

MSc Paleobiology at FAU

Step-by-step guide for online applications

Admissions for 2024/25



Friedrich-Alexander-Universität Naturwissenschaftliche Fakultät The full application process is divided into three steps:

- 1. Email: Please send an email to <u>pal-master@fau.de</u> 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

Before beginning the application process, please ensure that you meet the academic admissions criteria and have acquired the required documents.

Academic admissions requirements:

- Bachelor's degree in Geosciences or a related field (e.g. Earth Sciences, Biosciences, Environmental Sciences, Palaeontology). The outcome of this degree must be equivalent to or better than a German grade 2.5. You can find an online conversation tool <u>here</u>.
- Good English language skills equivalent to at least B2 level CEFR (i.e. upper intermediate). More information on the comparability of internationally recognised language tests can be found on the FAU webpage <u>here</u>.

Translations of certain documents are necessary if they are not already in English, German or French - these are marked with an asterisk below. For further details, please see <u>here</u>.

Required documents:

- University entrance qualification* (i.e. school leaving certificate), issued by your secondary school if you have completed your secondary level education in Germany. International applicants follow separate instructions [see <u>B5</u>]
- 2. Transcript of records*, issued by your university [see B9]
- 3. Degree certificate(s)* if available, issued by your university [see B9]
- 4. German language exemption document [see <u>B13</u>].
- 5. Proof of proficiency in English (if applicable) [see B14]
- 6. CV (max. 2 pages, in English) outlining your qualifications and experience [see B16c]
- **7.** Motivation letter (max. 700 words, in English) outlining your motivations for applying for this program and how it aligns with your career aspirations [see <u>B18</u>]

* These documents must be in English, German or French, otherwise, a translated copy is required.

At the application stage, scanned or photocopied versions of these documents are acceptable. However, official physical copies will need to be produced upon enrollment before the beginning of the first semester. Failure to produce these documents may result in your enrollment being unsuccessful.

Part A: Registering for a Campo account

This part of the application process will take approximately 15 minutes to complete.

Once you have emailed us at <u>pal-master@fau.de</u>, it's time to start **Step 2**, your online application via Campo.

1. Go to <u>campo.fau.de</u>. 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**.

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IdM-Portal	SELF SERVICE		
IdM-Portal	Deviator		
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Register	Personal information		
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		If you have multiple given names, please specify all of them in the same order in which they appear in your passport.	
	Name extension		
	Surname*	German examples for name extensions: "von", "von und zu", ir in doubt, leave this field empty.	
		Your family name.	
	Gender*	○ Male ○ Female	
	Date of Birth *	- · · - ·	~
	Country of Birth	•	~
	Place of Birth*		
	Birthname		
		Specify your name at birth, if it differs from your current surname. Otherwise leave this field empty.	
	Citizenship*	-	~

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:

	idm@fau.de to me ▼	☆	←	:
	Guten Tag Applicant Example,			
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	Ihre IdM-Kennung lautet: hi11tuju			
	Um sich im IdM-Portal einloggen zu können, klicken Sie bitte folgenden Link, um Ihre E-Mail-Adresse zu verifizieren:	auf de	n	
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	Bitte beachten Sie, dass der Link nur innerhalb der nächsten gültig ist. Sollten Sie die Registrierung in dieser Zeit nicht ab haben, so müssen Sie sich erneut registrieren. Nutzen Sie bitte nicht Ihr Smartphone, um den Link zu öffner	48 Stu geschlo n.	inden ossen	
	Um sich im IdM-Portal anmelden zu können, gehen Sie bitte www.idm.fau.de	auf		
	Mit freundlichen Grüßen Ihr IdM-Team			

- **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**:

●●● FAU IdM-Portal Login ← → C △ isso.uni-erlangen.de	x + /cas/login?service=https%3A%2F%2Fwww.idm.fau.de%2Fgo%2Flog	in%2Fcas	∽ ≜ ☆ 🗋 🛊 🖬 🔞 ÷
IdM-Port	tal Login		
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	hi11tuju 🔏	Register Register for an IdM account	
	······································	Activate Activate IdM-ID with activation code	
Star Barrier Star	LOGIN		
	Forgot your password?		
	Help Contact Imprint Privacy Accessibility	Terms of Use	

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.

