

Application for International Students

Vorbereitungsstudium (VBS) - Preparatory studies

Stand 09/2021

Welcome!

This is a step-by-step application guide for international students who have a direct entrance qualification but no C1 German yet and need to enrol as preparatory student.

Before you continue you should have:

- Opened the MOIN-Portal (<https://moin.uni-bremen.de>)
- Registered and received a confirmation email with a password (which can be changed after your first log-in)
- Scans of all documents such as diplomas, transcripts and/or certificates ready

If problems occur during the MOIN process, please use the contact form:

<https://www.uni-bremen.de/studium/orientieren-bewerben/studienplatzbewerbung/kontaktformular>

Log In

Moin

[Application](#)[Create an Account](#)[Application FAQ](#)Username: Password: [Log in](#)[Forgot password](#)

WELCOME!

Here you can apply online to study at the University of Bremen.

Please refer to the current information concerning applications on our [homepage](#). This includes the following topics

- [Bachelors' programs and State Examination \(Law\)](#) for German and EU applicants
- [Bachelors' programs and State Examination \(Law\)](#) for international applicants
- [Master's programs](#)
- [Doctoral studies](#)
- [Studying without Abitur](#) (e.g. [trial studies](#), [placement exam](#), [two-year courses](#) offered by the Center for Labor and Political Education)
- [Preparatory studies](#)
- [Visiting students](#)

If you have any questions regarding your application, please contact the Student Office

This is the homepage of the MOIN Portal. Note that there are two log in options: „Moin“ and „Application“. It is important that you log in at the „Application“ website.

If you do not have an account yet, you can create a new account here. Before you can log in and start your application you will receive a confirmation mail. This might take an hour or two.

Choosing your type of study

[My Applications](#)[My documents](#)[Application FAQ](#)**Name:** Maria Santos **on:** 17.08.2021 **on:** 13:29

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In this example, the person wants to apply for the preparatory studies. You can find more information on the course by clicking on “Preparatory studies”. You can start the application by clicking on „My Applications“ in the left column.

Name: Maria Santos on: 02.09.2021 on: 12:25

WELCOME TO THE ONLINE APPLICATION, MARIA SANTOS!

My data

Academic goal

What is your academic goal?*

Nationality and country issuing university entrance certificate

What is your nationality?*

Which country issued your university entrance certificate?*

- Bachelor
- State examination
- Master
- Trial studies
- Visiting student
- Short-term course "speakING"
- ✓ Preparatory studies

Save

EU or EEA member state

EU and EEA

No application started yet.

Academic Goal: Preparatory studies.

→ [My Applications](#)

[My documents](#)

[Application FAQ](#)

Name: Maria Santos **on:** 17.08.2021 **on:** 13:29

WELCOME TO THE ONLINE APPLICATION, MARIA SANTOS!

[My data](#)

Save

Academic goal

What is your academic goal?*

Nationality and country issuing university entrance certificate

What is your nationality?*

Which country issued your university entrance certificate?*

- ✓
- Germany
- EU and EEA
- Other countries
- No university entrance qualification

[No application started yet.](#)

Choose your type of nationality.

FIND COURSES OFFERED

Search criteria

Subject	<input type="text" value="Biology"/>	Here you can restrict the courses offered to the subject you want to study.
Degree type	<input type="text" value="All"/>	Here you can restrict the courses offered to the degree you want to gain.
Subject semesters	<input type="text"/>	Here you can restrict the courses offered to the subject semester you want to apply for.
Semester	<input type="text" value="All"/>	Here you can restrict the courses offered to the semester you want to apply for.

Search result

Degree type	Subject	Subject semesters	Action	Note
No final examination intended	Biology (WiSe 2021/22, admission unrestricted)	1	<input type="button" value="Apply"/>	Bewerbung für ein Vollfach Bachelor You will find further information about the subject here
No final examination intended	Biology (WiSe 2021/22, admission unrestricted)	1	<input type="button" value="Apply"/>	Bewerbung für den Bachelorabschluss Gymnasium/ Oberschule You will find further information about the subject here

You can find the course you want to study after finishing the preparatory studies by choosing various criteria to refine your search. By clicking on “Apply” you will be forwarded to the application process for the specific course. You can apply for one course only! Students enrolled in the prep course are not allowed to take exams. After reaching C1 in German you will have to undertake the regular application process for BA courses, the course can be changed then.

