International Master's in Paleobiology at FAU

Step-by-step guide for online applications

2023

FAU

Friedrich-Alexander-Universität
Naturwissenschaftliche Fakultät

The full application process is divided into three steps:

1. **Email**: Please send an email to pal-master@fau.de to let us know that you are applying. We can then assist with the application process, check your official documents, and provide advice on relocating to Germany.

2. **Online application**: Submitted through the Campo portal - outlined in this document

3. **Interview**: Most applicants will take part in an interview to complete their application

To complete **Step 2**, please follow the instructions outlined in Parts A and B below. **Part A** will take approximately 15 minutes to complete. If all required documents have been acquired and completed in advance, **Part B** will take approximately 30-45 minutes to complete.

Part A: Registering for a Campo account

Once you have emailed us at pal-master@fau.de, it's time to start your online application via Campo.

1. Go to campo.fau.de. The language can be switched to English by clicking on the flag icon in the top right corner (see arrow in image below).
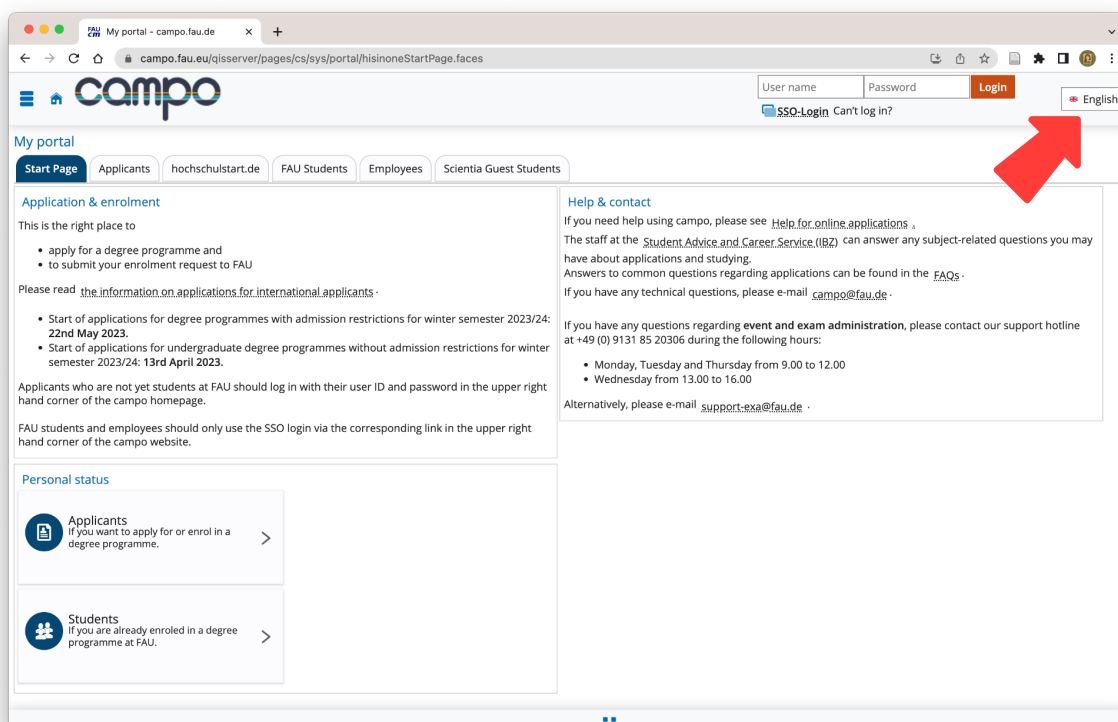
2. Click on the **Applicants** tab in the menu row near the top of the page and choose **Register on IdM** as highlighted in the image below. This opens a new window.
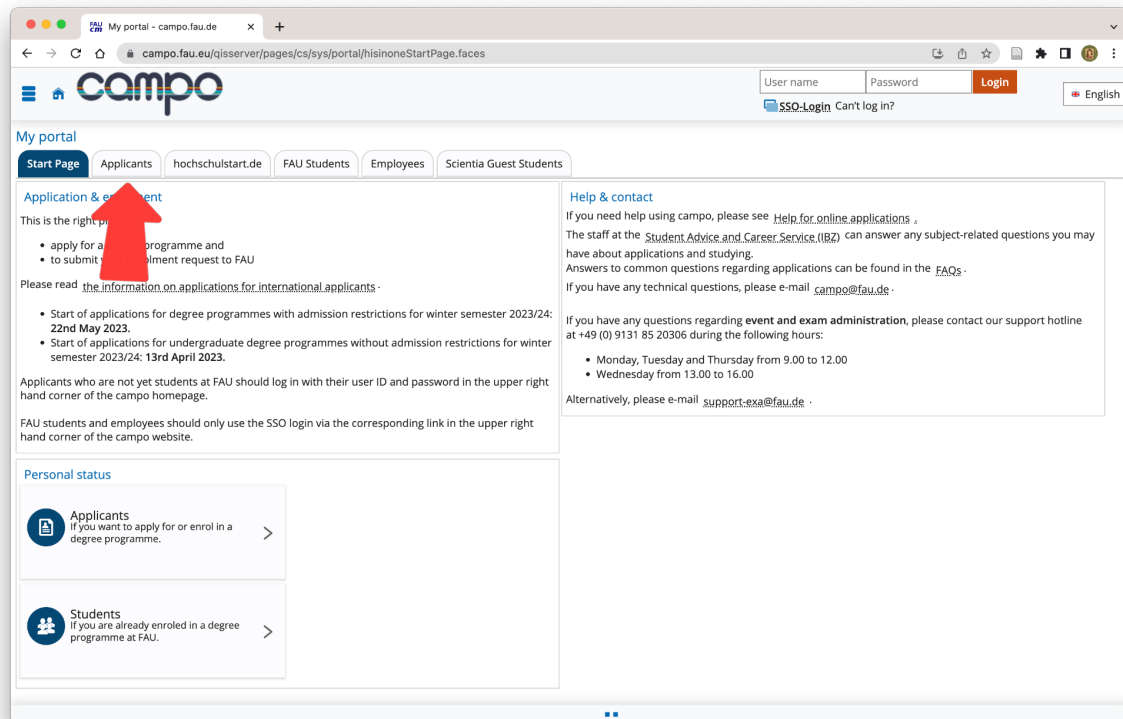

