

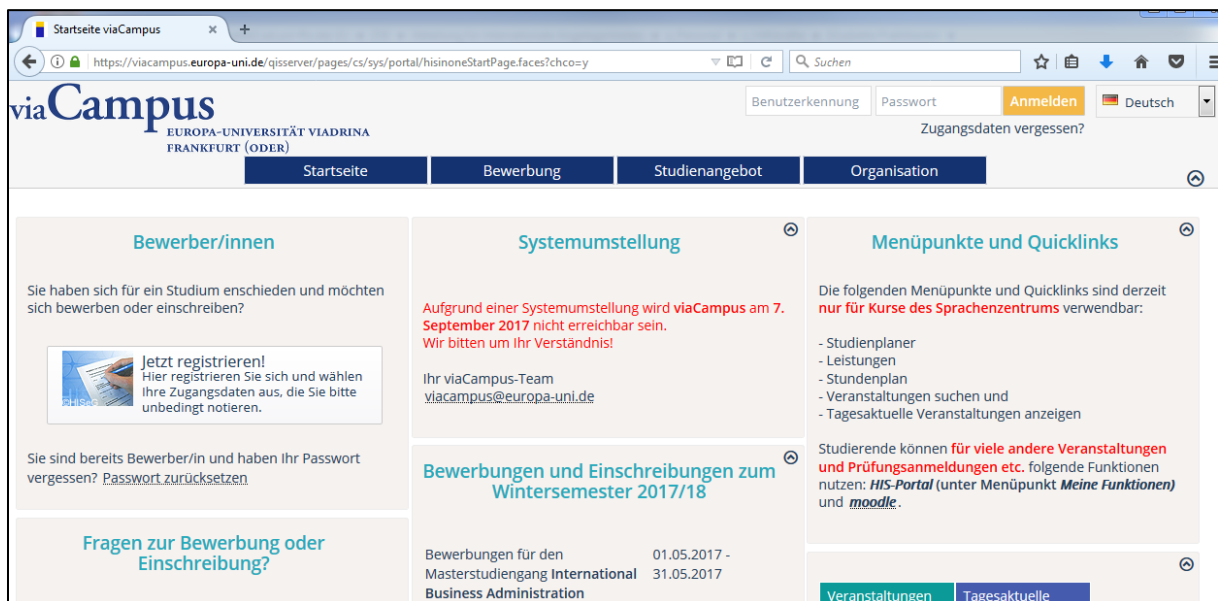
# HOW TO... ONLINE ENROLMENT @European-University Viadrina

You should have received an e-mail from the university with your **log-in data**:

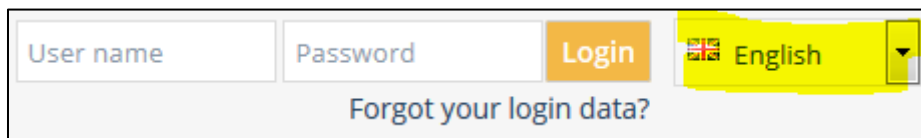
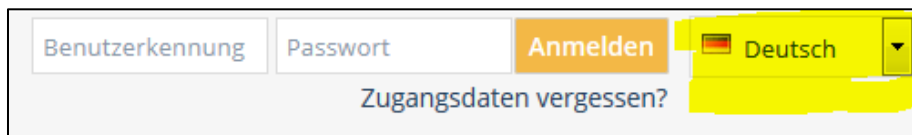
**Login:** *euvXXXXXX*

**Password:** *XXXXXXXX*

The online enrollment is done on **ViaCampus** (<https://viacampus.europa-uni.de>).