Sections

Name	Status
Personal details	
Home address	
Address during the semester	OK
Contact details	OK
Desired program	OK
University entrance qualification	
Previous studies I	OK
Required documents	
Health insurance	OK
Final declaration	

Application status

The application's tracking number is : **BW-205108**
Please use the tracking number for any further communication about the application.

Study choice (admission unrestricted)

Degree	No final examination intended
Exam regulations	Biologie VF BPO Vorbereitungsstudium
Subject semester	1

User data

This e-mail address is stored with your user account

[Submit](#)[Applications overview](#)

This overview with different sections will appear after you have clicked on “Apply”. An “OK” as status means that this section is completed. However, you should always go back and double-check everything.

Personal data

PREPARATORY STUDIES

Personal details

	Entry	Notes
Salutation*	<input type="text" value="Mrs."/> ▾	
First name*	Maria	
Middle name	<input type="text"/>	
Last name*	Santos	
Name at birth	<input type="text"/>	
Date of birth*	07.02.2001	
Place of birth*	<input type="text"/>	
Country of Birth	<input type="text" value="Spain"/> ▾	
First nationality*	<input type="text" value="Spain"/> ▾	
Second nationality	<input type="text" value="Choose"/> ▾	<i>Only enter if you have a second nationality.</i>

[Next](#)[Save](#)[Save, then open application summary](#)[Application summary](#)

All boxes with a * are mandatory. "Name at birth" must only be filled out when you have changed your name in the past.

Home address

PREPARATORY STUDIES

Home address

Please enter your first address, that is the address where you are registered.

	Entry	Notes
Use alternative addressee	<input type="checkbox"/>	
Alternative addressee	<input type="text"/>	
Address supplement	<input type="text"/>	
Street and unit number*	<input type="text" value="Calle Espinela 25"/>	
Postcode / zip code*	<input type="text" value="12345"/>	
Country*	<input type="text" value="Spain"/>	

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This is your home address, e.g. your parent's address or your address at the time of the application.
The next option/slide will be your "Semester address", meaning the address that you have during the semester.

Semester address

PREPARATORY STUDIES

Address during the semester

Only enter if different to your home address.

	Entry	Notes
Alternative addressee (during the semester)	<input type="text"/>	
Street and unit number	<input type="text"/>	
Address supplement	<input type="text"/>	
Postcode / zip code	<input type="text"/>	
Town	<input type="text"/>	
Country	<input type="text" value="Choose"/>	

Postanschrift

Required information	Entry	Notes
An welche Adresse soll Ihre Post gerichtet werden?	<input type="text" value="Choose"/>	<p><i>Im Falle einer Mehrfachbewerbung kann nur die Auswahl der zuletzt bearbeiteten Bewerbung berücksichtigt werden.</i></p> <p><i>Achten Sie bitte darauf, dass die Semesteranschrift von Ihnen im oberen Abschnitt ausgefüllt wird, wenn Ihre Post nicht an die Heimatadresse gerichtet werden soll.</i></p>

Usually this is your address in Bremen. If you don't have a postal address in Germany yet, you can leave this blank. Your student ID and other important documents are sent to the address that you choose under "Postanschrift". You can change the address later.

University entrance qualification

University entrance qualification

Please enter here the last degree you obtained which enables you to study at a German university.

If you have another higher education entrance qualification which you completed at an earlier point in time, this data must be entered in the section "First-obtained higher education entrance qualification".