3. On this form, **fill in** all the necessary information. When complete, at the end of the page, check the box to confirm you have read the Privacy policy and the Terms of Use, and click **submit**.

4. This will trigger an email. Once you receive this email (which will be in German), click on the *first* link to **verify your email address** as shown below:
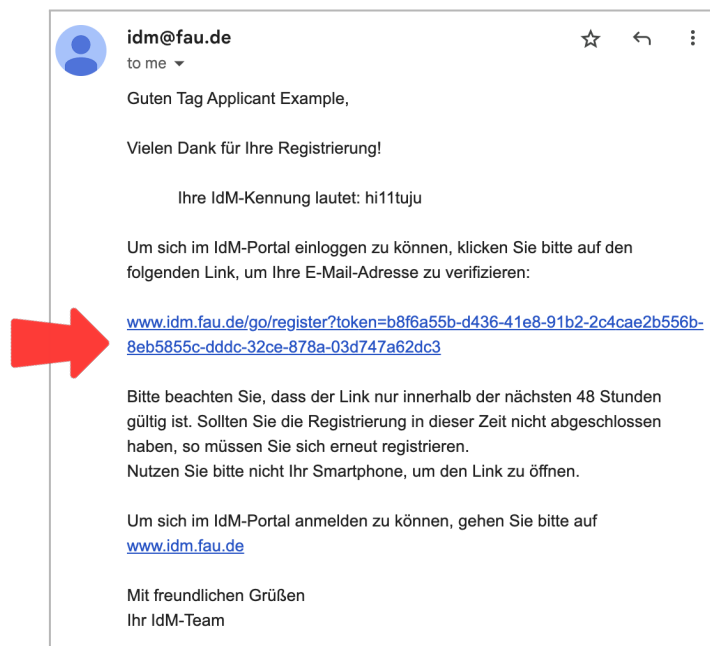

