



International Master's in Paleobiology at FAU

Step-by-step guide for online applications

2023



Friedrich-Alexander-Universität
Naturwissenschaftliche Fakultät

The full application process is divided into three steps:

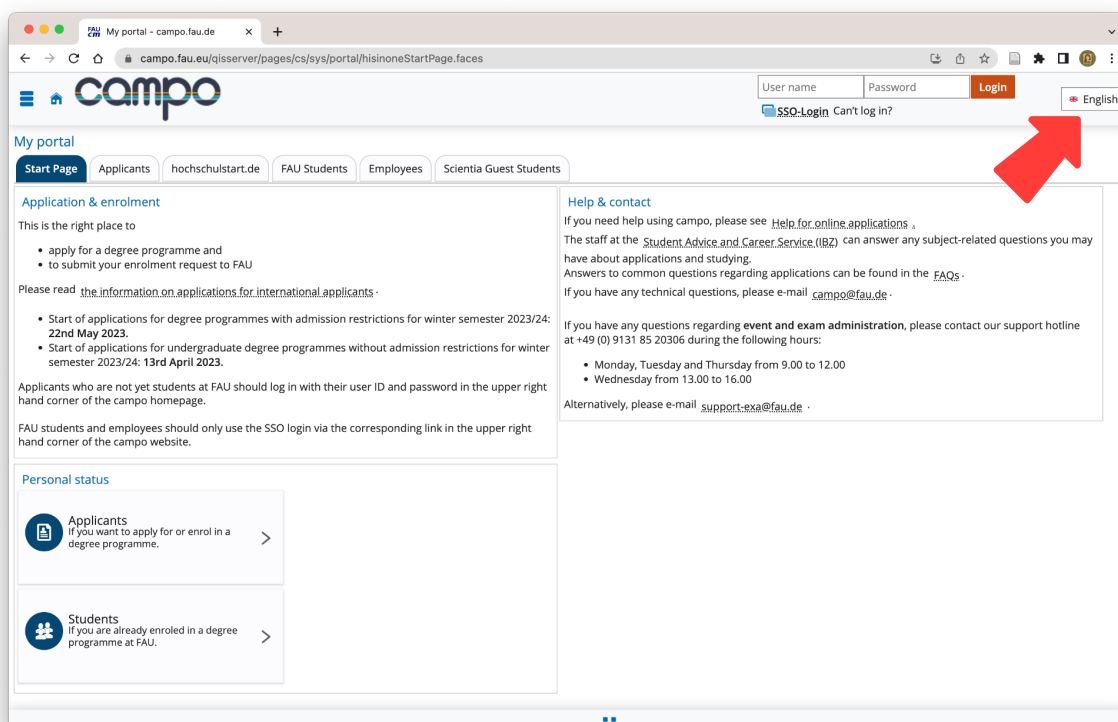
1. **Email:** Please send an email to pal-master@fau.de to let us know that you are applying. We can then assist with the application process, check your official documents, and provide advice on relocating to Germany.
2. **Online application:** Submitted through the Campo portal - outlined in this document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