	Entry	Notes
Date on university entrance certificate*	<input type="text"/> <input type="button" value="Calendar"/> (DD.MM.YYYY)	
Type of university entrance qualification*	<input type="text" value="Choose"/>	
Grade on university entrance certificate*	<input type="text" value="0,0"/>	<i>If you do not have a German university entrance qualification, please enter a grade of 4,4 here. Your actual grade will be converted in accordance with the German grading system for the admission procedure.</i>
Country that issued university entrance qualification*	<input type="text" value="Choose"/>	<i>If you acquired your HZB abroad, you do not need to fill in the two following fields.</i>
Federal state issuing university entrance certificate*	<input type="text" value="Choose"/>	
District issuing university entrance qualification*	<input type="text" value="Choose"/>	
I have another university entrance certificate that I obtained at an earlier date	<input type="checkbox"/>	<i>Durch das Ausfüllen der Frage öffnet sich der Abschnitt "First university entrance qualification".</i>

For all applications you need to give information on your university entrance qualification (UEQ). The date of your UEQ can be found on your certificate/diploma.

Previous studies I

PREPARATORY STUDIES

Previous studies I

	Entry	Notes
Have you already started studying?*	<input type="text" value="No"/> ▾	<i>Please indicate whether you have already studied or are still registered at another university.</i>
I was enrolled at an institute of higher education at an earlier date	<input type="checkbox"/>	<i>You can only enter accordant details if you answer this question with yes. Please note: You must declare all details of previous studies.</i> <i>If you have ever been enrolled at another university, please tick the box and fill in the following information.</i>

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If you have already started studying at a university, you have to provide information here.

PREPARATORY STUDIES

Required documents

	Entry	Notes
Preliminary examination documentation*	File upload	<p>Please upload the certificate issued by uni-assist here. If you applied for the preparatory studies at the University of Bremen before 01.10.2019, please upload your application confirmation here.</p> <p>A multi-page document must be combined into one file.</p> <p>Further information on the preliminary examination documentation can be found at uni-assist.</p>
University entrance qualification*	File upload	<p>Please upload your original certificate as a PDF file here. Please use the following upload fields to upload the translated university entrance certificate and the certificate of attendance for a German language course. A multi-page document must be combined into one file.</p>
Translation of university entrance certificate*	File upload	
Knowledge of German (language level C1)	File upload	<p>Please upload the certificate of participation in a German language course.</p>
Other documents - Upload 1	File upload	<p>Please upload further application documents (e.g. further internships, further letters of recommendation, module descriptions etc.) here. A multi-page document must be combined into one file.</p>

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Based on the program you are applying to different documents are needed here. Documents with a * are mandatory. Preliminary examination documentation is the VPD from uni-assist.

Health insurance

PREPARATORY STUDIES

Health insurance

It is not compulsory to provide details of your health insurance. If you wish to do so, however, please fill in all the fields.

	Entry	Notes
Type of health insurance	<input type="text" value="Private"/>	<i>In the event that you are covered by a private health insurance, apply for release statutory insurance at any one of the German health insurance providers.</i>
Institution code	<input type="text" value="0"/>	<i>You can find the institution code on the left of the front side of your health insurance card.</i>
Health insurance provider	<input type="text" value="Choose"/>	
Membership number	<input type="text"/>	
Permanent exemption	<input type="checkbox"/>	
Insured until	<input type="text"/> <input type="button" value="Calendar"/> (DD.MM.YYYY)	

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In Germany health insurance is mandatory. In case you have not arranged a health insurance yet you can leave this open.

Finalization of the application

When your status shows „OK“ in every section you **must submit your application**. Even though you have already clicked on „Apply“ to start the application process, it is important that you submit it when everything is filled out!

It is recommended to **double-check everything** before submitting, as this eases the processing of the application for both sides.

If there are any unclarities or questions during the process of application you can always contact the „Sekretariat für Studierende“

If problems occur during the MOIN process, please use the contact form:

<https://www.uni-bremen.de/studium/orientieren-bewerben/studienplatzbewerbung/kontaktformular>

What happens now?

1. After submitting your application the SfS will send you an email that confirms your submission.
2. The SfS checks your application and contacts you if there are further queries or missing documents.
3. The SfS will inform you about your acceptance. You will receive a „Bewerberbestätigung“ (BBZ).
4. With the BBZ you can then apply for your visa.
5. The SfS needs proof of the intensive language course (at least 20h/week for a minimum of three months) as well as the BBZ in order to send you your enrollment documents
6. The **semester fee** must be paid in order to finalise the enrollment.