5. This will bring you to the idM-Portal where you will confirm your registration with your new username.

6. On the next page, click **Start** and scroll down to **check the box** (to confirm you accept the Terms of Use).
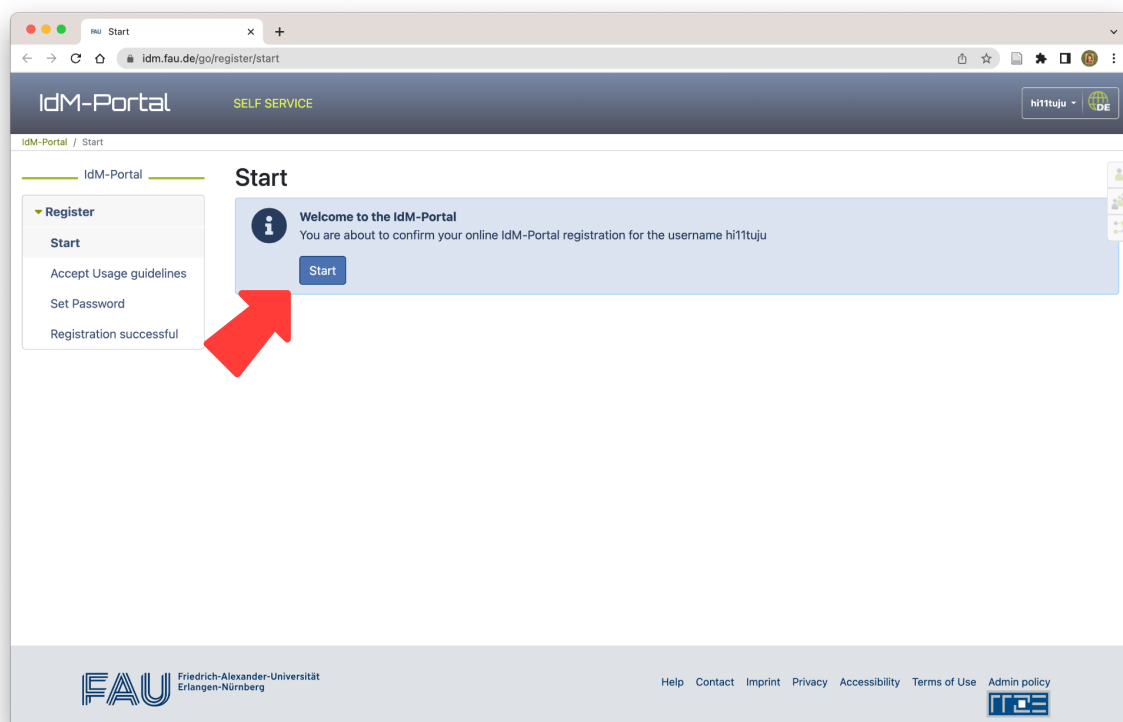

7. On the next page, you will have the opportunity to set a recovery email address. This step is optional. You can click 'skip' to move on.