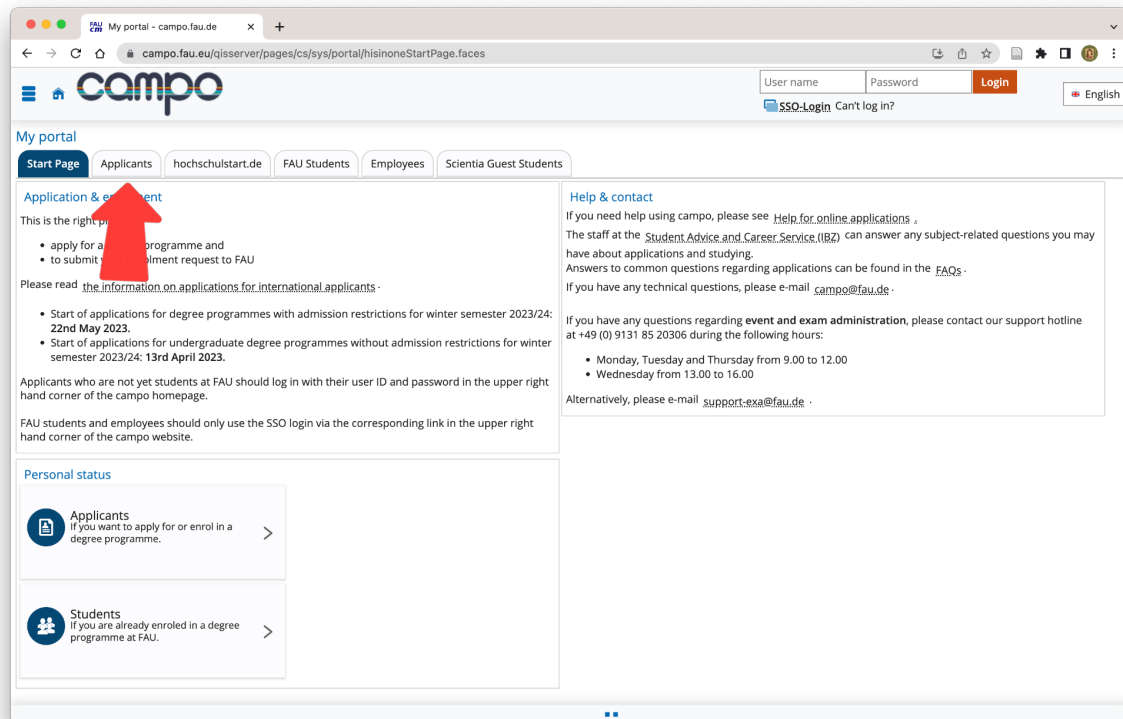
Part A: Registering for a Campo account

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).



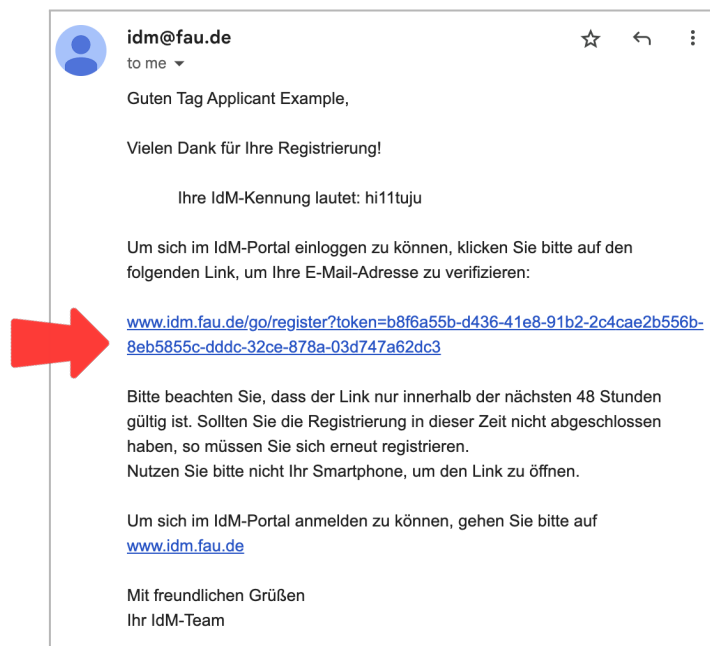
2. Click on the **Applicants** tab in the menu row near the top of the page and choose **Register on IdM** as highlighted in the image below. This opens a new window.