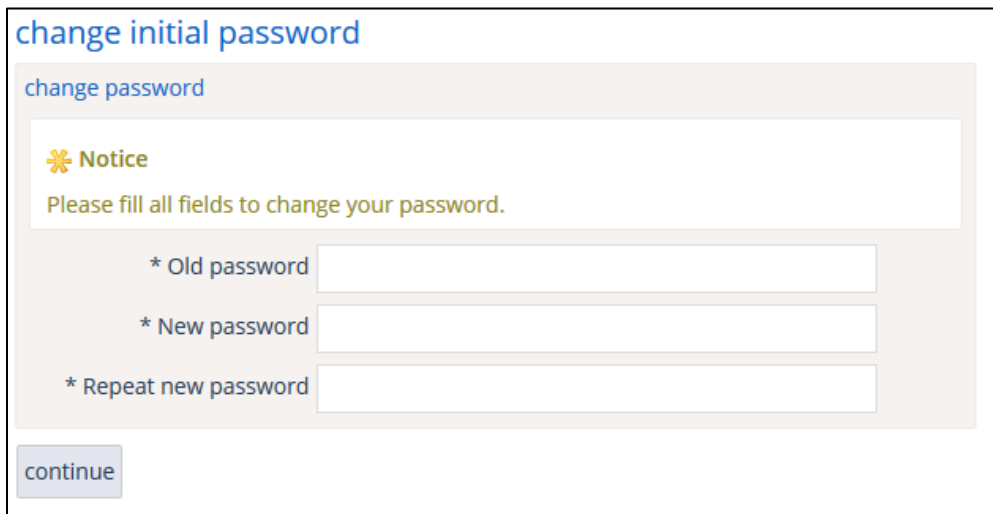


You can **switch the language** of ViaCampus to English in the upper right corner.



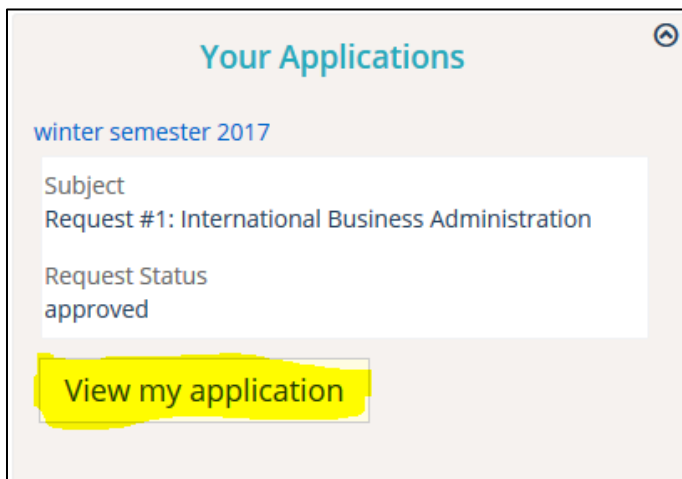
Now **login with the Login-data** you received via e-mail from the university.

After having entered the system you need to **set your own password**.



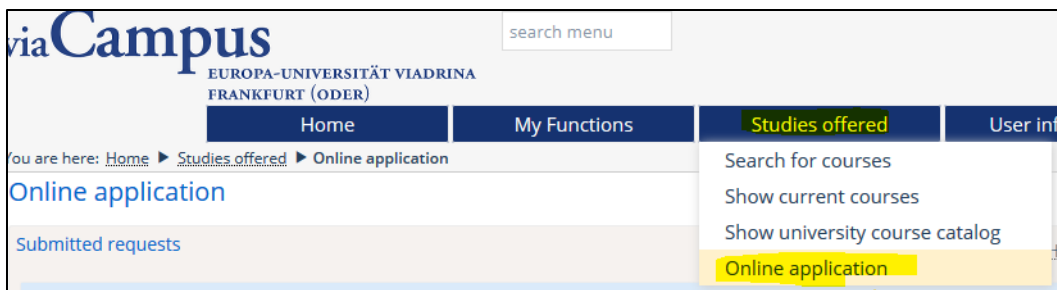
The screenshot shows a web form titled "change initial password". At the top, there is a sub-header "change password". Below this is a notice box with a yellow asterisk icon and the text "Notice: Please fill all fields to change your password." The form contains three input fields: "\* Old password", "\* New password", and "\* Repeat new password". A "continue" button is located at the bottom left of the form area.

After you have changed your password you will be returned to the start screen. Click "**View my application**" to proceed with the Online Enrollment (It should appear in the upper left corner of your screen).



The screenshot displays the "Your Applications" section of the user interface. It features a header "Your Applications" with a refresh icon. Below the header, the text "winter semester 2017" is shown. A white box contains the following information: "Subject: Request #1: International Business Administration" and "Request Status: approved". A yellow button labeled "View my application" is highlighted at the bottom of the application card.

Alternatively, you can also reach the Application by selecting the tap "**Studies offered**" and then "**Online application**".



