



## Instructions for the Online Application to International Master's Programs

1. Go to [www.uni-hamburg.de/online-bewerbung](http://www.uni-hamburg.de/online-bewerbung). Please click on *Bewerberaccount anlegen* (Create applicant account).

UHH > STINE - Das Studieninfonetz

Startseite **Bewerbung** Vorlesungsverzeichnis FAQ Service Kontakt

Benutzer-Kennung:  Passwort:  Anmelden Kennwort vergessen English

**Bewerberaccount anlegen**

FAQ

Passwort vergessen

### Herzlich willkommen zur Online-Bewerbung der Universität Hamburg

Sie haben die Möglichkeit sich innerhalb der Bewerbungsfristen (01.12.-15.01 für ein Sommersemester, 01.06.-15.07. für ein Wintersemester sowie zusätzlich 15.02.-31.03. für einige Internationale Masterstudiengänge zu einem Wintersemester) über das STINE-Portal online für einen Studiengang an der Universität Hamburg zu bewerben.

Unter den Menüpunkt "Bewerberaccount anlegen" können Sie bereits außerhalb dieser Fristen ein Benutzerkonto anlegen. Sie erhalten anschließend Ihre Zugangsdaten zur Online-Bewerbung per E-Mail. Die Zustellung Ihrer Accountdaten kann sich in Abhängigkeit von Ihrem E-Mailprovider bis zu 2 Stunden verzögern. Überprüfen Sie ggf. auch die Einstellungen Ihres SPAM-Filters. Sollten Sie sich als ausländische/r Studierend/e für einen vorübergehenden Gastaufenthalt im Rahmen eines Hochschulabkommens (z.B. Erasmus) bewerben wollen, steht Ihnen das Bewerbungsportal auch nach Ende der Bewerbungsfristen zur Verfügung.

Themenübersicht:

- Wichtiger Hinweis
- Bescheidtermine - Ergebnis der Bewerbung
- Fragen zur Bewerbung
- Technischer Support
- Hilfreiche Links

2. To set up an applicant account fill in the fields – mandatory fields are marked with an asterisk (\*) – and click on *Konto anlegen* (Create account)

UHH > STINE - Das Studieninfonetz

Startpage **Application**

Benutzer-Kennung:  Passwort:  Anmelden Kennwort vergessen English

**Create Account**

### Neues Bewerberkonto erstellen/ Create a new application account

**Wichtiger Hinweis:** Durch den Button "Konto anlegen" wird ein Account generiert und Sie erklären sich damit einverstanden elektronisch mit der Universität Hamburg zu kommunizieren.  
Notice: By activating the Button "Konto anlegen" an Account will be provided for you and you agree to communicate electronically with the University of Hamburg.

Bitte füllen Sie die nachstehenden Felder aus. Pflichtfelder sind mit einem Sternchen (\*) markiert  
Please fill in the following fields. Mandatory fields are marked with an asterisc (\*)

**Bewerberdaten/ Personal details**

Vorname/First name\*

Nachname/ Last name\*

Geburtsname/Birth name

Geburtsdatum/Date of Birth\*  (TTMM.JJJJ) (DD.MM.YYYY)

Geburtsort/Place of Birth

Geburtsland/Country of Birth\*

E-Mail\*

E-Mail Wiederholung/Confirm email\*

Ihre E-Mail-Adresse ist Ihre Kennung./ Email is your user name.