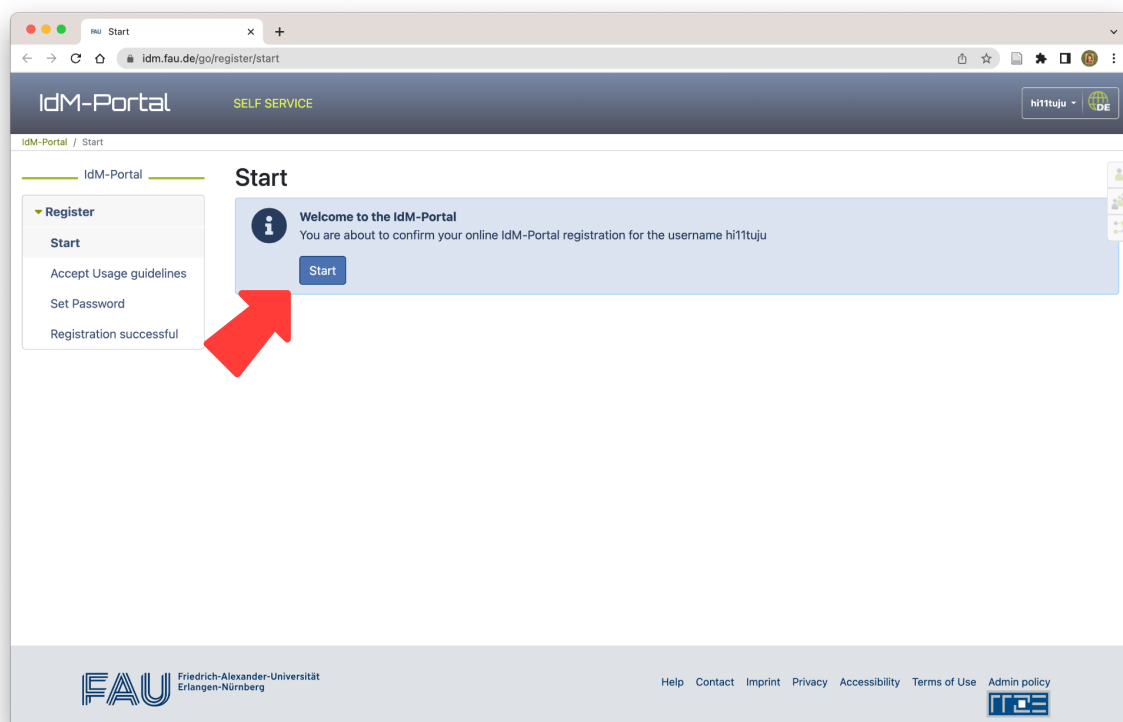
3. On this form, **fill in** all the necessary information. When complete, at the end of the page, check the box to confirm you have read the Privacy policy and the Terms of Use, and click **submit**.

A screenshot of the 'IdM-Portal' 'Register' form. The browser's address bar shows 'idm.fau.de/go/signup/create/student?lang=en'. The page has a dark header with 'IdM-Portal' and 'SELF SERVICE' text. The main content area is titled 'Register' and contains a 'Personal information' section. This section includes several input fields and dropdown menus: 'Academic Title' (a dropdown menu), 'Given name(s)*' (a text field), 'Name extension' (a text field), 'Surname*' (a text field), 'Gender*' (radio buttons for 'Male' and 'Female'), 'Date of Birth *' (three dropdown menus for day, month, and year), 'Country of Birth' (a dropdown menu), 'Place of Birth*' (a text field), 'Birthname' (a text field), and 'Citizenship*' (a dropdown menu). There are also instructions for multiple given names, German examples for name extensions, and a note about specifying the birth name if it differs from the current surname.

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:

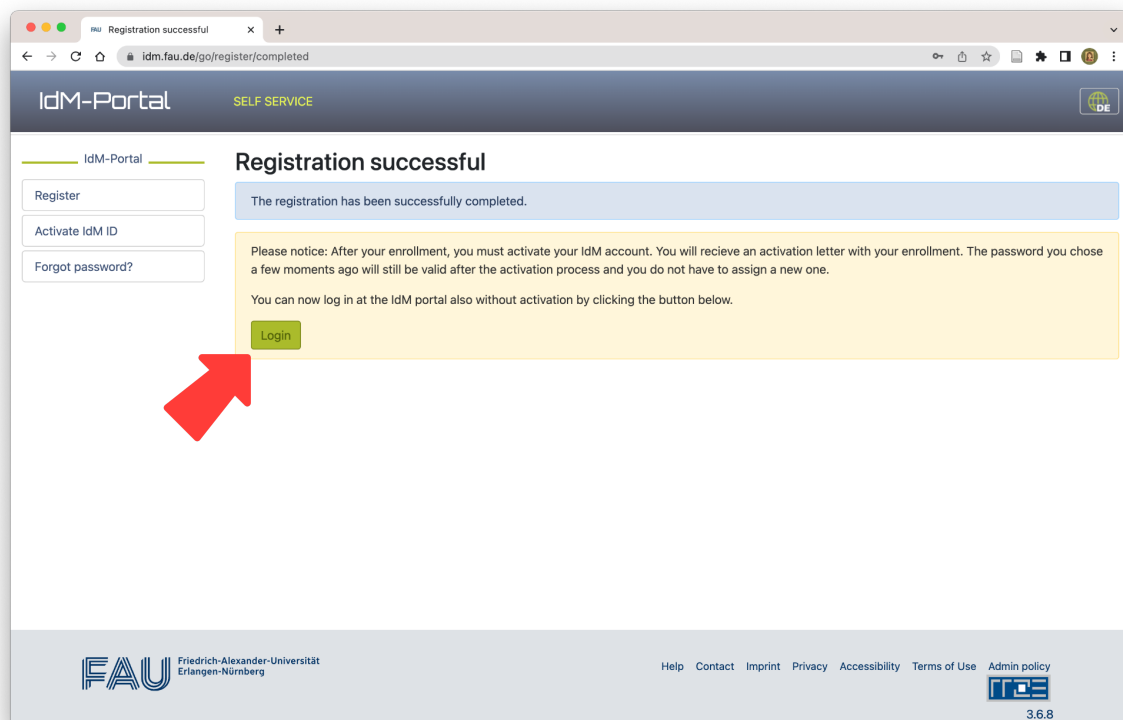


5. This will bring you to the idM-Portal where you will confirm your registration with your new username.
6. On the next page, click **Start** and scroll down to **check the box** (to confirm you accept the Terms of Use).

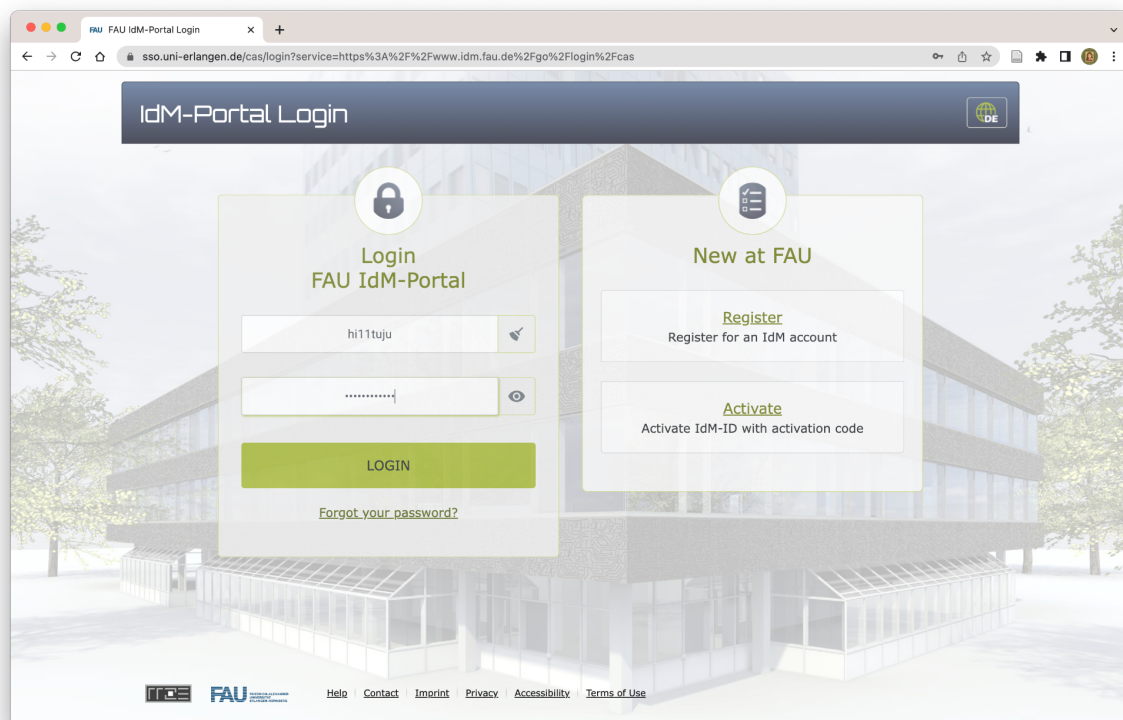


7. On the next page, you will have the opportunity to set a recovery email address. This step is optional. You can click 'skip' to move on.

