

## How to apply via **UNISONO** for Master program Chemistry

The application process consists of two steps:

1. Pre-enrollment (to get a login and a preliminary user profile in UNISONO)
2. Online application

### Pre-enrollment

1. Use the following link to access the website

<https://unisono.uni-siegen.de/qisserver/pages/cs/sys/portal/hisnoneStartPage.faces?chco=y&noDBAction=y&init=y>

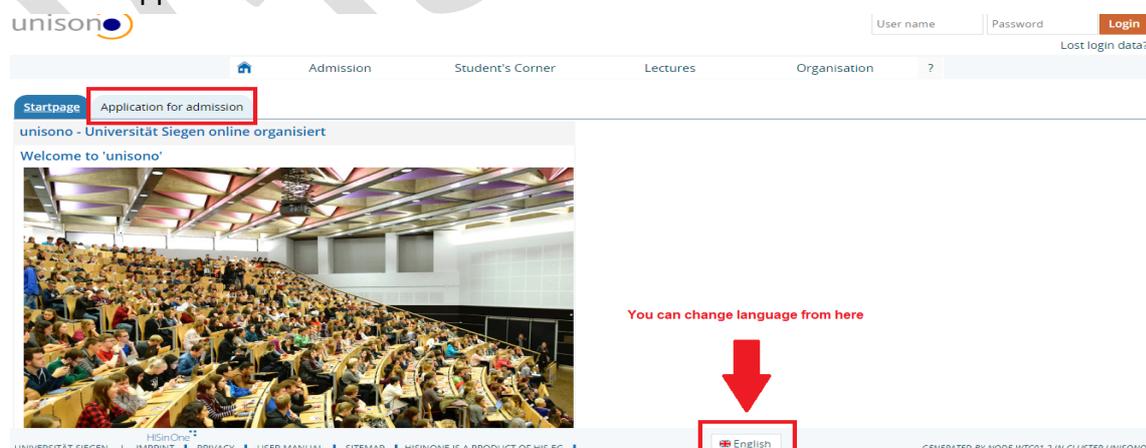
If the link is not working you can access UNISONO via the main web page of the University of Siegen at <https://www.uni-siegen.de/start/>

On the upper right hand corner you can click the UNISONO tab.



2. You can change the language of the system by clicking the language tab on the lower right hand side. Please DO NOT use any translation software to change the website into English.

3. Click "application for admission".



A guide through UNISONO | Compiled by Faria Afzal, [igs.advisor@nt.uni-siegen.de](mailto:igs.advisor@nt.uni-siegen.de) | Approved by C. Engelhard  
2019/02/14 | University of Siegen – Department of Chemistry and Biology

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#### 4. Scroll down and click online pre-enrollment.

Startpage **Application for admission**

unisono - Universität Siegen online organisiert

Welcome to 'unisono'



**Application / Enrollment**

Dear Prospective Student,

The application process for bachelor's programs with restricted admission at the University of Siegen for the summer semester of 2019 is now over. The process of awarding the study-places is completed. With the process finished, the results and the award decisions concerning the study-places are available in your account. In the case of successful admission, you can complete your online pre-enrollment (Online-Voreinschreibung) in your account.

Applicants who are admitted to the programs of  
- Business Administration  
must initially accept the offer of admission at the 'Hochschulstart' website ([www.hochschulstart.de](http://www.hochschulstart.de)). Only then are they able to enroll on the portal of the University of Siegen.

For applicants who would like to enroll in a bachelor's or master's course, or German as a foreign language (DSH preparation), or a doctorate without restricted admissions requirements, the enrolment portal is set to be ready to use now.

The online application/pre-enrollment process (Online-Voreinschreibung) consists of two steps. First, we would like to get to know you a little. Once you have entered the required personal information at "Admission / Self-Registration", you will receive additional information for the activation of your user account by email. Please follow the instructions included in this email.

If you have previously registered for the summer semester 2019 during in an early phase (e.g. during the application phase), you can continue to use the account. You do not have to register multiple times.

**Online pre-enrollment**  
Register here.

#### 5. Fill in your personal details.

Please note that you are NOT required to fill in the listed applicant ID (BID) and BAN (see image below; only applies to other programs that work with hochschulstart.de).

**\* Fields marked with asterisk are mandatory and must be completed.**

**Data transfer from hochschulstart.de** Help

There are some bachelor's programs at our university which are administered by hochschulstart.de (List see "Help"). If you wish to apply for one of these bachelor's programs you necessarily need an account at [hochschulstart.de](http://hochschulstart.de). If you have already registered, enter your access data here and click "Import data from hochschulstart.de". Then your person and contact data will be transferred. NON EU/EEA citizens and applicants for master's programs do not have to register at hochschulstart.de.