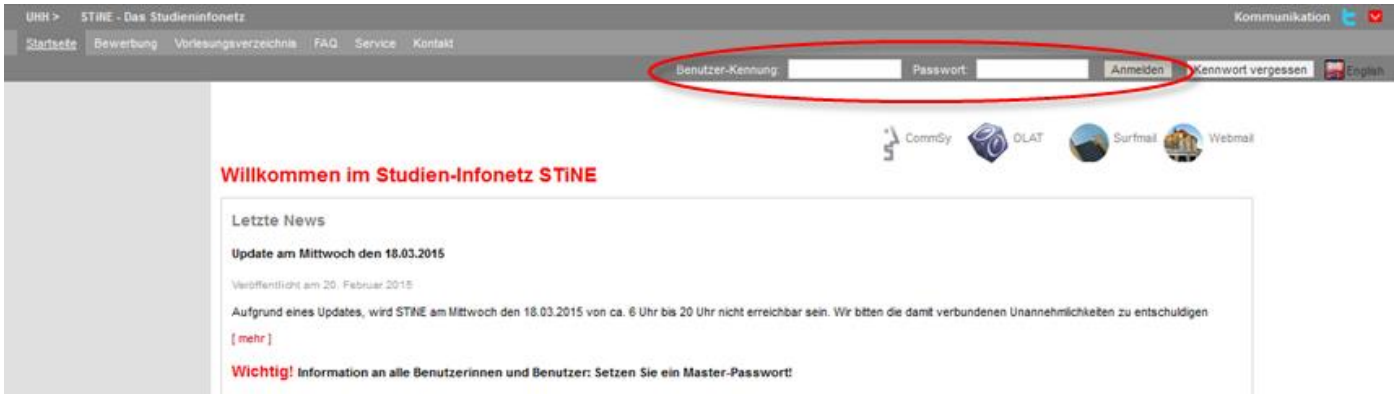
**Konto anlegen**

Hinweise: Wir möchten Sie darauf hinweisen, dass je Bewerberin nur ein Bewerberkonto zulässig ist. Besitzen Sie bereits einen STINE-Account, nutzen Sie bitte diesen zur Online-Bewerbung. Liegen Ihnen die Zugangsdaten nicht vor bzw. haben Sie Fragen zum Login, kontaktieren Sie gern den STINE-Support über das [Supportformular](#) oder alternativ per E-Mail an folgende Adresse: [uhh.bewerbung-technik@uni-hamburg.de](mailto:uhh.bewerbung-technik@uni-hamburg.de).

Notice: Please note that it is not allowed to create more than one application account. If you already have a STINE-account, please use it for your online application. If you have forgotten your access data or if you have questions about the login-procedure, please do not hesitate to contact the STINE-support. Alternatively you can send an email to: [uhh.bewerbung-technik@uni-hamburg.de](mailto:uhh.bewerbung-technik@uni-hamburg.de).

Your applicant account information (user name and password) will be sent to your email address. (Please also remember to check your SPAM filter!)