The screenshot shows the navigation menu of the "via Campus" website for Europa-Universität Viadrina, Frankfurt (Oder). The menu includes "Home", "My Functions", "Studies offered", and "User info". The "Studies offered" tab is active. A dropdown menu is open under "Studies offered", listing options: "Search for courses", "Show current courses", "Show university course catalog", and "Online application". The "Online application" option is highlighted in yellow. The breadcrumb trail at the top reads: "You are here: Home > Studies offered > Online application".

Now click on **“Request for enrolment”**. **DO NOT “Add a Request”!**

**Online application**

Submitted requests Help

Request #1 ★ Request Status: approved

International Business Administration, 1. Semester	Local restrictive admission (manual NC)	status: approved	<a href="#">approval document</a>
--	---	------------------	-----------------------------------

**Request for enrolment** [Show details](#) [Return place](#) [Put offer on hold](#)

The application is possible to 10/15/17.

**My requests** Help

✿ To apply for admission to university click the "Add a Request" button.

~~Add a Request~~

Now this screen should appear:

**Welcome to the Applicant website!**

- Personal details
- Address
- University entrance qualification
- Your university background
- Your university background II
- Study abroad
- Qualifications previously acquired
- Health insurance
- Home district
- Professional experience
- Personal documents
- Completion of enrolment
- Fees

**Online enrolment**  
Welcome to the Applicant website!

**Online enrolment**  
Welcome and congratulation to your place at our university!

In the following we need information about

- your higher education entrance qualification,
- your personal history of study and
- your health insurance.

Please hold a scanned passport picture (max 1MB) ready.

[Back to overview](#) [Next](#)

Now click **“Next”**.

On the next screen you can check your **personal details**.

Welcome to the Applicant website!

**Personal details**

Address

University entrance qualification

Your university background

Your university background II

Study abroad

Qualifications previously aquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

#### Personal details

Please enter your personal data.

The fields marked with \* are obligatory.

#### Person

\* Surname

\* First name  ⓘ

\* Gender

All first names  ⓘ

Degree  ⓘ

Name prefix  ⓘ

Name suffix  ⓘ

\* Date of birth

\* City of birth

Country of birth  ⓘ

Name at birth  ⓘ

Nationality

Second nationality

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

Click **“Next”**.

The next tab is about your **“Address”**. The address already stated there is your **“home address”**. If you already know your address in Frankfurt, you can already add that one as your **“semester address”** by clicking on **“New Address”**.

Welcome to the Applicant website!	<b>Online enrolment</b>
Personal details	<b>Address</b>
<b>Address</b>	Please enter
University entrance qualification	<ul style="list-style-type: none"><li>• 1 home address and</li><li>• 1 semester address.</li></ul>
Your university background	Please indicate the address you regularly use as postal address. At least one e-mail address is needed to send you important information. For urgent matters, you may leave your telephone number.
Your university background II	The fields marked with * are obligatory.
Study abroad	<b>Postal Address</b>
Qualifications previously aquired	* Postal Address <input checked="" type="radio"/>
Health insurance	<input checked="" type="radio"/> This address is my <b>home address</b>
Home district	<input type="radio"/> This address is my <b>semester address</b>
Professional experience	Company <input type="text"/>
Personal documents	* Street, House Number <input type="text"/>
Completion of enrolment	Postal code <input type="text"/>
Fees	* City <input type="text"/>
	Address addition (c/o, room number) <input type="text"/>
	* Country <input type="text"/>
	<b>New Address</b>
	<b>other contact details</b>
	<input type="text"/> Phone <input type="text"/> Messenger <input type="text"/> Hyperlink
	E-mail <input type="text"/> Uni-Assist <input type="text"/>
	<input type="button" value="Back to overview"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Reset"/>

Click **“Next”**.

Now the information about your **“University entrance qualification”** appears. You can **skip that part**.

Welcome to the Applicant website!

Personal details

Address

**University entrance qualification**

Your university background

Your university background II

Study abroad

Qualifications previously aquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

University entrance qualification

Your last university entrance qualification (UEQ) has been registered during the application. Did you have an UEQ before register it here.

The fields marked with \* are obligatory.

