

Application Manual

1. Applicants need a **personal account at Campus.net**. You create an account with your name, date of birth and your current E-mail address (see the button at the top of the page “Create your own account”). You will receive access information and the request to create your own personal password after the first registration. Once you have logged-on with your personal passport, you can start the application process.
2. Please select “Apply for Winter School” on the first slide. Hitting the button “Save” will automatically bring you to the next section “Current applications options”. Please press “**Apply**” to start entering your data.

Name: Quat Test on: 25.09.2013 on: 09:17

Welcome to the online application, Quat Test!

[Click here for detailed information about the program choices](#)

My data

▶ Save



Program Choice

Which program do you want to apply to?*

No application started yet.

Prepare for Undergraduate Study - Foundation Year
Apply for Undergraduate Study - Bachelor Level
Apply for Graduate Study - Master/Integrated PhD Level
Apply for Post-Graduate Study - PhD Level
Apply for Winter School

3. Please enter your personal information and upload a digital picture. The picture is necessary for the provision of a campus card which you can use on campus. **All data marked with an asterisk is mandatory!** Click on “Save” and then “Next” to continue the application process.

Personal Information		
Requested information	Entry	Additional Instructions
Family Name*	<input type="text" value="Test"/>	
First name*	<input type="text" value="Quat"/>	
Middle Name	<input type="text"/>	
Gender*	<input type="text" value="female"/>	
Date of Birth*	<input type="text" value="10.10.1985"/>  (DD.MM.YYYY)	<i>DD.MM.YY</i>
City of Birth*	<input type="text" value="tba"/>	
State of Birth	<input type="text"/>	
Nationality*	<input type="text" value="Germany"/>	
Digital Picture*	 File upload	<i>Please attach a recent photo of yourself here.</i>


Current Address		
Requested information	Entry	Additional Instructions
Street, Number, Apartment etc.*	<input type="text" value="Musterstr. 123"/>	
City*	<input type="text" value="Musterhausen"/>	
Postal Code*	<input type="text"/>	
State	<input type="text"/>	
Country*	<input type="text" value="Germany"/>	
Telephone	<input type="text"/>	<i>incl. country code</i>
E-Mail Address*	<input type="text" value="ha-na1@gmx.de"/>	

4. Please enter all relevant data about your **academic background**:

- in case you are currently enrolled at a university, enter the name of the institution, your major and your expected degree
- in case you are currently not enrolled, please indicate your previous academic studies and/or your degree(s).

You have to upload your **most recent university transcript**.

Please give us more information about the degree program you completed or you are currently enrolled in.

Academic Background		
Requested information	Entry	Additional Instructions
Name of Current Home Institution*	<input type="text"/>	<i>Please enter 'none' if not applicable</i>
Major*	<input type="text"/>	
Expected Degree*	<input type="text"/>	
Most recent University Transcript*	 File upload	<i>Please upload your most recent transcript</i>
Completed Studies (BA / MA) + Institution*	<input type="text"/>	<i>Please enter 'none' if not applicable</i>

5. You can either apply for one or for two Winter School courses (if they do not overlap).

Course Selection

	Entry	Additional Instructions
I would like to register for the following course*	<input type="text" value="Choose"/>	Please correct these entries.
I would like to register for a second course	<input type="text" value="Choose"/>	

6. Finally, you need to agree on the following policy statement.

Declaration & Acceptance

	Entry	Additional Instructions
I agree*	<input type="checkbox"/>	<i>I attest that the information provided in this application is accurate and complete, and I acknowledge that any omission or inaccurate information could jeopardize my application for the Winter School.</i> <i>I herewith agree that the information submitted as part of this application will be stored in Jacobs University's student record data bank and that such information will be used solely for the purposes of Jacobs University's admission process, especially for making an admission decision.</i> Please correct these entries.

7. In case you would like to use **Room & Board** on campus, please indicate the accommodation package you would like to apply for.

Winter School

Accomodation

Single Rooms with full board can be provided at the Jacobs Unigersity campus.

- 4 nights: 280,00€
- 10 nights: 650,00€
- 12 nights: 780,00€

Entry	Additional Instructions
I am interested in the offered accommodation and would like to use Room & Board for...	<input type="text"/>

8. **Important:** After you have completed the application form and saved all entries, you need to **submit the application!**

Thank you!