*Please note the data privacy policy regarding the transfer of data from hochschulstart.de.*

Applicant ID (BID)

Applicant authentication number (BAN)

[Import data from hochschulstart.de](#)

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**Personal details**

\* Surname

\* First name

\* Gender

\* Date of birth

\* Place of birth

\* Country of birth

\* Nationality

2. Nationality

---

**Contact information**

Country

Street and number or address addition

\* Street and number

6. Fill in the password. The password should have at least one special character. Please note that you need this password to access your application in the future.

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7. Check the box and click "register".

Note: if there is an error, the page will refresh itself with marked errors. After correcting the error, double check the information again before clicking "register".

**Password**

**i** Your password must have at least 6 characters, and must include at least one special character.

\* Password

\* Retype Password

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

Security Question

\* Response to the security question

\* I have read and accept the Privacy Policy  mentioned above.

Register

8. Verify your e-mail.

Home > Student's Corner

Admission **Student's Corner** Lectures Organisation

**i** Thank you for registering.  
We have just sent an e-mail. Please follow the included instruction to activate your user account. Please use the also included username for your login.

[→ verify your E-Mail](#)

9. An e-mail will be sent to the address you have provided. The e-mail will be sent from unisono@zv.uni-siegen.de

If you have not received an e-mail check the spam or junk folder. If you are using any e-mail blocking software you need to disable this or provide an alternative e-mail address without this function.

unisono@zv.uni-siegen.de

Online Application: Self-Registration Welcome **Name** we hav...

The e-mail looks like the following. It will contain an auto generated user name. Click the link to proceed.

we have reserved the following user data:

username:  Click the link below and use this user name and password  
password: your chosen password

Please confirm your e-mail address with the following link:

**WEB LINK WILL BE DISPLAYED HERE**

If your e-mail program does not display a direct link, please copy the complete line into your browsers address bar.

Alternatively you could select the menu item 'E-Mail Verification' and type in the following activation code:

cd

This e-mail was generated automatically, please do not reply.

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10. Use the user name from the e-mail and your selected password to log in. For future login you can use the login column on the upper right hand side.

**Congratulations! You have successfully pre-registered. Now continue on the next page with your application.**

## Application

After successfully completing the "Pre-enrollment" part you can start the application process.

**You will need to upload your diploma, transcripts of records, CV and language certificate. While uploading the documents please note that only upload PDF files and make sure the file name is correct.**

For the application process please login to UNISONO.

1. Click the Pre-enrollment.

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2. You should click "yes" because otherwise you will not be notified about any of the changes in your application via e-mail. If you select no, you can still access the application.

The screenshot shows the UNISON logo and a search bar at the top. Below the navigation bar, the breadcrumb trail reads: You are here: [Home](#) > [Lectures](#) > [Online Application](#). The main heading is "Enable Email notifications?" with a "Help" icon. The question is: "Would you like to be informed via email about status changes concerning your application?". There are two buttons: "Yes, enable Email notifications" and "No".

3. Select the term/semester when you want to start.

The screenshot shows the breadcrumb trail: You are here: [Home](#) > [Lectures](#) > [Online Application](#). The heading is "Semester of Application". An information icon is followed by the text: "Please select your preferred application semester. At the moment it is possible to apply for different semesters. Please select the semester in which you wish to begin your studies." Below this is a dropdown menu (highlighted with a red box) and a "Start application" button.

**Click the semester for when you want to start. Winter semester 2019/20**

4. Click "add application". If you need application number for scholarships or some other official purpose it is mentioned on the right hand side.

The screenshot shows the breadcrumb trail: You are here: [Home](#) > [Lectures](#) > [Online Application](#). The heading is "Applications in preparation" with a "Help" icon. The main text says: "To apply/ pre- enroll for one or further study program/-s please add a request." Below this is a note: "Note: If you have already accepted an offer of admission, you cannot submit neither another application nor another request for pre-enrollment. In case that you still intend to do this, please contact your advisor in the [registrar's office](#)." There is a yellow "add an application" button (highlighted with a red box and a red arrow pointing to it). On the right side, there is a "Semester of Application" dropdown menu (set to "Wintersemester 2019/20") and a "Personal Details" section (highlighted with a red box). The "Personal Details" section includes: "Applicant No.:", "→ Edit address", "→ Edit e-mail", "E-Mail Notifications enabled ⓘ", and "→ Disable". Below this, it says "No telephone number specified" and "→ Edit phone number". A red arrow points from the "add an application" button to the "Personal Details" section.

