

Frequently asked Questions (FAQs)

Q 1. How can I make sure that my admission application has been submitted successfully?

Log-in to UNISONO and click “View application status”

The screenshot displays the UNISONO user interface. At the top, there are navigation tabs: Lectures, Organisation, User Information, and Bookmarks. Below these, there are several sections:

- Information for Enrollment:** A section for prospective students with a sub-section for 'Information about Enrollment'.
- Application Status:** A section where users can view the status of their applications. A button labeled 'View application status' is highlighted with a red box.
- Online Application/Pre-Enrollment:** A section for pre-enrollment.
- Applications in preparation:** A table listing applications with columns for 'Application #', 'Application status', and 'access restriction'. Three rows are shown:
 - Row 1: Application #, M.Sc., 1. subject related semester, access restriction, Application status: canceled (highlighted with a red box).
 - Row 2: Application #, M.Sc., 1. subject related semester, access restriction, Application status: in preparation (highlighted with a red box).
 - Row 3: Application #, M.Sc., subject related semester, access restriction, Requests subject status: received, Application status: received (highlighted with a red box).

If your application status is “canceled” or “in preparation” your application is incomplete. If it is “received” this means that your application has been submitted

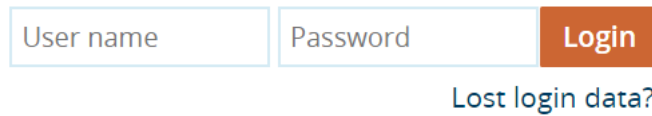
Q 2: I need an application number for some official documents

Log-in to UNISONO and click “View application status”. On the upper right side, you will find the application number

The screenshot shows the 'Semester of Application' dropdown menu set to 'Wintersemester 2020/21'. Below this is the 'Personal Details' section, which includes a field for 'Applicant No.' that is highlighted by a large red arrow. At the bottom of the page, there is a notification for 'E-Mail Notifications enabled' with a 'Disable' button.

Q 3. I forgot my password

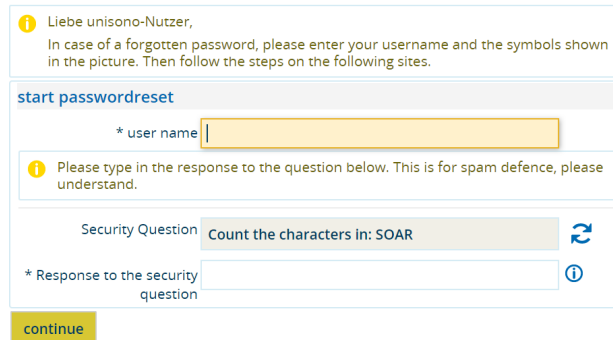
If you have forgotten your password, click on the lost login data in UNISONO.



User name Password Login

[Lost login data?](#)

Write your user name, if you do not remember, it is mentioned in the first E-mail you received at the time of self-registration.





i Liebe unisono-Nutzer,
In case of a forgotten password, please enter your username and the symbols shown in the picture. Then follow the steps on the following sites.

start passwordreset

* user name

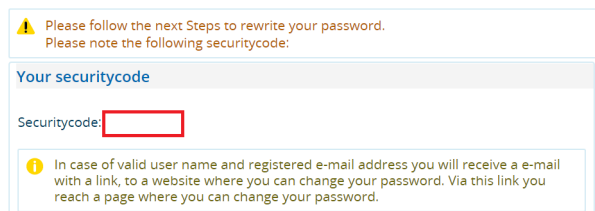
i Please type in the response to the question below. This is for spam defence, please understand.

Security Question 

* Response to the security question 

continue

You will receive a security code



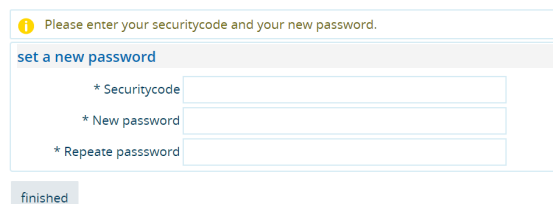
w Please follow the next Steps to rewrite your password.
Please note the following securitycode:

Your securitycode

Securitycode:

i In case of valid user name and registered e-mail address you will receive a e-mail with a link, to a website where you can change your password. Via this link you reach a page where you can change your password.

