

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. 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).

How to apply

Applications must be submitted through online registration at [Online application](#) (A 

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.

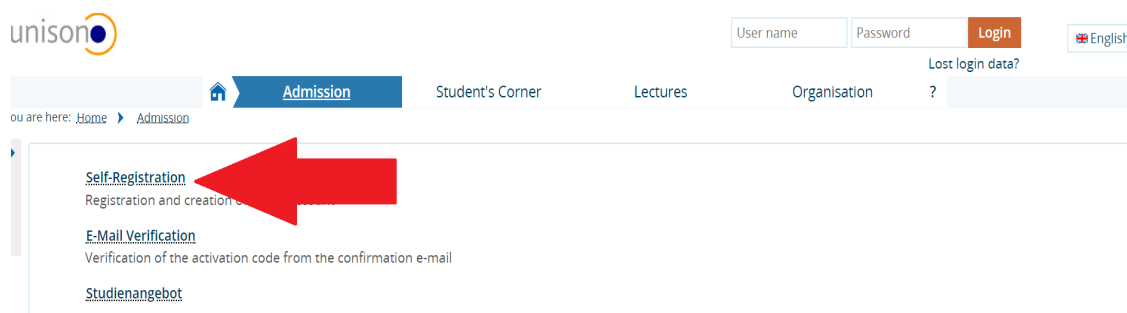
Please do not use any translation software.

**A guide through UNISONO | Compiled by Faria Afzal, igs.advisor@nt.uni-siegen.de | Approved by C. Engelhard
2020/01/31 | University of Siegen – Department of Chemistry and Biology**

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4. Click on “Self-Registration”



5. Fill the online form

<p>Personal details</p> <p>* Surname <input type="text"/></p> <p>* First name <input type="text"/></p> <p>* Gender <input type="text"/></p> <p>* Date of birth <input type="text"/> <small>mm/dd/yyyy</small> <input type="calendar"/></p> <p>* Place of birth <input type="text"/></p> <p>* Country of birth <input type="text"/></p> <p>* Nationality <input type="text"/></p> <p>2. Nationality <input type="text"/></p>	<p>* E-mail (repeat) <input type="text"/></p> <p>Password</p> <p><small>Your password must have at least 8 characters, and must include at least one special character.</small></p> <p>* Password <input type="text"/></p> <p>* Retype Password <input type="text"/></p> <p><small>Please type in the response to the question below. This is for spam defence, please understand.</small></p> <p>Security Question <input type="text"/></p> <p>* Response to the security question <input type="text"/></p> <p>* I have read and accept the Privacy Policy mentioned above. <input checked="" type="checkbox"/></p> <p>Register</p>
<p>Contact information</p> <p>* Country <input type="text"/></p> <p>Street and number or address <input type="text"/></p>	

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.

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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](#)

7. Check your e-mail, if you have not received any e-mail, double check spam or Junk folder.

Welcome

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:

8. Once you click on the link, it will take you back to UNISONO. Use your you 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>

The screenshot shows the UNISONO login page. At the top right, there are input fields for 'User name' and 'Password', a 'Login' button, and a language selector for 'English'. Below this, a navigation bar includes 'Home', 'Admission', 'Student's Corner', and 'Lectures'. A message box states: 'Your verification has been successful. Please sign in with the username (not with your e-mail-address) you have received by e-mail and your password.' Below the message are input fields for 'User name' and 'Password', and a 'Login' button. A red arrow points to the 'Login' button, and another red arrow points to the 'User name' input field. In the top right corner, there is a red star and a red arrow pointing upwards.

Pre-Enrollment

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

The screenshot shows two panels. The top panel, titled 'Information for Enrollment', contains a link to 'Information about Enrollment'. The bottom panel, titled 'Online Application/Pre-Enrollment', contains a link to 'Pre-Enrollment' with a red arrow pointing to it. The 'Pre-Enrollment' link text reads: 'Here you can pre-enroll for a studyplace, change your application or see the result of'.

2. We recommend that you enable e-mail notification

The screenshot shows a form titled 'Enable Email notifications?' with a 'Help' icon. The text asks: 'Would you like to be informed via email about status changes to your application as well as document availability?'. There are two buttons: 'Yes, enable Email notifications' and 'No'. The breadcrumb trail shows: 'You are here: Home > Lectures > Online Application'.

3. Select the semester

The screenshot shows a form titled 'Semester of Application'. It contains an information icon and 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 set to 'Wintersemester 2020/21' and a 'Start application' button.

4. Add application









The screenshot shows a form titled 'Applications in preparation' with a 'Help' icon. It contains an information icon and text: 'To apply/ pre- enroll for one or further study program/-s please add a request. 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.' Below the text is a yellow button labeled 'add an application'.

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5. Select "Chemistry" and the rest of column are auto filled

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

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

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

Period	
* from	<input type="text"/> 
* to	<input type="text"/> 
* University	<input type="text"/>
* Address of the university	<input type="text"/>
* Subject (i.e. Chemistry)	<input type="text"/>
* Graduation (i.e. Bachelor or Master)	<input type="text"/>

7. Provide your grade according to the German scale. You can convert you grades using the following formula

$$1+3 \frac{(P_{\max} - P)}{(P_{\max} - P_{\min})}$$

P = your original grade, P_{max} = maximum grade possible in your educational system,

P_{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_{min}.

* 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 this system.

* Lowest possible grade to pass in your system **i**

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”

i Please name your file: BScertificate_initial_surname, if not recieved yet, please upload the transcript of records again (only pdf, maximum size 5MB)

* Certificate Bachelor Degree

Uploading a file is necessary.

i Please name your file: Transcript_initial_surname (only pdf, maximum size 5MB)

* Transcript of Records Bachelor

Remarks

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.

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

i Prerequisite for application: 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); or Native Speaker (only: US, GB, NZ, AUS, CA)

* Type of certificate

* Certified Result

TOEFL
iBT
CAE
IELTS
Native Speaker (only: US, GB, NZ, AUS, CA)

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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.

1. Request: M.Sc. Chemistry

[Go to overview](#)

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

i 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. 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.

References (M.Sc. Chemistry 1. FS)

i 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

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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.

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

i 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. Double check your application data

Your Application Request - Application #1

[Go to overview](#)

i Check your data before submitting.

Your course of choice

Program of study (subject) M.Sc. Chemistry

Begin term of study submitted 1

Requestsubject status in preparation

Type of Admission access restriction

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

Organic Chemistry 0

i Nr. of hours

Physical Chemistry 0

Confirm statements and submit application request

I hereby confirm that the data entered is correctly.

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Submit request

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

The screenshot shows the UNISONO user interface. At the top, there are navigation tabs: Home, Lectures, Organisation, User Information, and Bookmarks. Below this, there are four main sections:

- Information for Enrollment:** A section for prospective students with a link to 'Information about Enrollment'.
- Application Status:** A section where users can check their application status. A red box highlights the 'View application status' button.
- Online Application/Pre-Enrollment:** A section for pre-enrolling for a studyplace.
- Applications in preparation:** A table listing applications with their status. Three applications are shown:
 - Application 1: M.Sc., 1. subject related semester, access restriction. Status: canceled.
 - Application 2: M.Sc., 1. subject related semester, access restriction. Status: In preparation.
 - Application 3: M.Sc., subject related semester, access restriction. Status: received.Each application has 'Submit request' and 'Edit request' buttons. The third application also has 'Print application request', 'Show details', 'Cancel and edit request', and 'Cancel request' buttons.

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.

Congratulation 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.