8. Next, you will then need to set up a password. Once you have set a password, you should see a message to say your registration has been successful:
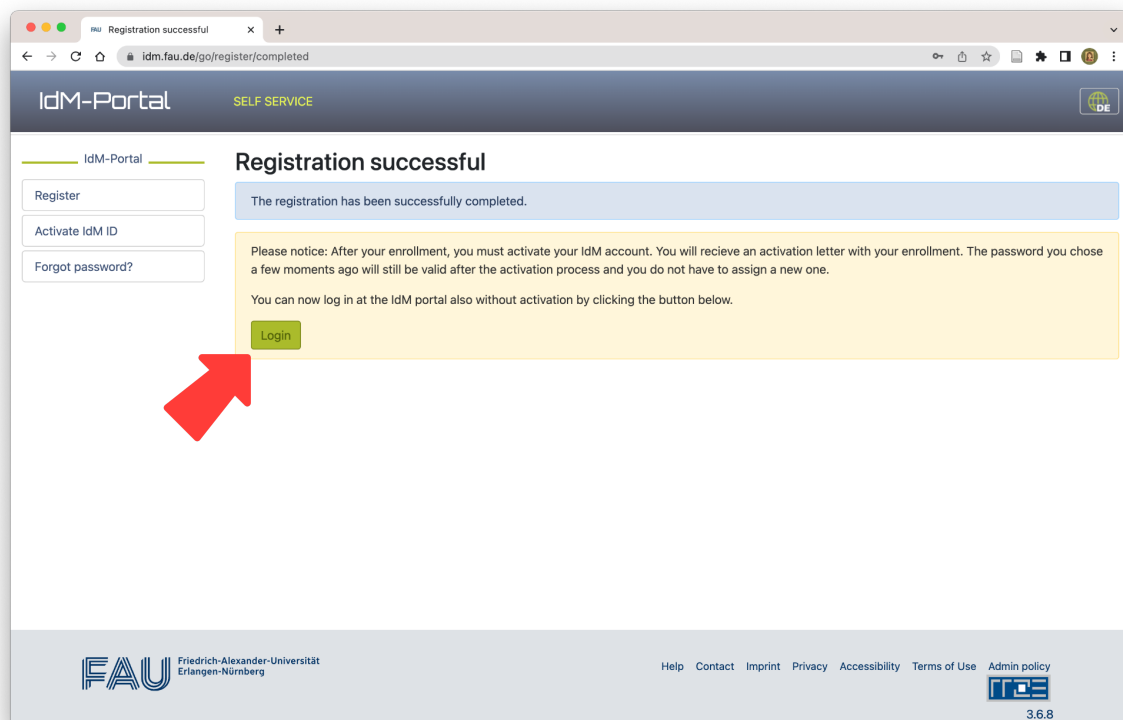
9. It's time to **login** to your shiny new IdM account! On this new page, enter your username and password and click **login**:
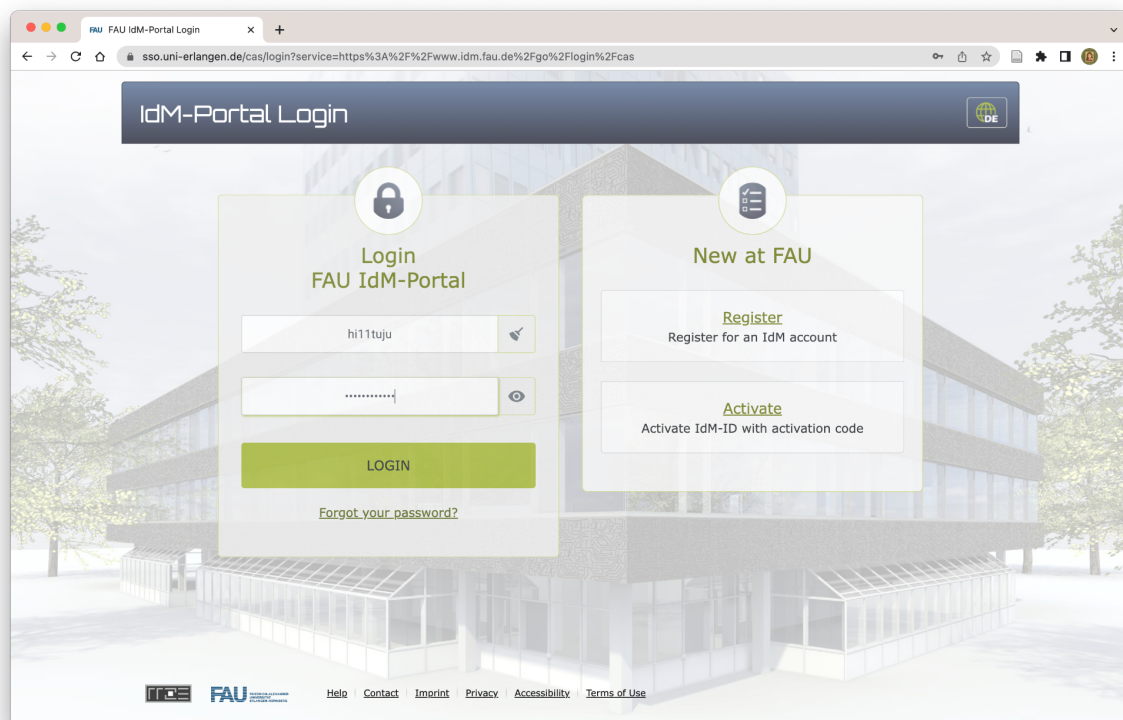
10. Once logged in, you will see an option to apply to gain Campo access. Click **Apply** and on the next page, under campo (study application) click **Request**. A pop-up box will ask you to confirm your request. Activation will take a few minutes. You can **refresh** the page to check if activation has completed.
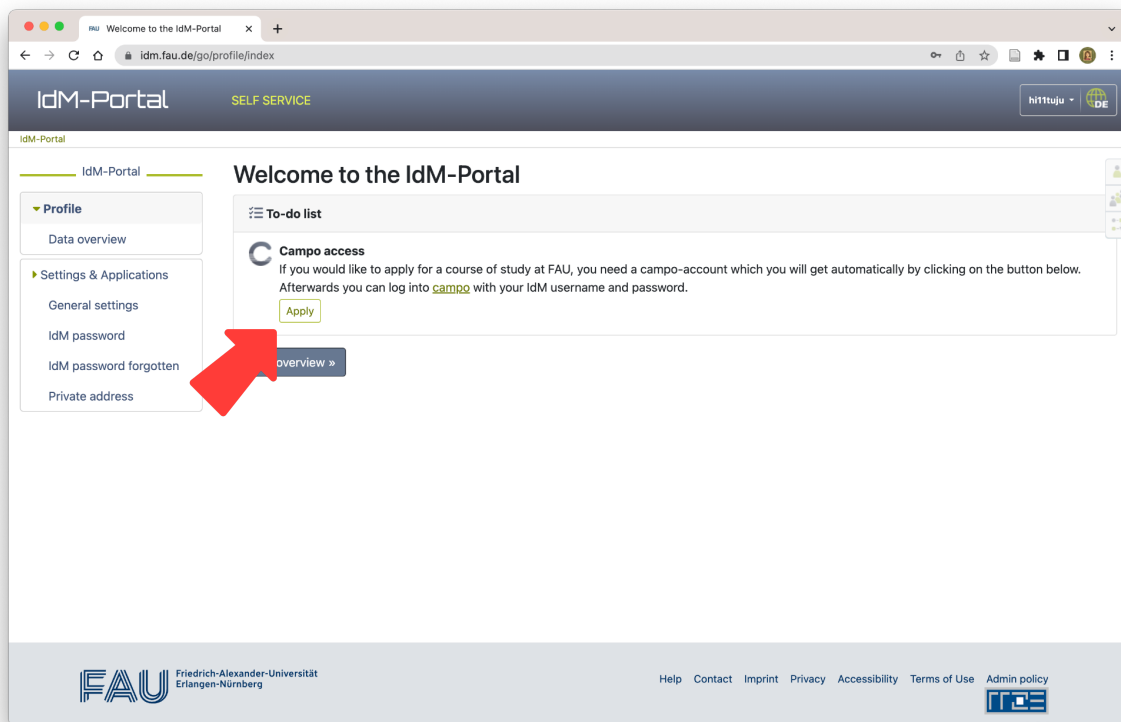
11. Once activation is complete you will see a message telling you that you can log in. **Click** on the link to **campo.fau.de** and login with your IdM username and password. (The language can be switched to English by clicking on the flag icon in the top right corner, as you did in step **1**)