#### Entrance Qualification

\* Acquired in: Abroad

Country: Unknown

\* Type of Entrance Qualification: Higher Entrance Qualification (aquired abroad)

Average grade: 4.0

\* Date of UEQ: 07/01/2017

[Add entrance qualification](#)

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

Click **“Next”**. Now you will be on the tab **“Your university background”**. Please **skip this one** as well.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

**Your university background**

Your university background II

Study abroad

Qualifications previously aquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Your university background

Have you studied at an university/collegebefore? If so, please complete the form, otherwise continue.

The fields marked with \* are obligatory.

#### Data about previous studies in Germany.

\* If you already studied in Germany before your application, please indicate the university of your first studies and its beginning. Furthermore, we need information about different semesters. This information is obligatory.

Country: [dropdown]

Time of first registration in Germany: [dropdown]

Year of first enrolment in Germany: [input]

Name of the first university, where you enrolled in Germany: [dropdown]

Please fill out the following details if you've already studied at a german university.

Number of previous university semesters at German universities: [input] ⓘ

Of that, semesters of leave: [input] ⓘ

Semester of interruption: [input] ⓘ

[Clear input fields](#)

#### Change of University

🌸 no notes for the study at the recent term

\* Are you leaving your university (in Germany or abroad) to study at our university? If so, please fill in the following forms. This information is obligatory (higher education statistics law). If you already studied, but currently interrupting your studies, you can voluntarily provide information. If you do not wish to do that, please continue.

[Degree at another university](#)

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

Click **“Next”**.

You can also **skip** the tab **“Your university background II”**.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

**Your university background II**

Study abroad

Qualifications previously acquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Your university background II

The fields marked with \* are obligatory.

Data about previous studies exclude previous term

no study before the last study period

Degree at another university

Back to overview Back Next Reset

Click **“Next”**. You can skip the tab **“Study abroad”** as well.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

**Study abroad**

Qualifications previously acquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Study abroad

If you have already studied at a university outside Germany and it corresponds to the present study, please fill out the following fields. Otherwise click on Next.

The fields marked with \* are obligatory.

Previous study/studies outside Germany

Country

Number of months

from

to

Type of stay abroad

Type of mobility program

Add stay abroad

Back to overview Back Next Reset

Click **“Next”**. You can also skip the tab **“Qualifications previously acquired”**.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

Study abroad

**Qualifications previously acquired**

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Qualifications previously acquired

If you have studied before and already acquired a degree/degrees, you are requested to fill out the following fields. Otherwise click on Next.

Details of previous semesters will automatically be listed below, if they are directly assigned before the term that you apply for. If you took your final examination in another program of study, create a new Degree.

The fields marked with \* are obligatory.

Intended final examination.

Information:

The data entered were recorded from the location of the course of studies **Abschluss im Ausland International Business Administration** you are applying for.

If you want to earn the degree, for the course of studies you are applying for, at another location, please change the entries. The entry of a district is only necessary when you selected "Germany".

\* Country Germany

\* District Frankfurt (Oder)

Degrees/Exams already acquired

Have you already studied before and graduated, then fill in the following fields, otherwise continue.

If you made entries of your studies in your previous semester, they will appear here for an easier registration. However, if you passed a final examination of another course of studies, then create this new degree.

Information:

no external study

Degree at another university

Back to overview Back Next Reset

Click **“Next”**.

Now the tab about **“Health insurance”** should appear.

The screenshot shows a web form titled "Online enrolment" with a sub-section "Health insurance". On the left is a navigation menu with "Health insurance" selected. The main content area contains instructions: "Please fill out the fields concerning your health insurance. All the information must be given!" and "The fields marked with \* are obligatory." Below this is a section "Details for Health Insurance" with four input fields: "\* Insurance status" (a dropdown menu), "Health insurance" (a dropdown menu), "Other health insurance" (a text input field with an information icon), and "Health insurance number" (a text input field). A yellow tooltip is visible over the "Other health insurance" field, containing the text: "If your health insurance company is not listed, please name it as detailed as possible including its location (city)." At the bottom of the form are four buttons: "Back to overview", "Back", "Next", and "Reset".