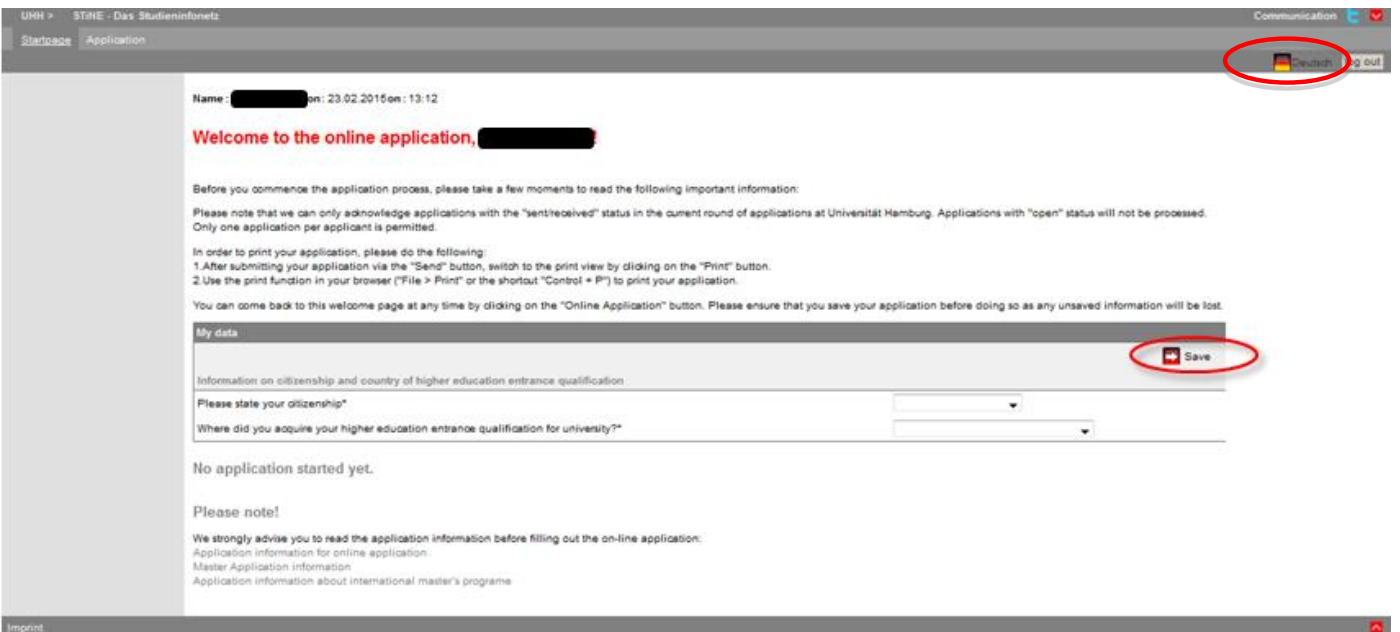
3. Once you have received your account information, you can log in to the application portal (Kennung = user name; Kennwort/Passwort = password) at [www.stine.uni-hamburg.de](http://www.stine.uni-hamburg.de).



4. When you log in for the first time, you will be required to change your password (*Passwort*) and create a security question (*Sicherheitsfrage*) and answer (*Sicherheitsantwort*). Click on *Abschicken* (*Send*) to finish.



5. Please change to the English version, indicate your nationality and higher education entrance qualification and click on *Save*.



6. Proceed by clicking on *Find courses offered*:

UHH > STINE - Das Studieninfonet: Communication

Startpage Application  Deutsch [log out](#)

Name: [redacted] on: 23.02.2015 on: 13:12

### Welcome to the online application [redacted]!

Before you commence the application process, please take a few moments to read the following important information:

Please note that we can only acknowledge applications with the "sent/received" status in the current round of applications at Universität Hamburg. Applications with "open" status will not be processed. Only one application per applicant is permitted.

In order to print your application, please do the following:  
1. After submitting your application via the "Send" button, switch to the print view by clicking on the "Print" button.  
2. Use the print function in your browser ("File > Print" or the shortcut "Control + P") to print your application.

You can come back to this welcome page at any time by clicking on the "Online Application" button. Please ensure that you save your application before doing so as any unsaved information will be lost.

**My data**  Reset

Information on citizenship and country of higher education entrance qualification

Please state your citizenship\* EU/EWR

Where did you acquire your higher education entrance qualification for university?\* EU/EWR

No application started yet.

**Find courses offered**

Please note!

We strongly advise you to read the application information before filling out the on-line application:  
Application information for online application  
Master Application information  
Application information about international master's programs

Imprint

7. Choose degree type *Master* and your subject. Proceed by clicking on *Search*.

UHH > STINE - Das Studieninfonet: Communication

Startpage Application  Deutsch [log out](#)

Name: [redacted] on: 23.02.2015 on: 13:12

### Find courses offered

Hinweis für Lehramtsbewerber/innen:  
Bewerberinnen und Bewerber, die sich für einen Lehramt-Studiengang interessieren, suchen im Studienangebot entweder zunächst nach ihrem Unterrichtsfach (z. B. Englisch/Lehramt; Deutsch/Lehramt, Chemie/Lehramt) oder nach Erziehungswissenschaft/Lehramt und starten dann das Bewerbungsverfahren für die gewünschte Schulform.  
Im weiteren Verlauf der Online-Bewerbung gibt es im Abschnitt "Angaben zum angestrebten Studiengang" dann die Möglichkeit, ein zweites Unterrichtsfach zu wählen, wenn die Studienstruktur dies vorsieht.