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5. Select "**Chemistry**" as subject. The rest of the options are prefilled so you can click next.

**Privacy statement**

Incomplete and not yet submitted applications will be saved for the time being so that you can continue your application later. Applications will be deleted immediately after the admission procedure was carried out. In order to support applicants filling out their applications requests, responsible officials are also able to look into incomplete and not yet submitted applications. Access to the documents for persons in charge is only possible, when you contact the registrar's office first.

**Your course of choice**

**i** Once you have selected a complete course of study, you can continue with "Next". Further forms that are related to your selection will appear automatically.

\* Degree  **i**

\* Subject  **i**

Next

6. Selecting "NO" for either one or all the following options will not affect the outcome of you admission application.

**Your university background**

**i** Please specify the number of semesters you have studied at German universities and if you have already completed studies at a German university. Your studies are considered as completed only if a diploma is available before the end of the application period.

\* Semesters studied so far

\* Studies completed?

Yes **i**

No

**Vocational training**

**i** Have you already completed a vocational training in Germany? If so, then please specify. If not please go on with service completed.

\* Vocational training completed?

Yes

No

**Service completed?**

**i** Please specify if you have completed a service (for example a military service, a civilian service, a European Voluntary Service). If so, you are preferred over other applicants who would be ranked equally (e.g. with regard to grade or waiting time), but haven't completed a service. Please note that if your answer is no to one or all of the above questions, it will not effect the outcome of your admission.

\* Have you already completed military or alternative service?

Yes

No

Next

7. If you have not finished your B.Sc. at the time of application please provide a tentative date.

Carefully, convert your grades into the German grading system. To convert your grade please use the formula

$$\text{German Grades} = 1 + 3 \left( \frac{\text{Maximum marks} - \text{your marks}}{\text{maximum marks} - \text{minimum marks}} \right)$$

For Example: If you got 87 marks out of 100 and the passing marks are 40 then

$$\text{German Grades} = 1 + 3 \left( \frac{100 - 87}{100 - 40} \right)$$

**German grade = 1.65.** Enter this result in the box "translation to German grade equivalent" (see image below).

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If you have not received your degree till now you can mention this in the **remarks** section.

Upload the certificates with the correct file name. If the name is Max Dani then the file name is BScertificate\_Max\_Dani and for the transcripts use the file name Transcript\_Max\_Dani.

Please note all your passed Bachelor studies: Physics, Chemistry or Engineering

**i** Date you started your B.Sc. and when you finished

Period

\* from  

\* to  

\* University

\* Address of the university

\* Subject (i.e. Physics, Chemistry or Engineering)

\* Graduation (i.e. Bachelor)

**i** Please provide your grade in German scale as follows:  $1+3(P_{max}-P) / (P_{max}-P_{min})$ , where P, P<sub>min</sub> and P<sub>max</sub> denote your original grade, the min. grade to pass and the max. grade possible, respectively.

\* Translation to german grade equivalent

\* Grade in your system

**i** --- highest/best possible grade in your system.

\* Best possible grade in your system

**i** --- lowest/worst possible grade in your system.

\* Lowest possible grade to pass in your system

**i** Please name your file: BScertificate\_initial\_surname (only pdf, maximum size 5MB). If you have not received your final degree you can upload the transcripts of Record and click next.

Certificate Bachelor Degree (if available)  Choose File No file chosen

---

**i** No documents found.

**i** Please name your file: Transcript\_initial\_surname (only pdf, maximum size 5MB)

\* Transcript of Records Bachelor  Choose File No file chosen

Remarks 

## 8. Upload your language certificate.

3. Request: M.Sc. Chemistry

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### English Language Skills (M.Sc. Chemistry 1. FS)

Prerequisite for application: English as a native language; or TOEFL (Code No. 8429) 533 (paper-based), 200 (computer-based), 72 (internet-based); or CAE level C; or IELTS grade 6 or equivalent; or English on level B2 of the CEFR (Common European Framework of Reference for Languages)

\* Type of certificate

\* Certified Result

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3. Request: M.Sc. Chemistry

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### English Language Skills (M.Sc. Chemistry 1. FS)

**i** Please name your file: Englishcertificate\_initial\_surname (only pdf, maximum size 5MB)

Certificate (if available)  Choose File No file chosen

**i** No documents found.

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## 9. Upload your CV. There is no specification regarding the format of the CV. Make sure you upload the CV as single PDF file with the correct file name.