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IdM-Portal IdM-Portal	Welcome to the IdM-Portal	, you need a campo-account which you will get automat rname and password.	ically by clicking on	the butto	n belov	ν.	
	h-Alexander-Universität «Nümberg	Help Contact Imprint Privacy Accessil	bility Terms of Use	Admin pol	icy		

 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 - these are marked with an asterisk below. For further details, please see <u>here</u>.

Required documents:

- University entrance qualification* (i.e. school leaving certificate), issued by your secondary school if you have completed your secondary level education in Germany. International applicants follow separate instructions [see <u>B5</u>]
- 2. Transcript of records*, issued by your university [see B9]
- 3. Degree certificate(s)* if available, issued by your university [see B9]
- 4. German language exemption document [see <u>B13</u>].
- 5. Proof of proficiency in English (if applicable) [see <u>B14</u>]
- CV (max. 2 pages, in English) outlining your qualifications and experience [see <u>B16c</u>]
- Motivation letter (max. 700 words, in English) outlining your motivations for applying for this program and how it aligns with your career aspirations [see <u>B18]</u>

* These documents must be in English, German or French, otherwise, a translated copy is required.

At the application stage, scanned or photocopied versions of these documents are acceptable. However, official physical copies will need to be produced upon enrollment before the beginning of the first semester. Failure to produce these documents may result in your enrollment being unsuccessful.

Part B: Submitting an application on Campo

This part will take approximately 30-45 minutes to complete.

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**

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My portal						
The process of application and enrolment	Application					
 Use the function "Studies offered > <u>Online application</u>" to create an application for your desired degree programme. In the "Online enrolment step, add further information and print your enrolment request. You will need this document to enrol. 	Open application portal Here you can start or continue your application request.					
If you are applying for a degree programme with admission restrictions, you can only complete your online enrolment once you have been granted admission.						
Detailed information is available under <u>Help for online application</u>	My messages					
Bachelor's Degrees and State Examinations 👻	① There are currently no reports available.					
Applications for undergraduate degree programmes (Bachelor's degrees, state examinations)	후 My.communication.channels					
 Start of applications for undergraduate degree programmes without admission restrictions for winter semester 2023/24: 13rd April 2023. 	Help & contact					
Application for a Master's or PhD degree programme 💙 Application period	In your need neigh using campo, please seet <u>Help for conline applications</u> . The staff at the <u>Student Advice and Career Service (IBZ</u>) can answer any subject-related questions you may have about applications and studying. Answers to common questions regarding applications can be found in the <u>FAQs</u> .					
Summer semester 2023: The application period starts on 8th December 2022.	If you have any technical questions, please e-mail <u>campo@fau.de</u> -					
Winter semester 2023/24: The application period starts on 9th February 2023 and 13th April 2023.	If you have any questions regarding event and exam administration, please contact our support hotline at +49 (0) 9131 85 20306 during the following hours:					
Details on which Master's degree programmes start in winter semesters only and the application periods can be found in the <u>information on Master's degree programmes</u> . If you have any questions about the online application process, please refer to <u>Help for online applications</u> .	Monday, Tuesday and Thursday from 9.00 to 12.00 Wednesday from 13.00 to 16.00					
Requirements	Alternatively, please e-mail support-exa@fau.de ·					
Before choosing a semester or programme please check that you meet the minimum requirements for admission to a Master's degree programme	Knowledge in Motion 👻					
More details on the application process as well as on the documents to be submitted are available on our information page -	FAU FAU - Moving Knowledge Copy link					