**Search criteria**

Subject	All	Here you can restrict the courses offered to the subject you want to study.
Admission restriction	All	Here you can restrict the courses offered to courses with unrestricted or restricted admission.
Degree type	All	Here you can restrict the courses offered to the degree you want to gain.
Major semesters		Here you can restrict the courses offered to the major semester you want to apply for.
Semester	All	Here you can restrict the courses offered to the semester you want to apply for.

**Search** **Reset**

8. Select the degree program you would like to enroll in and click on *Apply*.

UHH > STINE - Das Studieninfonet: Communication

Startpage Application  Deutsch [log out](#)

Name: [redacted] on: 23.02.2015 on: 13:12

### Find courses offered

Hinweis für Lehramtsbewerber/innen:  
Bewerberinnen und Bewerber, die sich für einen Lehramt-Studiengang interessieren, suchen im Studienangebot entweder zunächst nach ihrem Unterrichtsfach (z. B. Englisch/Lehramt; Deutsch/Lehramt, Chemie/Lehramt) oder nach Erziehungswissenschaft/Lehramt und starten dann das Bewerbungsverfahren für die gewünschte Schulform.  
Im weiteren Verlauf der Online-Bewerbung gibt es im Abschnitt "Angaben zum angestrebten Studiengang" dann die Möglichkeit, ein zweites Unterrichtsfach zu wählen, wenn die Studienstruktur dies vorsieht.

**Search criteria**

Subject	International Business and Sustainability	Here you can restrict the courses offered to the subject you want to study.
Admission restriction	All	Here you can restrict the courses offered to courses with unrestricted or restricted admission.
Degree type	Master	Here you can restrict the courses offered to the degree you want to gain.
Major semesters		Here you can restrict the courses offered to the major semester you want to apply for.
Semester	All	Here you can restrict the courses offered to the semester you want to apply for.

**Search** **Reset**

**Search result**

Degree type	Subject	Major semesters	Action	Note
Master	International Business and Sustainability (WiSe 15/16, admission restricted)	1	<b>Apply</b>	Major subject

Imprint

9. You are now in the application portal. Your applicant number is indicated in the *Application status* section. You will need it for tracking your information should any questions or technical complications arise during your registration.

UHH > STINE - Das Studieninfornetz

Startpage Application

Communication

Deutsch log out

Name: [redacted] on: 23.02.2015 on: 12:33

### III Master - Fakultät WiSo (International) - WiSe 15/16

Please fill in the different sections of the electronic application form. Finally press the button "Submit" at the bottom of the application outline (first "Check for completeness").

Sections	
Name	Status
Application adress - International Business and Sustainability	OK
Introduction	OK
Personal details	OK
Correspondence address	OK
Choice of program	OK
Details about previous studies	OK
Information on higher education entrance qualification or on final secondary school diploma	OK
Information on undergraduate program or first degree program	OK
Angaben zur Wartezeit	OK
Educational background - European Studies and International Business Administration	OK
Final confirmation	OK

**Application status**

The application's tracking number is: **BW-879552**  
Please use the tracking number for any further communication about the application.

**Download**

Application Information Economic  
Application Information International Business and Sustainability  
Application Information Politics, Economics and Philosophy  
Informationen zum Nachteilsausgleich i.Z.m. einer Masterbewerbung

**Study choice (admission restricted)**

Subject	International Business and Sustainability (admission restricted)
Degree	Master of Arts
Exam regulations	International Business and Sustainability (M.A.)
Major semester	1

**User data**

This e-mail address is stored with your user account [redacted]

**Special applications**

Application for consideration as hardship case (Master) File request

Check for completeness Applications overview

10. Click on *Introduction*, read the information and fill in the form. You can click *Save* at the bottom of the form any time to save the data you have already entered.