You will receive an E-mail from “no-reply@zv.uni-siegen.de”. If you are unable to find the E-mail double check the spam or Junk mail folder. Follow the link in the E-mail. Enter the code and set a new password.



i Please enter your securitycode and your new password.

set a new password

* Securitycode

* New password

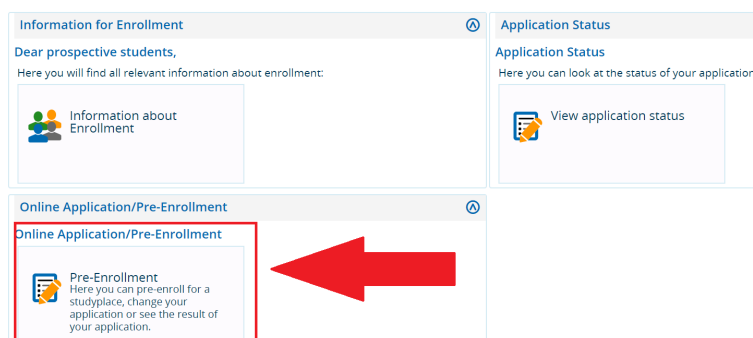
* Repeat password

finished

Q4. Can I apply for more than one course for one session?

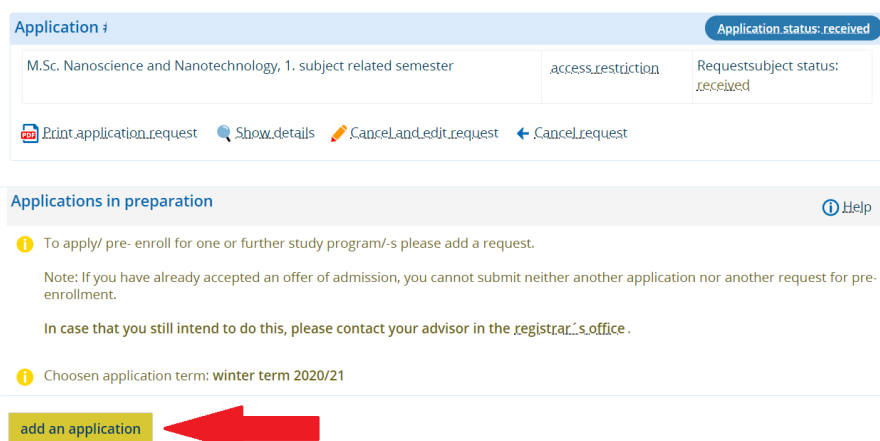
Yes! You can do that and you do not have to make a new account. You can simply add a new application. Acceptance or Rejection in one subject will not affect your application in another subject.

Login to Your UNISONO account and press pre-enrollment



If you have already successfully applied, the Pre-Enrollment will take you the overview page.

Scroll down and “click add an application”



Q 5: My application status has changed to “Valid”

If your status has changed to valid this indicates that your application is under process in the department.

Q 6: Someone I know has his application status changed but mine is same even though I applied before them, does this mean my admission is rejected.

NO! Please wait for your application status to be changed.

Q 7: I am not able to login

Please make sure that you are using the correct user name and password.

Sometimes the system is down due to maintenance so wait for few hours and try again.

If you are still not able to login after 24 hours contact UNISONO support using the following E-mail

unisono-support@zv.uni-siegen.de

Q 8: Should I send documents via post

Kindly do not send any documents by post to the University unless specifically asked for.

(If your language certificate has to be sent by the examination authority that is different)

When sending your language certificate make sure that your department is mentioned on it.

Q 9: What is the next step after application

Once you have applied please wait till you are contacted by the university.

If you receive admission contact your advisor for further process

igs.advisor@nt.uni-siegen.de

Q 10: I am a non-EU citizen and getting visa appointment is very difficult. Can the University issue me a conditional admission letter so I can start the process?

University of Siegen do not issue conditional admission letter.