2. Next, choose Winter semester 2023/24 from the dropdown menu.

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are here: Home > Studies.offered > Online.application					
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plication semester					
Please select the semester for which you wish to apply. ect:Summer semester' if you would like to start your degree programme in April. lect Winter semester' if you would like to start your degree programme in October. Inter semester.2023/24 Start application					
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3. On the next page, click Add request:

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You are here: Home > Studies offered > Online application					
Online application					
Application semester: Winter semester 2023/24 - No requests 🔹 🕕	Personal information				
Requests currently being prepared ① HslR	Applicant number: 515192 Have you submitted a central application for our university at				
O 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 (PDP). This includes information	hochschulstart.de? Link your account to view your application status and after you have been admitted to study use this account to enroll.				
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.	Link via BID/BAN with hochschulstart.de Zentralverfahren- account (here only for medicine, pharmacy, dentistry. Only applicable to Germans/Eu-Citizens/Bildungsinlander). For applications for DoSV degree programmes, the BID/BAN is				
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.	automatically requested when an application is submitted.				
Chosen application term: Winter semester 2023/24	Example, Applicant				
Add request	28 Loewenichstr., 91054 Erlangen 9 9				
	Print control sheet				
	Help and contact				
	Information on online enrolment for degree programmes without admission restrictions on the FAU website.				
	The staff at the <u>Student Advice and Career Service (IBZ)</u> can answer any questions you may have about enrolment and studying. If you have any technical questions, please contact <u>campo@fau.de</u> .				

- 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

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action "All degree programmes" on the FAU w dditional information for applicants for a co Master degree programme applicants with application.	ebsite - nsecutive master degree programme at FAU: international certificates need to upload all the documents listed in this checklist dur German certificates need to upload _{all} the <u>documents listed in this checklist</u> during th	ing the online ne online	Print control sheet Help and contact Information on online enrolment for degree programmer with
application.			admission restrictions on the FAU website.
* Desired degree	Master	• 0	The staff at the Student Advice and Career Service (IBZ) can ans
* Desired subject	Geosciences (Geowissenschaften)	- 0	any questions you may have about enrolment and studying. If you have any technical questions, please contact, campo@fau.d
	M.Sc. Geowissenschaften (PO 20202)	• ①	amilians-innin
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* Degree programme * Subject semester	1. Subject semester 👻 🕕		Information for all international applicants with international qualifications:
* Degree programme * Subject semester Type of admission	1. Subject semester V Qualification assessment process		Information for all international applicants with international qualifications: If you must submit your application form with all required documents before the application form, please ensure that these documents are complete (see checklist attached to the application). This applies to derere programmes both with and
* Degree programme * Subject semester Type of admission	1. Subject semester Qualification assessment process		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 German language course.

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

- **5.** University entrance qualification (i.e. school leaving certificate), which is normally issued by your secondary or high school if you have completed your secondary level education in Germany. 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.

Online application - campo.fau	× +		·
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University entrance qualification		() Help	Example, Applicant 28.Loewenichstr., 91054.Erlangen
Please provide details of your university en International applicants with university en qualification grade" field.	intrance qualification here. Itrance qualifications earned outside Germany must enter the value 4.5 in the "University (entrance	/
* Acquired in * Country	Abroad	•	Print control sheet
* Type of university entrance qualification	General university entrance qualification earned outside Germany	→ ①	Help and contact
Please enter the type of your university entran qualification earned outside Germany [®] and ent	ce qualification. Applicants for Master's degree programmes please choose "General univ er the date of your Bachelor's degree certificate.	ersity entrance	Information on online enrolment for degree programmes without admission restrictions on the FAU website.
* University entrance qualification grade * Date on which university entrance qualifi- cation was acquired	4.5 () 30/05/2015 (1) (1)		The staff at the <u>Student Advice and Career Service (IBZ)</u> can answer any questions you may have about enrolment and studying. If you have any technical questions, please contact <u>campo@fau.de</u> -
→ Continue			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 application deadlines for the relevant degree programme that can be found in the <u>information on Master's degree programmes</u> -
			International applicants can also apply via the <i>dialogue-orientated</i> procedure (Dialogorientiertes Serviceverfahren, DoSV) managed by

- 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 <u>Anabin</u> (website in German) and another to <u>DAAD</u> (website in English). Further instructions for using Anabin can be found <u>here</u>. 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**.