3. Request: M.Sc. Chemistry

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### Personal data (M.Sc. Chemistry 1. FS)

only pdf, maximum size 5MB

**i** Please name your file: CV\_initial\_surname

Curriculum Vitae (CV)  Choose File No file chosen

**i** No documents found.

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10. While you will study all major chemistry subjects in the first semester of the program, you have to specify upon application two chemistry areas in which you would like to specialize in (elective course I and II). Please consider your future interests also based on your previous education at the undergraduate level.

### 3. Request: M.Sc. Chemistry

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#### Elective course (M.Sc. Chemistry 1. FS)

Please indicate your anticipated/prospective elective courses. **Important note:** The subject of elective course I cannot be identical with the one of elective course II.

\* Elective course I

\* Elective course II

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11. Please provide names of independent scientists, which may serve as a reference. Please select the individuals very carefully, because the reference contact might be used to verify your credentials.

#### References (M.Sc. Nanoscience and Nanotechnology 1. FS)

In the case of inconclusive applications, letters of reference may be requested. Please give names of two references (including contact information) who could provide a letter of recommendation.

**i** first reference

\* Name

\* Institution

\* Phone

**i** (preferably institutional e-mail address)

\* E-Mail

**i** second reference

\* Name

\* Institution

\* Phone

**i** (preferably institutional e-mail address)

\* E-Mail

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12. In case you have not attended any of the following courses you can add 0 (zero). This will not affect the outcome of your admission application.

#### Laboratory courses (M.Sc. Chemistry 1. FS)

Please indicate the overall number of hours that you have actively participated by your own hands in laboratory courses. For comparison, a representative lab course in a major subject may have 9 semester hours for 15 weeks, which results a total of 135 h of the lab course.

**i** Nr. of hours  
\* Analytical Chemistry

**i** Nr. of hours  
\* Building Chemistry

**i** Nr. of hours  
\* Inorganic Chemistry

**i** Nr. of hours  
\* Macromolecular Chemistry

**i** Nr. of hours  
\* Organic Chemistry

**i** Nr. of hours  
\* Physical Chemistry

13. A summary of your application will appear. Double check all the information provided.

#### Your Application Request - Application

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- i** Check your data before submitting.
- i** The application is possible to Apr 30, 2019.

#### Your course of choice

Program of study (subject) M.Sc. Chemistry  
 Begin term of study submitted 1  
 Request subject status in preparation  
 Type of Admission access restriction

#### Your university background

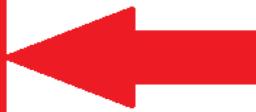
14. Check the box and click submit.

**i** Nr. of hours  
Organic Chemistry

**i** Nr. of hours  
Physical Chemistry

#### Confirm statements and submit application request

I hereby confirm that the data entered  is correctly.



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After clicking submit the following page will appear. Your application status should be "received". You can edit or cancel your request at this point.

Submitted applications Help

| Application                                  |                              |  |
|--|------------------------------|--|
| M.Sc. Chemistry, 1. subject related semester | access restriction           | Requestsubject status: received  |
| <a href="#">Print application request</a>    | <a href="#">Show details</a> | <a href="#">Cancel and edit request</a> <a href="#">Cancel request</a> |

**Application status: received**

**⚠ Only for applicants for bachelor program, applicants for master program can ignore!**

Please send your documents to the University

Choose "Print Data Control Sheet" to print and check your entries (which you can see on the right sight). Afterwards print the above "Print application request". Print the written version only, if you filled one of the following applications:

- Application of Admission for applicants for a secondary course
- Certificates about military service, social service (graduated in Germany)
- Request of special treatment
- Application of Disability compensation (due to grades or waiting time)
- Application for professionally qualified individuals

Please send the filled and signed form together with certified copies of the documents regarding the special applications no later than the end of the deadline for admission to the given address.  
(15th of January for the summer term; 15th of July for the winter term)  
Information regarding the application status you will find in the application system.

**Congratulation you have successfully submitted you application!**

## Important Information

- Only complete applications submitted on time via UNISONO will be considered.
- Please DO NOT send any document by regular mail (except language certificate, if applicable).
- The portal is not android friendly so use a laptop or access the website with a computer.

If you need help or information regarding technical difficulties please contact:

**[unisono-support@zv.uni-siegen.de](mailto:unisono-support@zv.uni-siegen.de)**.

To save time (yours and that of others) please consider the following before you contact the help desk:

- Do not inquire about trivial or self-evident matters. Most problems can be solved by yourself if you just think about it or check your application process yourself. Please read the available instructions carefully and check whether you have neglected to fill or mark required fields.
- Please inquire only at the UNISONO help desk. Do not write e-mails to other departmental representatives. The latter will just reply with a redirection to UNISONO.
- Please be aware that during the application period the UNISONO staff is really busy, so it may take a while until your request is taken care of.

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