Before continuing to **Part B**, please check that you have the required documents to hand. If necessary, log out and continue the application when all documents have been acquired. Translations of certain documents are necessary if they are not already in English, German or French. For further details, please see here.

Required documents:
1. University entrance qualification (i.e. school leaving certificate), and a translated version, if necessary [B5]
2. Transcript of records, and translated version(s) if necessary [B9]
3. Degree certificate(s) if available, and translated version(s) if necessary [B9].
4. German language exemption document [B13].
5. Proof of proficiency in English (if applicable) [B14]
6. CV (max. 2 pages, in English) [B16c]
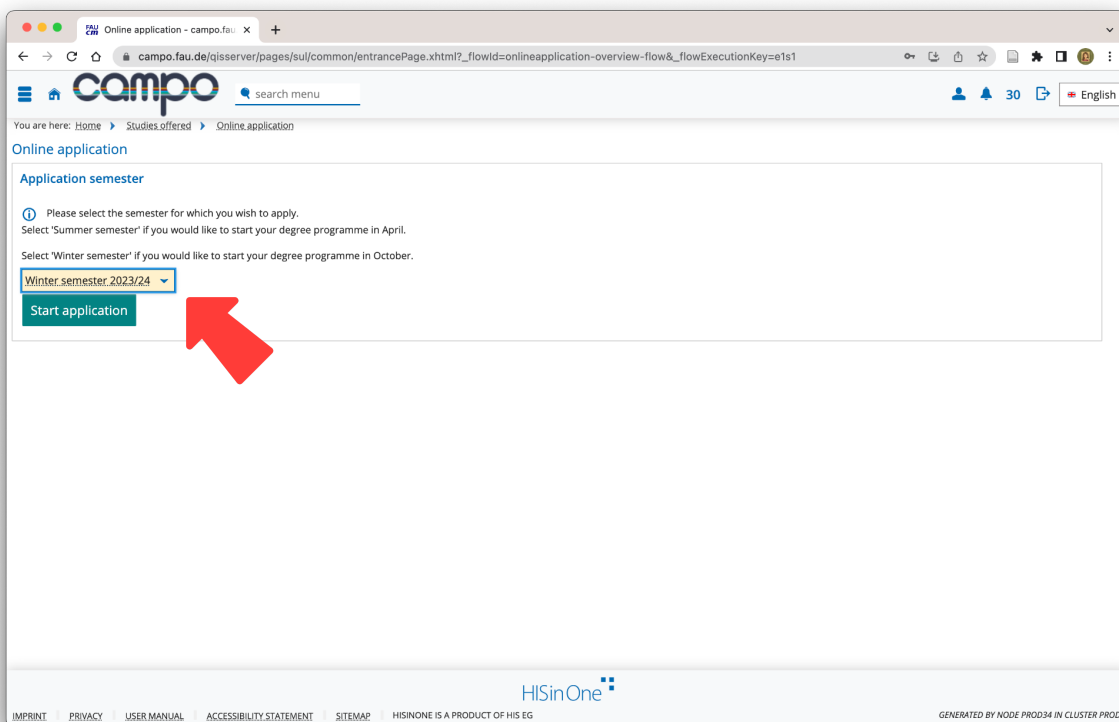7. Motivation letter (max. 700 words, in English) [B18]

Part B: Submitting an application on Campo

You can now open an application portal to begin your application for the masters programme. Please note the Campo will timeout after 30 minutes of inactivity.