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Application semester: Winter semester 2023/24 - No requests 👻 🛈	Personal information
1. Request: M.Sc. Geowissenschaften (PO 20202)	Applicant number: 515192
	Example, Applicant
Right of examination	28 Loewenichstr 91054 Erlangen
For information about accreditation of achievements see https://www.fau.eu/education/advice-and-services/examination-offices/#collapse_0	
(i) Have you studied in a comparable degree programme at a state or state-recognized university in Germany and lost the right of examination there?	Print.control.sheet
Back Continue	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 <u>campo@fau.de</u> .
	Information for all international applicants with international
	If you must submit your application form with all required
	information on the application form), please ensure that these documents are complete (see charding at the second
	application). This applies to degree programmes both with and without admission prosticitions to Studiophology application and to the
	German language course.
	All Master's degree programme applicants must adhere to the

- **12. German language skills**. The Paleobiology Masters programme is delivered through English and does not require any knowledge of the German language. 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 <u>download this exemption</u> <u>document</u> 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 <u>letter template</u> and upload your version in place of the language certificate.

Choose the relevant qualifications from the menus provided. Please contact us via email (<u>pal-master@fau.de</u>) 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 <u>this document</u> (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 (<u>pal-master@fau.de</u>) if you have any questions.

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Application semester: Winter semester 20	23/24 - No requests 🗸 🛈	Personal information
1. Request: M.Sc. Geowissenschaften (F	CO 20202) Co to overview	Applicant number: 515192
		Example, Applicant
Master's degree programme in Geosc	ences: Additional information	28 Loewenichstr 91054 Erlangen
Please choose your preferred major (HS) a Please note: the combination of palaeob	nd minor subjects (NS). ology and applied mineralogy is not permitted.	
* Major subjects	HS: Palaeobiology – Palaeoenvironment (PB) NS: Earth Systems Research Lab (ES) $$	Determine
(i) If you choose one of the following speciali	sations:	mail Print control sheet
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you only need to upload a German language ce If you choose one of the following specialisation • Palaeobiology-Palaeoenvironments (PB) client and certific or comercification	tificate at level B2 CEFR. You are not required to submit proof of English language skills. s	Information on online enrolment for degree programmes without admission restrictions on the FAU website.
 Climate and Earth Systems (CES) you only need to upload an English language ce 	rtificate at level B2 CEFR as they are taught in English. You are not required to submit proof of German	The staff at the Student Advice and Career Service (IBZ) can answer
language skills.		any questions you may have about enrolment and studying. If you have any technical questions, please contact campo@fau.de
Please indicate your choice of major and minor	subjects.	onwinnessen
* Choice of major and minor subjects	× subjects.pdf	Information for all international applicants with international qualifications: If you must submit your application form with all required
() Please upload your curriculum vitae in tab	ular form.	documents before the application deadline (no otherwise information on the application form), please ensure that these
* Curriculum vitae (in tabular form)	× CV_surname_firstname.pdf	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.
Back		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 and how it fits into your future career aspirations. 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.

Conline application - campo.fau × +							~
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Or inling, we would not use to unledy says to your help, the due intersect or in two prospective students become aware or our degree programs. How did you first lean about the degree program at FAU for which you are applying? Answering this question is, of course, voluntary and has no effect on your application. If you do not wish to answer the question, please select the option "I do not wish to provide any information on this." Selection of the first contact with FAU website the degree programme at FAU							
Study at FAU in the past?							
Have you been enroled at FAU in No the past?							
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 infor- Yes mation for freshmen at FAU by email?							
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. 							
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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).