

# Application for Admission to the M.Sc. Solar Energy Engineering

## Application Procedure

Submitting this application is the first administrative step on your way to become a student of the Master of Science Program »Solar Energy Engineering«. With this application you provide all necessary information and documents to check your formal eligibility to this program.

***Handing in your application: DEADLINE IS AUGUST 31<sup>ST</sup>***

### **1. Complete the application form**

Please thoroughly complete each field of the form that applies to you. Incomplete forms will not be accepted. Send your application in two versions: 1. via email and 2. via postal service. Applications which arrive in Freiburg after the date of August 31<sup>st</sup> will not be accepted.

### **2. Send the full application digitally per email**

Please send the completed application form and all the required documents listed below as PDF files to:  
[application@studysolar.uni-freiburg.de](mailto:application@studysolar.uni-freiburg.de)

***List of documents to provide via email in PDF Format:***

- Completed application form (*filled out with your keyboard, no handwriting accepted!*)
- Up-to-date CV in English
- Proof of English language proficiency<sup>1</sup> (*see Appendix*)
- Diplomas and degrees (*both in English and in original language*)
- Transcript of courses with grades (*both in English and in original language*)
- Certificates of professional experience<sup>2</sup> (*see Appendix*)
- Copy of your health insurance certificate<sup>3</sup>      I have no health insurance

### **3. Send a signed hardcopy version of the application per mail**

Please print and sign by hand the completed application form. Get notarized hardcopies<sup>4</sup> of the documents that require it.

***List of documents to provide via mail (applications arriving after August 31<sup>st</sup> are not accepted):***

- Completed application form (*signature on the final page required!*)
- Notarized hardcopy:** Proof of English language proficiency<sup>1</sup> (*see Appendix*)
- Notarized hardcopy:** Diplomas and degrees (*both in English and in original language*)
- Notarized hardcopy:** Transcript of courses with grades (*both in English and in original language*)

***Send all these hardcopy documents by mail to the following postal address:***

**University of Freiburg, Faculty of Engineering, Solar Energy Engineering,**  
Georges-Koehler-Allee 10  
79110 Freiburg  
Germany

**Remark:** Applicants from China, Vietnam and Mongolia must be prepared to hand in an APS ("Akademische Prüfstelle") Certificate from the German embassies in Beijing, Hanoi and Ulan-Bator, respectively.

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## Motivation

### Letter of motivation (approx. 400 words)

As part of your application, the letter of motivation gives you the opportunity to reflect on what motivates you to study the MSc Solar Energy Engineering and to convincingly present the reasons of your choice of study. In your writing please make sure to answer the following guiding questions:

- What is your motivation to apply in relation to your previous education and work experience?
- What is your motivation to apply in relation to your future aspirations / preferred working field?
- Name three main benefits you expect to gain from the M.Sc. program.
- Give four arguments / personal characteristics, why you should be selected according to your own view.

# Application for Admission to the M.Sc. Solar Energy Engineering

## Personal Information

### Applicant Personal Data

Email Address

Phone Number

Full Name as indicated in your Passport \*

First Name (Given Name)

Last Name (Surname)

\* Please include your full legal name: First Name (Given Name), Last Name (Surname). This is how your name will appear on your transcript, diploma and all other university documents.

Gender

Female

Male

Other

Citizenship (list every country of citizenship, separated by comma)

Date of Birth

Day

Month

Year

Place of Birth

City

State / Province / Region

Country

Legal Permanent Address

Street

Street (additional field)

City

State / Province / Region

ZIP / Postal Code

Country

All correspondence by Mail will be done using this address. It is your responsibility to notify us if your address changes. Please notify us if you prefer a different billing address (for example your employer).