1. While logged into Campo, click on **Open application portal**
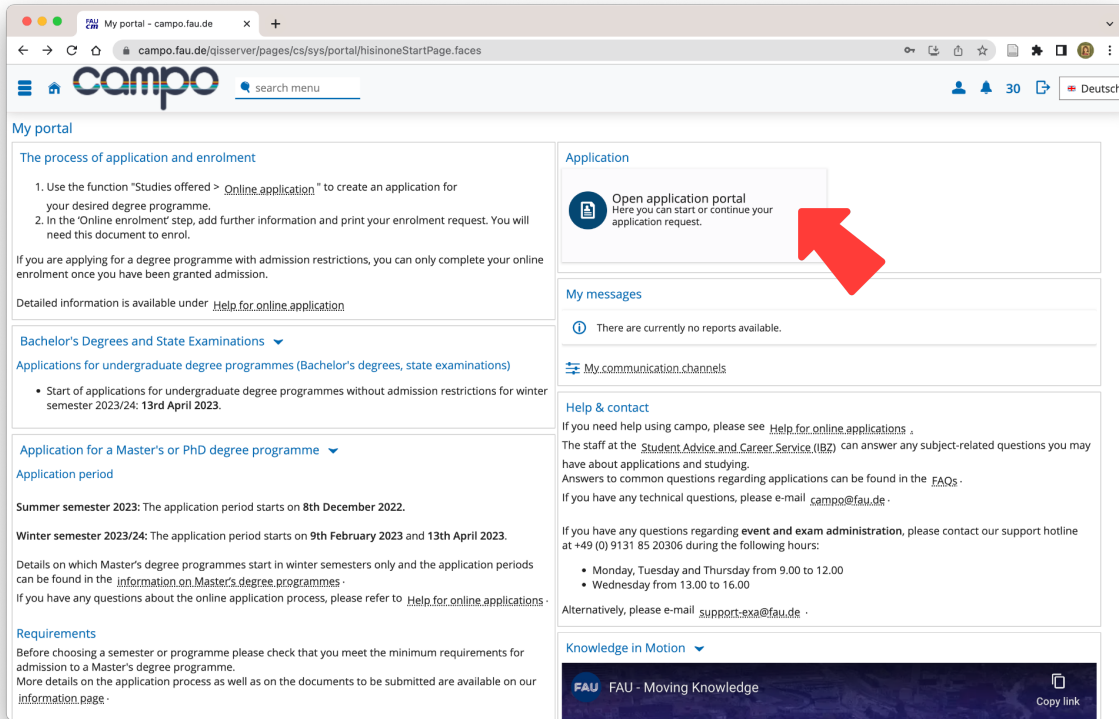
2. Next, choose **Winter semester 2023/24** from the dropdown menu.

3. On the next page, click **Add request**:

4. Next, you will need to enter these details (also shown in the image below):

- **Desired degree:** Master
- **Desired subject:** Geosciences (Geowissenschaften)
- **Degree programme**: M.Sc.Geowissenschaften (PO 20202)
- **Subject semester:** 1. Subject semester

The next steps involve you entering information on your qualifications, previous degrees, and other information.

5. **University entrance qualification** (i.e. school leaving certificate). Using the drop-down menus, provide details of your university entrance qualification. Click on the 'info' buttons for additional guidance.

- Applicants for Master's degree programmes please choose "*General university entrance qualification earned outside Germany*".

Note for international applicants:

- International applicants with university entrance qualifications earned outside Germany must enter the **value 4.5** in the "University entrance qualification grade" field.

6. Once complete, click **Continue**. On the next, click **Continue** again to proceed. The next section asks about vocational training and national service in Germany. The majority of applicants will answer **No** to these questions. Click **Continue** to proceed.

7. On the next page, you will be asked to check whether your entrance qualification is acceptable in Germany. Two links are provided to help you with this check: one to Anabin (website in German) and another to DAAD (website in English). Further instructions for using Anabin can be found here. Then, using the drop-down menus, you must **confirm** that you have read and understood this information.