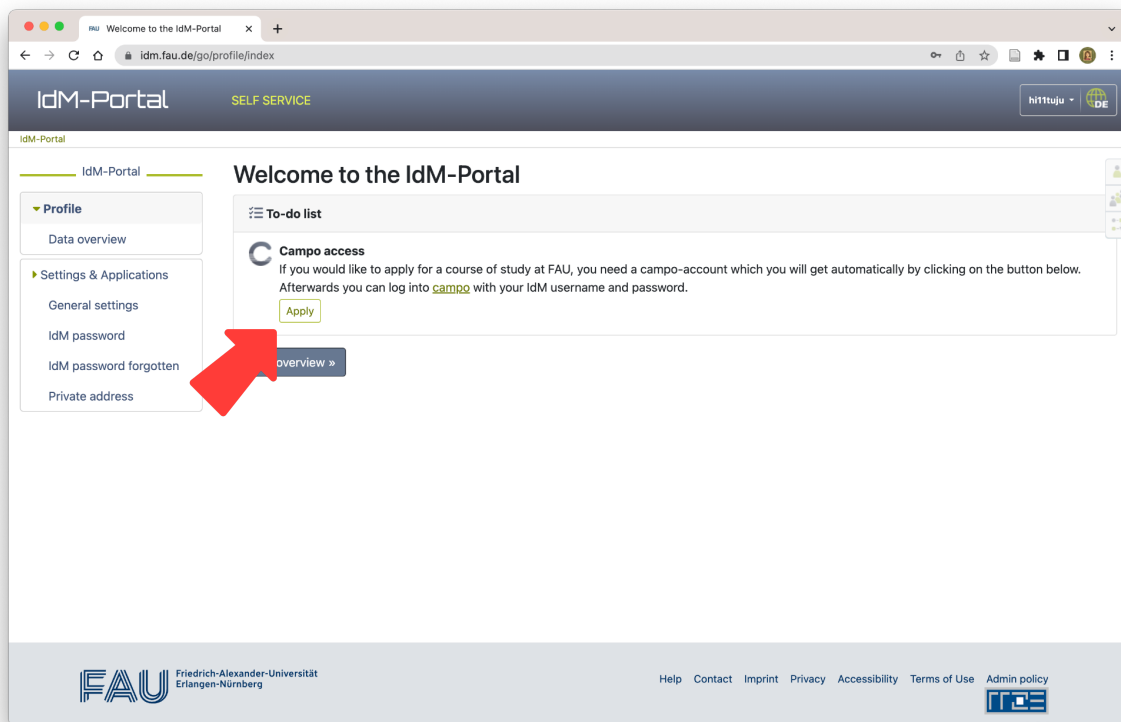
8. Next, you will then need to set up a password. Once you have set a password, you should see a message to say your registration has been successful:



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](#).

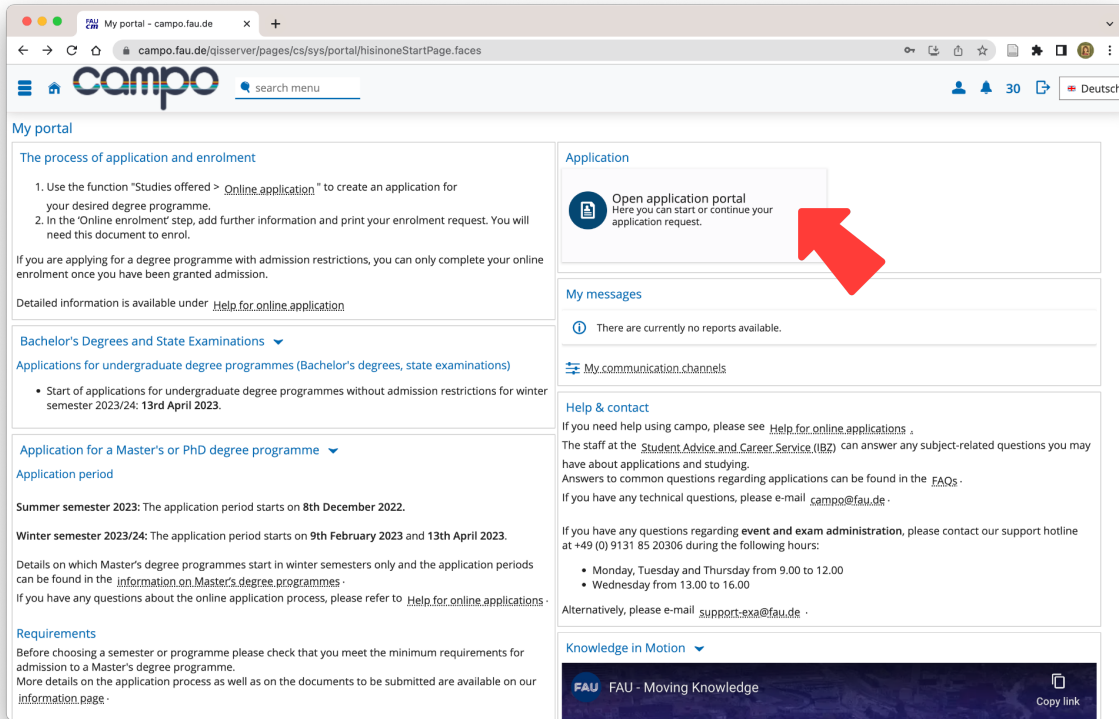
Required documents:

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) [\[B18\]](#)

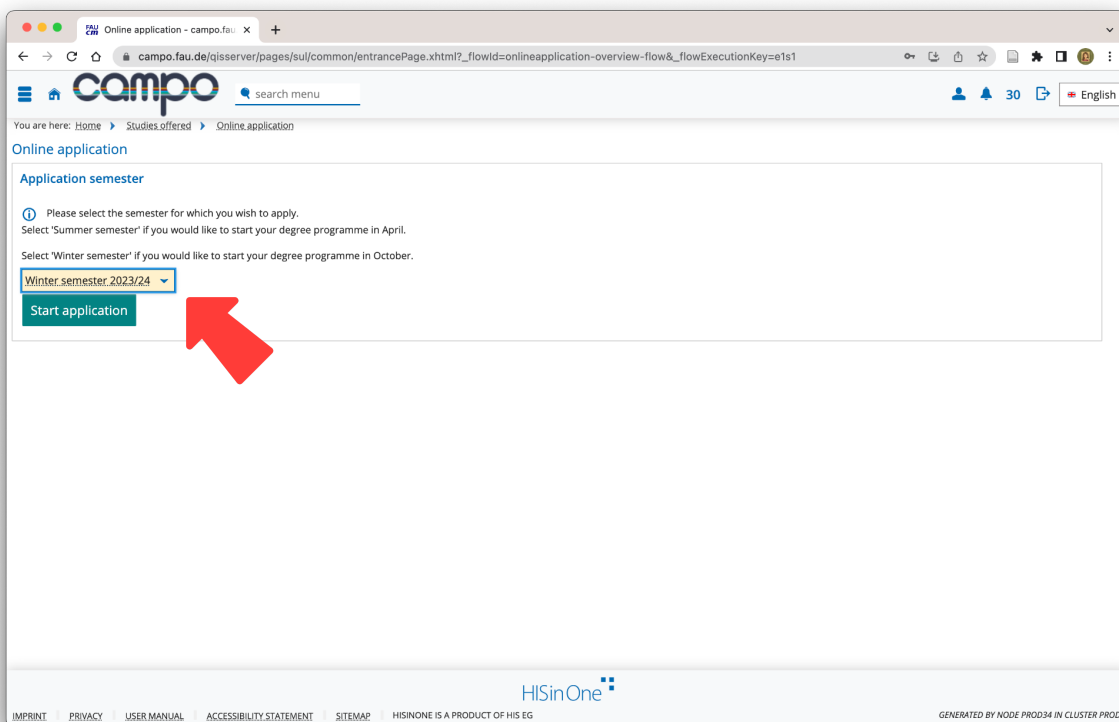
Part B: Submitting an application on Campo

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**:

Online application - campo.fau.de

campo.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowid=onlineapplication-overview-flow&_flowExecutionKey=e1s2

search menu

You are here: Home > Studies offered > Online application

Online application

Application semester: Winter semester 2023/24 - No requests ⓘ

Requests currently being prepared ⓘ Help

ⓘ You can add a request here. If the request is for a degree programme without admission restrictions, you can then proceed directly to the enrolment request. If the request is for a degree programme with admission restrictions, you can then open your application form (PDF). This includes information on whether you must send printed copies of your application form and documents to the Admissions Office by post in order to be considered for a place.