This one you need to fill now. **There are three different scenarios:**

- 1) You are a **European citizen** and own a **valid European health insurance** and **EHIC (European Health Insurance Card)**.
- 2) You are an Exchange Student from **Turkey** and have the **AT11**.
- 3) You do not own an EHIC card or the AT11 and **need to insure yourself with a German insurance company. (Usually all non-Erasmus students)**

For the **scenarios 1) and 2)** you should fill out the tab **“Health insurance”** as follows: Choose **“exempted”** as **“Insurance status”** and type in **“European health insurance card”** for the field **“Other health insurance”** and **“health insurance number”**.

This screenshot shows the same "Details for Health Insurance" form as above, but with specific data entered. The "\* Insurance status" dropdown is set to "exempted". The "Health insurance" dropdown is empty. The "Other health insurance" text field contains "European health insurance card". The "Health insurance number" text field also contains "European health insurance card". The yellow tooltip is still present over the "Other health insurance" field. The buttons at the bottom are "Back to overview", "Back", "Next", and "Reset".

For the **scenario 3)** there are two options. In case you have already arrived in Germany and have insured yourself with a German health insurance you should do as follows: Choose **“liable to health insurance”** as **“Insurance status”**. Then you also need to choose your health insurance. Most exchange students are either insured by the **AOK or TK** (both can be found in front of the Service Point in Audimax). So for “Health insurance” please choose either **“01000126 AOK Nordost in Brandenbur”** or **“15027365 Techniker Krankenkasse”** (see pictures below). Please also add your **“Health insurance number”** if you have already received it.



**Online enrolment**  
Health insurance

Please fill out the fields concerning your health insurance. All the information must be given!

The fields marked with \* are obligatory.

**Details for Health Insurance**

\* Insurance status: **liable to health insurance**

Health insurance: [dropdown menu]

Other health insurance: [dropdown menu]

Health insurance number: [dropdown menu]

Buttons: Back to overview, Back

Information box: name it as detailed

01000126 AOK Nordost in Brandenburg

**Details for Health Insurance**

\* Insurance status: **liable to health insurance**

Health insurance: [dropdown menu]

Other health insurance: [dropdown menu]

Health insurance number: [dropdown menu]

Buttons: Back to overview, Back

Information box: name it as detailed

15027365 Techniker Krankenkasse

**Details for Health Insurance**

\* Insurance status: **liable to health insurance**

Health insurance: **15027365 Techniker Krankenkasse**

Other health insurance: [empty field]

Health insurance number: **XXXXXXXXXXXXXXXXXX**

Information box: If your health insurance company is not listed, please name it as detailed as possible including its location (city).

**In case you have not arrived to Frankfurt and you do not have insurance yet:** Please choose “liable to health insurance” as “Insurance status” and add the other details after your arrival and after you managed to get a health insurance here. You should fill out the tab as follows:

Details for Health Insurance

\* Insurance status

Health insurance

Other health insurance

If your health insurance company is not listed, please name it as detailed as possible including its location (city).

Health insurance number

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

After you click **“Next”** you should end up at the tab **“Home district”**. Please add your **country of origin** if it not already shown there.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

Study abroad

Qualifications previously aquired

Health insurance

**Home district**

Professional experience

Personal documents

Completion of enrolment

Fees

Online enrolment

Home district

With already giving the contact details in the registration process the fields might already be filled in. Please enter the home district of your official address in Germany. If you live outside Germany, enter the country under "Country of Home District".  
If you have already got a secondary residence, please enter in "Country of Semester District", otherwise leave empty.  
These information are demanded by law.

The fields marked with \* are obligatory.

Details for home district

\* **Country of home district**

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

Click **“Next”**. You can skip the part **“Professional experience”**. The answers **“no”** should be preselected – if not, please choose **“no”** for both.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

Study abroad

Qualifications previously aquired

Health insurance

Home district

**Professional experience**

Personal documents

Completion of enrolment

Fees

Online enrolment

Professional experience

The following fields must be filled out, if you have a professional qualification or completed an internship. These information are demanded by law.

The fields marked with \* are obligatory.

Details for professional experience

Vocational training with Degree  No choice  Yes  **No**

Internship or Voluntary Service for the current Study  No choice  Yes  **No**

[Back to overview](#) [Back](#) [Next](#) [Reset](#)

Click **“Next”**.

Now you need to **upload a picture**. This picture will be used for your student ID.