UHH > STINE - Das Studieninfornetz

Startpage Application

Communication

Deutsch log out

Name: [redacted] on: 23.02.2015 on: 12:33

### III Master - Fakultät WiSo (International) - WiSe 15/16

Please fill in the different sections of the electronic application form. Finally press the button "Submit" at the bottom of the application outline (first "Check for completeness").

Sections	
Name	Status
Application adress - International Business and Sustainability	OK
Introduction	OK
Personal details	OK
Correspondence address	OK
Choice of program	OK
Details about previous studies	OK
Information on higher education entrance qualification or on final secondary school diploma	OK
Information on undergraduate program or first degree program	OK
Angaben zur Wartezeit	OK
Educational background - European Studies and International Business Administration	OK
Final confirmation	OK

**Application status**

The application's tracking number is: BW-879552  
Please use the tracking number for any further communication about the application.

**Download**

Application Information Economic  
Application Information International Business and Sustainability  
Application Information Politics, Economics and Philosophy  
Informationen zum Nachteilsausgleich i.Z.m. einer Masterbewerbung

**Study choice (admission restricted)**

Subject	International Business and Sustainability (admission restricted)
Degree	Master of Arts
Exam regulations	International Business and Sustainability (M.A.)
Major semester	1

**User data**

This e-mail address is stored with your user account [redacted]

**Special applications**

Application for consideration as hardship case (Master) File request

Check for completeness Applications overview

11. Complete all further sections on personal details, correspondence address, choice of program, details about previous studies, information on higher education entrance qualification, information on undergraduate program or first degree program and the final confirmation.
12. Complete the final confirmation section and click on *Save, then open application summary*.

Name: [redacted] on: 23.02.2015 on: 12:33

### III Master - Fakultät WiSo (International) - WiSe 15/16

**Introduction**

Welcome to the online application at Hamburg University.

By using the feature "Submit" you submit your data electronically to Hamburg University. Please note that this is not sufficient to complete the application process. You also have to send your completed, printed and signed application form along with the requested certificates prior to the application deadline by regular mail.

Moreover, please note that you are only allowed to apply for ONE DEGREE PROGRAM at Hamburg University if your application is not yet completed but saved, you are able to retrieve and modify it under the menu item "Online-Application". By using the function "Check for completeness" you can check which question has not been answered properly yet.

Afterwards you can submit your application by using the function "Submit". Using the function "Check for completeness" you'll find the button "Submit" afterwards everything is complete.

Please note that this translation may only be used for reference purposes. This English version is not an official translation of the original German version. In cases where any differences occur between the English and the German version, the German version shall prevail.

Please click on Weiter (Next) to move to the next page in the online application.

Good luck with your application!

Universität Hamburg  
Services for Students—Application and Admissions Team (Team Bewerbung und Zulassung)  
Alsterterrasse 1  
20354 Hamburg, Germany  
www.uni-hamburg.de/zulassungsfragen

Entry	Notes
I hereby confirm that I have read the introduction.	

Back Next

Save **Save, then open application summary** Application summary

**Please note!**

We strongly advise you to read the application information before filling out the on-line application:  
Application information for online application  
Master Application information  
Application information about international master's programs

13. Click on *Check for completeness* to check which fields you have not yet completed.

Name: [redacted] on: 23.02.2015 on: 12:33

### III Master - Fakultät WiSo (International) - WiSe 15/16

Please fill in the different sections of the electronic application form. Finally press the button "Submit" at the bottom of the application outline (first "Check for completeness").

Sections	Status
Application address - International Business and Sustainability	OK
Introduction	OK
Personal details	OK
Correspondence address	OK
Choice of program	OK
Details about previous studies	OK
Information on higher education entrance qualification or on final secondary school diplomas	OK
Information on undergraduate program or first degree program	OK
Angaben zur Wartezeit	OK
Educational background - European Studies and International Business Administration	OK
Final confirmation	OK

**Application status**

The application's tracking number is: BW-879552  
Please use the tracking number for any further communication about the application.