International applicants for undergraduate degree programmes (first cycle) with international qualifications must always submit an application form together with the required documents (see check list on the application form) to the Admissions Office by post.

Master's degree programme applicants (second cycle) will be entered into the qualification assessment process for the Master's degree programme to which they are applying after submitting all required documents. If the Admissions Committee decides to offer you a place, you will receive an admission letter and can then request to enrol.

ⓘ Chosen application term: Winter semester 2023/24

Add request

Personal information

Applicant number: 515192

Have you submitted a central application for our university at hochschulstart.de? Link your account to view your application status and after you have been admitted to study use this account to enroll.

Link via BID/BAN with hochschulstart.de Zentralverfahren-account (here only for medicine, pharmacy, dentistry. Only applicable to Germans/EU-citizens/Bildungsinländer). For applications for DoSV degree programmes, the BID/BAN is automatically requested when an application is submitted.

ⓘ

Example, Applicant

28 Loewenichstr., 91054 Erlangen

Print control sheet

Help and contact

Information on online enrolment for degree programmes without admission restrictions on the FAU website.

The staff at the **Student Advice and Career Service (IBZ)** can answer any questions you may have about enrolment and studying. If you have any technical questions, please contact campo@fau.de.

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

Online application - campo.fau.de

campo.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowid=onlineapplication-overview-flow&_flowExecutionKey=e1s3

search menu

You are here: Home > Studies offered > Online application

Online application

Application semester: Winter semester 2023/24 - No requests ⓘ

Your desired degree programme

ⓘ Please select the degree programme for which you would like to apply.

If your desired degree programme is not available below, please check if the degree programme is available for the chosen semester (summer/winter). Make sure that you have selected the desired semester (see on top of this page) and that you are within the application time period. Please note that our degree programmes have different start and end dates for application. For more information, refer to section "All degree programmes" on the FAU website.

Additional information for applicants for a consecutive master degree programme at FAU:

- Master degree programme applicants with international certificates need to upload **all the documents listed in this checklist** during the online application.
- Master degree programme applicants with German certificates need to upload **all the documents listed in this checklist** during the online application.

* Desired degree: Master ⓘ

* Desired subject: Geosciences (Geowissenschaften) ⓘ

* Degree programme: M.Sc. Geowissenschaften (PO 20202) ⓘ

* Subject semester: 1. Subject semester ⓘ

Type of admission: Qualification assessment process

Go to overview

Continue

Personal information

Applicant number: 515192

Example, Applicant

28 Loewenichstr., 91054 Erlangen

Print control sheet

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Information for all international applicants with international qualifications:

If you must submit your application form with all required documents before the application deadline (no otherwise information on the application form), please ensure that these documents are complete (see checklist attached to the application). This applies to degree programmes both with and without admission restrictions, to Studienkolleg applicants and to the German language course.

All Master's degree programme applicants must adhere to the

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.

The screenshot shows a web browser window with the URL `campo.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e1s4`. The page is titled "Online application - campo.fau.de" and features the "campo" logo. The main content area is titled "1. Request: M.Sc. Geowissenschaften (PO 20202)" and includes a "Go to overview" button. Below this, the "University entrance qualification" section is displayed. It contains a help icon and a note: "Please provide details of your university entrance qualification here. International applicants with university entrance qualifications earned outside Germany must enter the value 4.5 in the 'University entrance qualification grade' field." The form fields are as follows: "Acquired in" (dropdown menu set to "Abroad"), "Country" (dropdown menu set to "Ireland"), "Type of university entrance qualification" (dropdown menu set to "General university entrance qualification earned outside Germany"), "University entrance qualification grade" (text input field containing "4.5"), and "Date on which university entrance qualification was acquired" (calendar icon showing "30/05/2015"). A "Continue" button is at the bottom left. On the right side, there is a sidebar with the applicant number "515192", an example address "28 Loewenichstr., 91054 Erlangen", a "Print control sheet" button, and a "Help and contact" section with links to "Information on online enrolment for degree programmes without admission restrictions on the FAU website" and "Information for all international applicants with international qualifications".

