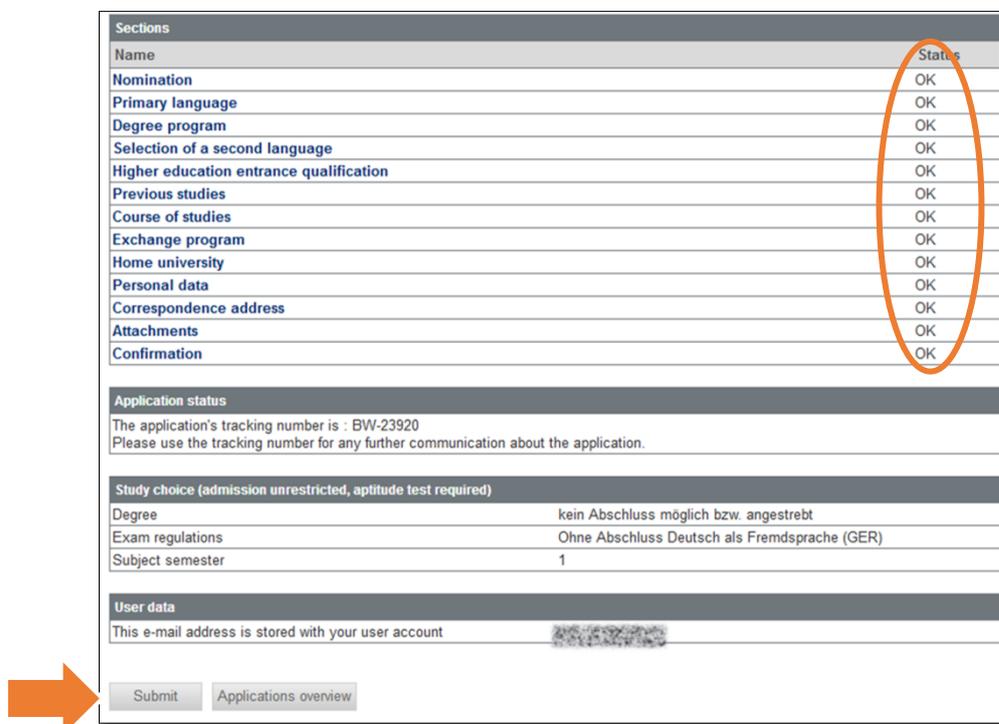
Please read both notes and tick the boxes.

**Confirmation**

Entry	Notes
I hereby confirm that I have read and understood the accompanying admission information.* <input checked="" type="checkbox"/>	By submitting the online application for my admission, I declare that the information provided in my online application is complete and truthful. I am aware that negligently or intentionally providing false information is considered improper conduct and will result in exclusion from the admission procedure or, if false information is detected at a later point in time, in revocation of the admission or enrolment. Furthermore, I declare that the information about my periods of study and university degrees is true.
I hereby confirm that I have read and understood the accompanying information.* <input checked="" type="checkbox"/>	I am aware that notifications of admission and rejection of my application issued by the JGU Mainz will be EXCLUSIVELY available in the online application portal in my personal password protected user account and will NOT be sent by mail. I am aware that an email notification will be sent to the email address I entered in my user account once the notifications addressed to me have been made available in the online application portal. I am aware that, once my notifications are available online, there are deadlines for all declarations I need to submit to the JGU Mainz. I am therefore obligated to retrieve all notifications available in the online application portal in a timely manner.
Next steps	Please click on the <b>Save and go to list of all applications</b> button, and click on "Send" to submit the form.

### Application summary after having completed the application

If all sections are marked with “OK”, you can submit the application. If an “OK” is missing, you probably forgot to click the “Save” button in that section.



Sections	Status
Name	OK
Nomination	OK
Primary language	OK
Degree program	OK
Selection of a second language	OK
Higher education entrance qualification	OK
Previous studies	OK
Course of studies	OK
Exchange program	OK
Home university	OK
Personal data	OK
Correspondence address	OK
Attachments	OK
Confirmation	OK

**Application status**  
The application's tracking number is : BW-23920  
Please use the tracking number for any further communication about the application.

**Study choice (admission unrestricted, aptitude test required)**

Degree	kein Abschluss möglich bzw. angestrebt
Exam regulations	Ohne Abschluss Deutsch als Fremdsprache (GER)
Subject semester	1

**User data**  
This e-mail address is stored with your user account [redacted]

Submit Applications overview

After having sent your application, you will receive a confirmation email.

### Admission and enrollment

As soon as you are accepted, you will receive your **admission document** through JOGU-StIne. You will be notified by email.

In order to **enrol**, please follow the instructions given in the notice of admission and in our **guidebook**. If you have any questions, contact the office of Admission and Records (Studierendensekretariat) of the FTSK.

After your enrolment, you will receive an activation code (PUK) through JOGU-StIne. With this PUK, you can transform your applicant account into a student account. Please save all documents separately and immediately that have been made available in the portal for you.

If you have any questions, please contact us!

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E-mail: [intger@uni-mainz.de](mailto:intger@uni-mainz.de)