How to apply via UNISONO
for the Master of Science program
Chemistry
at the University of Siegen

The application process consists of two steps:

1. Self-registration (to get login data and a preliminary user profile in UNISONO)
2. Pre-enrollment

Self-registration

1. Use the following link to access the Chemistry home page
   https://www.chemie-biologie.uni-siegen.de/igs/application.html?lang=de

2. Click on “Online application”

Application Process

Admission Requirements
1. Bachelor of Science in Chemistry or equivalent (with grade 2.5 or better according to ECTS).
2. Proficiency in English: TOEFL (Code No. 84297) 533 (paper-based), 200 (computer-based), 72 (internet-based); or CAE level C; or IELTS grade 6 or equivalent; or English on level B1 of the CEFR (Common European Framework of Reference for Languages).

How to apply
Applications must be submitted through online registration at https://www.chemie-biologie.uni-siegen.de/igs/application.html?lang=de

A scan pdf of the following forms and documents are required for application:
- Tabular resume (including the achieved overall grades, home address, e-mail and phone number)
- Completed application form
- Copies of bachelor’s certificate and transcript of records; if applicable, with an official translation in English;
- Proof of English language proficiency
- Reference letters (optional)

In case of admission, original documents have to be submitted for enrollment.

Important note: All relevant information about your application (status, submitted files, etc.) can be checked and organized through the online platform, so please refrain from personal inquiries.

If the link is not working you can access UNISONO via the following link
https://unisono.uni-siegen.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y

3. Change the language to English from the upper right corner.

Please do not use any translation software.
4. Click on “Self-Registration”

5. Fill the online form

Please take care of the following

i. Make sure that the spelling of your name is same as on your educational documents because in case of admission this name will be printed on your admission letter.

ii. Only fill the information marked by *, i.e. you can skip adding mobile phone information.

iii. Use an e-mail address which you use regularly or check it regularly. All important information will be sent to that e-mail address.

iv. Choose a password you can remember later

6. Once you are done with the self-registration you will be asked to verify your e-mail address.
7. Check your e-mail, if you have not received any e-mail, double check spam or Junk folder.

8. Once you click on the link, it will take you back to UNISONO. Use your user name and password to login.

For future logins you can click the link below and enter your user name and password in the provided place on the upper right corner of the page.

https://unisono.uni-siegen.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y
Pre-Enrollment

The First part of your application is done. For your online application log-in to UNISONO and click “Pre-Enrollment”

2. We recommend that you enable e-mail notification

3. Select the semester

4. Add application
5. Select “Chemistry” and the rest of column are auto filled

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.

<table>
<thead>
<tr>
<th>* Degree</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Subject</td>
<td>Chemistry</td>
</tr>
<tr>
<td>* Major field of study</td>
<td>without major field of study</td>
</tr>
<tr>
<td>* Subject indicator</td>
<td>major (subject)</td>
</tr>
<tr>
<td>* Enrollment value</td>
<td>full-time</td>
</tr>
<tr>
<td>* Form of Studies Value</td>
<td>consecutive Master</td>
</tr>
<tr>
<td>* Subject (for display only)</td>
<td>M Sc Chemistry</td>
</tr>
<tr>
<td>* In which semester do you want to start studying?</td>
<td>1. subject related semester</td>
</tr>
</tbody>
</table>

Type of Admission access restriction

Next

6. Add the information. If your last education degree is still in progress you can add estimated date of your graduation

Bachelor Level (M.Sc. Chemistry 1. FS)

Please note all your passed Bachelor studies: Chemistry: Bachelor of Science Chemistry or similar Final Grades.

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

<table>
<thead>
<tr>
<th>Period</th>
<th></th>
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<tr>
<td>* from</td>
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<tr>
<td>* to</td>
<td></td>
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</table>

* University

* Address of the university

* Subject (i.e. Chemistry)

* Graduation (i.e. Bachelor or Master)
7. Provide your grade according to the German scale. You can convert your grades using the following formula

\[ 1 + 3 \left( \frac{P_{\text{max}} - P}{P_{\text{max}} - P_{\text{min}}} \right) \]

\( P \) = your original grade, \( P_{\text{max}} \) = maximum grade possible in your educational system, \( P_{\text{min}} \) = minimum grade required to pass the degree in your educational system.

Note: If the minimum grade required to pass individual subject is different than the minimum grade to pass the overall degree/course, use the minimum grades required to pass the degree/course as \( P_{\text{min}} \).

| * Translation to German grade equivalent |
| * Grade in your system |
| --- highest/best possible grade in your system. |
| * Best possible grade in your system |
| --- lowest/worst possible grade in this system. |
| * Lowest possible grade to pass in your system |

8. Upload the Degree and Transcript. Kindly rename the files as mentioned.

If your first name is “Max” and last name is “Muster” then the name of your pdf file of your Bachelor Degree should be “BScertificate_Max_Muster” and the name of your pdf file of your transcript should be “Transcript_initial_surname”

In case your degree is not issued yet, you can upload the transcript and mention in the remark section that the degree is not issued yet.
8. If you are NOT a native of US, GB, NZ, AUS, and CA, you need to provide a certificate for English language proficiency such as TOEFL or IELTS etc. A certificate that your previous education is in English is not sufficient. Upload the certificate with name as mentioned.

9. Upload the CV

10. Select subject according to your interest. Please note that this selection is not binding. It helps us for planning course sizes but you can select/change the elective courses upon registration.

11. Provide information about two referees. At this time a reference letter is not needed but the referees might be contacted by the admission committee later.
12. Fill in the laboratory hours. Kindly note that you can also write “0” if you have not attended lab course in one or more fields.

<table>
<thead>
<tr>
<th>Laboratory courses (M.Sc. Chemistry 1. FS)</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

- **Nr. of hours**
  
  - *Analytical Chemistry*
  
  - **Nr. of hours**
  
  - *Building Chemistry*
  
  - **Nr. of hours**
  
  - *Inorganic Chemistry*
  
  - **Nr. of hours**
  
  - *Macromolecular Chemistry*
  
  - **Nr. of hours**
  
  - *Organic Chemistry*
  
  - **Nr. of hours**
  
  - *Physical Chemistry*

13. Double check your application data

14. Do not forget to click the “Submit request”

<table>
<thead>
<tr>
<th>Organic Chemistry 0</th>
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<tbody>
<tr>
<td>Physical Chemistry 0</td>
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</table>

**Confirm statements and submit application request**

I hereby confirm that the data entered is correctly.

[Back] [Submit request]
15. Make sure that my admission application has been submitted successfully. Log-in to UNISONO and click “View application status”

If your application status is “canceled” or “in preparation” your application is incomplete.

If the status is “received” this means that your application has been submitted.

**Congratulations you have successfully submitted your 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.

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 instructions carefully and check whether you have neglected to fill or mark required fields.
- In case of questions please contact International student advisor, Faria Afzal, igs.advisor@nt.uni-siegen.de
- Please be aware that during the application period the staff is really busy, so it may take a while until your request is taken care of.