8. Next, **upload** your school leaving certificate. If this is not already in English, French, or German, please also upload a translated version.

9. **University degree**. Enter the details about your previous degree(s) (e.g. Bachelors degree). At the end of the page you will also be asked to upload **transcripts** of your results. If you have already completed your degree and received your certificate (i.e. your **Final academic record**) you will be asked to upload this as well on the next page.

10. If you have more than one degree, you can add it on the next page (Previous study periods). Click **continue** to proceed.

11. **Right of examination**. The next page will ask you if you have already studied a comparable degree programme at a university in Germany. If so, and you performed poorly in assessments, you may not be permitted to continue your studies in this field. If this does not apply to you (as in the case of the majority of applicants), please choose **No** from the drop-down menu (as shown below). Click **Continue**.

12. **German language skills**. The Paleobiology Masters programme is delivered through English and does not require any knowledge of German. Unless you have certificates of your German language proficiency that you wish to upload here, select **No Language skills** and **None** for the certificates. Click **Continue**.

13. Next, you will be prompted to upload a 'Language certificate for German'. As this is not required for the Paleobiology programme, please download this exemption document and **upload** it here (see image on next page). Click **Continue**.

14. **Proof of proficiency in English**. As the language of the Paleobiology Masters programme is English, unless you are exempt, it is necessary to provide certificates of English proficiency. Exemptions include being a native English speaker and completing a previous degree through English. In the case where you have completed a degree through English, please follow this letter template and upload your version in place of the language certificate.

    Choose the relevant qualifications from the menus provided. Please contact us via email (pal-master@fau.de) if there are any details you are unsure of. Click **Continue**.

15. **Professional experience**. Professional experience is not necessary for the Paleobiology Masters programme. However, if you think that you would like to share relevant information with us, you can upload it on this page. Otherwise, click **Continue**.

16. Choice of major and minor subjects and CV upload. The Paleobiology Masters programme consists of a major subject (*Paleobiology - Paleoenvironments (PB)*) and a minor subject (*Climate and Earth Systems / Earth Systems Research Lab (ES)*). Note that Campo currently lists Climate and Earth Systems as Earth Systems Research Lab (ES).

    a. First, choose these combined major/minor options from the drop-down menu. **IMPORTANT**: This must be "HS: Paleobiology - Paleoenvironments (PB) | NS: Earth Systems Research Lab (ES)" as shown in the image below. Otherwise your application will be invalidated. Please contact us via email (pal-master@fau.de) if you think you might have made a mistake.

    b. Next, please download this document (displaying these same options) and **upload** it to this page.

    c. Finally, please also **upload your CV**. Your CV should show any previous relevant education and experience, and should not exceed 2 pages. Please contact us via email (pal-master@fau.de) if you have any questions.

17. Application in a previous semester. On the next page you will be asked if you have already applied for this degree programme at FAU in a previous semester. Please select **No** and click **Continue**.

18. **Other information.** The next page provides an opportunity to add any relevant information that you have not had an opportunity to mention in the previous sections.

    Here, we ask you to upload your **Motivation letter** outlining why you are interested in studying the Paleobiology Masters programme at FAU. Your motivation letter should not exceed 700 words.

    You will also be asked where you found out about the degree programme. Please answer via the drop-down menu. Click **Continue.**

19. **Study at FAU in the past**. If you have previously been a student at FAU in the past, please indicate this and provide your matriculation number on the next page. If not, choose **No** from the drop-down menu. Click **Continue.**

20. **Study start newsletter**. Next, please choose whether you would like to receive information for freshmen at FAU by email, and in which language you would prefer. Click **Continue.**

21. **Submission**. Please now review your application and ensure all details are correct. Tick the box at the bottom of the page to confirm the information is correct, then click **Submit application**. You will soon receive a confirmation email.

We look forward to reviewing your application! We will contact you soon about the status of your application and details about the interview process, if applicable.

If you have any queries, please contact us via email (pal-master@fau.de).