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**.

The screenshot shows the 'Online application' page on the FAU website. The 'Right of examination' section contains the following text: 'Have you studied in a comparable degree programme at a state or state-recognized university in Germany and lost the right of examination there?'. Below this is a dropdown menu with 'No' selected. A red arrow points to this selection. To the left of the dropdown is the text '* Lost right of examination?'. To the right of the dropdown is a 'Help' icon. Below the dropdown are 'Back' and 'Continue' buttons. The 'Personal information' section on the right shows 'Applicant number: 515192' and 'Example, Applicant: 28 Loewenichstr., 91054 Erlangen'. The 'Help and contact' section provides information on online enrolment and contact details for the Student Advice and Career Service (IBZ).

- 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).

- 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.
- Next, please download [this document](#) (displaying these same options) and **upload** it to this page.
- 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.

Online application - campo.fau.de

campo.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowId=onlineapplication-overview-flow&_flowExecutionKey=e1s27

You are here: Home > Studies offered > Online application

Online application

Application semester: Winter semester 2023/24 - No requests

1. Request: M.Sc. Geowissenschaften (PO 20202)

Go to overview

Master's degree programme in Geosciences: Additional information

Please choose your preferred major (HS) and minor subjects (NS).
Please note: the combination of palaeobiology and applied mineralogy is not permitted.

* Major subjects: HS: Paleobiology - Paleoenvironment (PB) | NS: Earth Systems Research Lab (ES)

If you choose one of the following specialisations:

- Petrologie-Geodynamik-Georesourcen (PG)
- Angewandte Sedimentologie-Georesourcen (AS)
- Angewandte Geologie (AG)
- Angewandte Mineralogie (AM)

you only need to upload a German language certificate at level B2 CEFR. You are not required to submit proof of English language skills.

If you choose one of the following specialisations:

- Paleobiology-Paleoenvironments (PB)
- Climate and Earth Systems (CES)

you only need to upload an English language certificate at level B2 CEFR as they are taught in English. You are not required to submit proof of German language skills.

Please indicate your choice of major and minor subjects.

* Choice of major and minor subjects: subjects.pdf

Please upload your curriculum vitae in tabular form.

* Curriculum vitae (in tabular form): CV_surname_firstname.pdf

Back Continue

Personal information

Applicant number: 515192

Example, Applicant

28 Loewenichstr., 91054 Erlangen

Print control sheet

Help and contact

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Information for all international applicants with international qualifications:

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All Master's degree programme applicants must adhere to the

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.

The screenshot shows a web browser window with the URL campus.fau.de/qisserver/pages/sul/common/entrancePage.xhtml?_flowid=onlineapplication-overview-flow&_flowExecutionKey=e1s32. The page contains the following sections:

- How did you first learn about the degree program at FAU for which you are applying?**
Selection of the first contact with the degree programme at FAU: **FAU website**
- Study at FAU in the past?**
Have you been enrolled at FAU in the past?: **No**
- Study start newsletter**
FAU offers a newsletter for freshmen with additional information about studying at FAU. You can unsubscribe from the newsletter in the emails.
Would you like to receive information for freshmen at FAU by email?: **Yes**
If you would like to receive the newsletter, please select the language here.
Language: **German**
- Confirm details and submit application**
☒ I hereby confirm that the information I have entered is correct and agree to my data being saved and processed for the purposes of the application procedure at FAU. Furthermore, I acknowledge that my application if it has to be mailed by post needs to be signed by my legal representative (usually a parent) if I am under 18 years of age.
Back **Submit application**
- The application is possible until Jul 15, 2023. For international applicants submitting applications for undergraduate courses, the deadline for a summer semester is 15 January and for a winter semester - 15 July.

The footer includes links for [IMPRINT](#), [PRIVACY](#), [USER MANUAL](#), [ACCESSIBILITY STATEMENT](#), [SITEMAP](#), and the text "HISinOne" and "GENERATED BY NODE PROD34 IN CLUSTER PROD."

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).