The screenshot shows the 'Online enrolment' page under 'Personal documents'. A sidebar on the left lists various sections, with 'Personal documents' highlighted. The main content area features a red banner for 'maximum image size 1MB' and a note that fields marked with an asterisk are obligatory. The 'ID picture' section contains a message: 'You haven't uploaded a picture' with a camera icon. Below this is a yellow 'Image upload' button. At the bottom, there are buttons for 'Back to overview', 'Back', 'Next', and 'Reset'.

Click on **“Image upload”** and the following screen should appear:

First click on **“Browse...”** (in German “Durchsuchen...”) to **select a file**. Now click on **“Upload”**, **check the box for “Chip card”** and lastly click **“Next”**. Please make sure that your image has a size of maximum 1MB!

This screenshot shows the 'ID picture' section after clicking 'Image upload'. A file selection dialog is open, displaying a grey silhouette of a person. The dialog includes a 'Bitte select' label, a checked checkbox for 'Chip card', and a 'Durchsuchen...' button. Below the dialog, the text 'Keine Datei ausgewählt.' is visible, along with an 'Upload' button. A 'Delete picture' link with a red 'X' icon is also present. The 'Next' button in the bottom navigation bar is highlighted in yellow.

After clicking “**Next**” the following screen should appear. Please click “**Finish and charge fees**”.

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

Study abroad

Qualifications previously acquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Completion of enrolment

The collection of your data was successful. By clicking on the button below the fees of the chosen term will be calculated and the corresponding invoice(s) displayed. Please transfer the amount to the following bank account:

Europa-Universität Viadrina Frankfurt (Oder)  
IBAN: DE27 1705 5050 3600 3655 91  
BIC: WELADED1LOS  
Purpose of transfer: Please enter ONLY your matriculation number.

**Finish and charge fees**

Back to overview Back Reset

After you have clicked on “**Finish and charge fees**” the following screen should appear:

Welcome to the Applicant website!

Personal details

Address

University entrance qualification

Your university background

Your university background II

Study abroad

Qualifications previously acquired

Health insurance

Home district

Professional experience

Personal documents

Completion of enrolment

Fees

### Online enrolment

Fees

The collection of your data was successful and the amount of the matriculation fee was calculated. You need to print out the enrolment form, which you can find directly below the invoice details or also in the overview.

**IMPORTANT:** Please send us ONLY the 1st page of the enrolment form signed and together with all required documents. It will be processed after the receipt of your letter.

#### Sales invoices

Sales invoice number	Period	Debit	Credit	Invoice lines
stu_51207900	Wintersemester 2017/18	203.77 €	0.00 €	

**Enrolment form and account information printout**

Back to overview Back Reset

If you click on the “**Enrolment form and account information printout**” a PDF will open. **Please download and print the file!** The document contains your matriculation number and will be needed for the further process of your enrollment. The PDF should look like this:

An die  
Europa-Universität Viadrina  
Zulassungsamt  
Große Scharnstraße 59  
15230 Frankfurt (Oder)

ID picture in colour  
for the  
student ID  
(if not already  
uploaded)

**Enrolment for Winter semester 2017/18**  
05.09.2017 16:28:20

**Candidate Number:** [REDACTED]

**Matriculation Number:** [REDACTED]

If you have been enrolled at the Europa-Universität  
before, please write your matriculation number here: \_\_\_\_\_

No.	Degree, Programme of study	Semester	Request status
1	Abschluss im Ausland [REDACTED]	1	request for enrolment submitted

As a next step you will need to pay the **semester contribution**. For the winter semester 2017/18 the semester contribution amounts to **203,77€**. For the payment you have two options:

- 1) You can **pay the amount in cash** at the **cashier's office** (AM 244). You can find the opening hours here: [https://www.europa-uni.de/de/struktur/verwaltung/dezernat\\_3/oeffnungszeit/index.html](https://www.europa-uni.de/de/struktur/verwaltung/dezernat_3/oeffnungszeit/index.html)
- 2) You can **pay via bank transfer** (please keep the proof – you will need it later on!). Use the following details:

Recipient:	Europa-Universität Viadrina Frankfurt (Oder)
IBAN:	DE27 1705 5050 3600 365591
BIC:	WELADED1LOS
Amount:	203,77
Reason for Payment:	Matriculation Number (if known) or name, surname

**Good luck and enjoy your stay at the Viadrina!** 😊