**Download**

Application Information Economic  
Application Information International Business and Sustainability  
Application Information Politics, Economics and Philosophy  
Informationen zum Nachteilsausgleich i.Z.m. einer Masterbewerbung

**Study choice (admission restricted)**

Subject	International Business and Sustainability (admission restricted)
Degree	Master of Arts
Exam regulations	International Business and Sustainability (M.A.)
Major semester	1

**User data**

This e-mail address is stored with your user account [redacted]

**Special applications**

Application for consideration as hardship case (Master)  File request

**Check for completeness** Applications overview

14. Carefully check your data. If everything is correct, send off your application by clicking on *Submit*.

The screenshot shows the 'Submitting application' page for the 'III Master - Fakultät WiSo (International) - WiSe 15/16'. The page title is 'Submitting application' and the sub-header is 'III Master - Fakultät WiSo (International) - WiSe 15/16'. A red circle highlights the instruction: 'Please check your entries and submit the data at the end of the page.' Below this, the application address is listed: 'International Business and Sustainability, Universität Hamburg, Fakultät Wirtschafts- und Sozialwissenschaften, Fachbereich Sozialökonomie, M.A. International Business and Sustainability, Von-Melle-Park 9, D - 20146 Hamburg'. There are two tables with 'Entry' and 'Notes' columns. The first table is empty. The second table contains the text 'I hereby confirm that I have read the introduction.' with 'Yes' in the 'Entry' column. Below the tables, there is an 'Introduction' section with a welcome message and instructions. At the bottom, there are two buttons: 'Submit' and 'Application summary', with 'Submit' circled in red. A 'Please note!' section follows, advising the user to read the application information before filling out the form.

15. To print out your online application form, switch to *Overview*, then click on *print preview* and use your browser's print function:

The screenshot shows the 'Overview' page after successful submission. The page title is 'Submitting was successful' and the sub-header is 'III Master - Fakultät WiSo (International) - WiSe 15/16'. A red circle highlights the 'Overview' button. The page contains a message: 'Vielen Dank für Ihre Bewerbung!' and 'By pressing the button "Submit" your application will be submitted to the University of Hamburg electronically. Please print your correctly filled form and send it in within the application period to the application address along with the necessary documents.' Below this, there is a 'Please note!' section with the text: 'You might want to print a confirmation that your application form has been submitted successfully by pressing "print".'

UHH > STINE - Das Studieninfonetz Communication

Startpage Application Deutsch log out

Name: [redacted] on: 25.02.2015 on: 13:41

**Welcome to the online application, [redacted]!**

Before you commence the application process, please take a few moments to read the following important information:

Please note that we can only acknowledge applications with the "sent/received" status in the current round of applications at Universität Hamburg. Applications with "open" status will not be processed. Only one application per applicant is permitted.

In order to print your application, please do the following:  
 1. After submitting your application via the "Send" button, switch to the print view by clicking on the "Print" button.  
 2. Use the print function in your browser ("File > Print" or the shortcut "Control + P") to print your application.

You can come back to this welcome page at any time by clicking on the "Online Application" button. Please ensure that you save your application before doing so as any unsaved information will be lost.

**My data**

Information on citizenship and country of higher education entrance qualification

Please state your citizenship\*

Where did you acquire your higher education entrance qualification for university?\*

**My applications**

Semester WiSe 15/16

Degree type	Subject	Major semester	Status	Started	Submitted	Action
Master	International Business and Sustainability (admission restricted)	1	Submitted	20. Feb. 2015	25. Feb. 2015	Show Print preview

[Find courses offered](#)

**Please note!**

We strongly advise you to read the application information before filling out the on-line application:  
 Application information for online application  
 Master Application information  
 Application information about international master's programs

Imprint

16. Send the printed out online application together with all required documentation to the application address.