# Application for Admission to the M.Sc. Solar Energy Engineering Education

## Highest degree in the field of Natural Science, Engineering, Math or related:

Bachelor degree:      B.Tech.      B.Eng.      B.Sc.      other (please specify)

Master degree:      M.Tech.      M.Eng.      M.Sc.      other (please specify)

Doctoral degree:      please specify

Major (Name of the degree which you have specified above)

From (institution)

State/Province/Region

Country

Study period - Start Date (dd/mm/yyyy)

Study period - End Date (dd/mm/yyyy)

Grade Point Average (GPA) or Final Grade

Grade in %

## Additional Institutions/Degrees

If you have studied at more than one undergraduate institution or hold any other advanced (graduate) degree(s), please list your degrees, the according university and the date(s) of study:

Degree

University

Graduation (Year)

Comments (further details or information about your education)

# Application for Admission to the M.Sc. Solar Energy Engineering Professional Experience

The Master of Science »Solar Energy Engineering« is part of the continuing education offer of the University of Freiburg. The program is targeted at working professionals who want to study part-time, next to their job. Usually a minimum of 1 year of work experience is recommended. Applicants with subject-relevant work experience will be prioritized for the admission.

**Please list your professional experience below (from most recent to older ones):**

Organization/Company Country of employment

Task Area Department From (year) Until (year)

Organization/Company Country of employment

Task Area Department From (year) Until (year)

Organization/Company Country of employment

Task Area Department From (year) Until (year)

Organization/Company Country of employment

Task Area Department From (year) Until (year)

**Comments (further details or information about your work - e.g. how it relates to solar energy)**

# Application for Admission to the M.Sc. Solar Energy Engineering

## Additional Information and Data Protection

### Use of the collected data

We process this data for administrative purposes only. We are storing this data in our system, and we will not share it with anyone else.

We would like to keep this data until the end of the year of your application. When that period is over, we will delete your data.

[This is a link to our privacy policy.](#) In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.

You have the right to lodge a complaint about the way we handle your data. The responsible regulating authority is [Baden-Württemberg's state commissioner for data protection and freedom of information](#) (Landesbeauftragte für den Datenschutz und die Informationsfreiheit) or you can contact our data protection representative at [datenschutzbeauftragter@uni-freiburg.de](mailto:datenschutzbeauftragter@uni-freiburg.de) for more information or concerns.

### Where did you first come across the program?

- |                      |                        |
|----------------------|------------------------|
| Advertisement        | E-News                 |
| Fair or Conference   | News article           |
| SEE Alumni / Student | Personal Connection    |
| Campus Visit         | Professor              |
| Social Media         | Website                |
| Brochure             | Other, please specify: |

**Do you have any other comments (about the application process, the way you found this program or further information about you)? Is there anything else you want us to know?**

# Application for Admission to the M.Sc. Solar Energy Engineering

## Confirmation of the application

Please tick to confirm that you have understood the following important information:

Concerning the format of the study program:

**Online Studies:** I am aware that the M.Sc. Solar Energy Engineering is an online and distance learning program and not an on-campus program in Germany.

**On-Campus Stays:** There are two 1-week on-campus phases per year in Freiburg. The University of Freiburg neither covers my expenses for travelling to Freiburg nor for board and lodging during the campus phases. It is my own responsibility to arrange the necessary visa to enter Germany.

**Workload:** I am aware that the average weekly workload is about 15 hours.

**Master Thesis:** I know that the final semester consists of the writing of a master thesis. The thesis is the crowning piece of higher education and will require a strong focus. I know that there is the possibility to come to Freiburg for the final semester and to do the master thesis in Freiburg.

Concerning the preconditions applicants have to fulfill:

**Financial Means:** I am aware of the fees for the M.Sc. Solar Energy Engineering and I confirm that I have access to the required amount of money. The costs are in detail:

1. Administration fee: 500 EUR per semester
2. Course fee for standard courses: 200 EUR per ECTS<sup>5</sup>
3. Course fee for the master thesis and the research projects: 100 EUR per ECTS

**Health Insurance:** I know that in order to matriculate at a German University, it is necessary to have a health insurance which is valid in Germany.<sup>3</sup>

**Language Proficiency:** The study language is English. Hereby I confirm that I have a level of English that corresponds to level B2 (or higher) of the European Framework of Reference for Languages.<sup>1</sup>

**Technical Equipment:** The University of Freiburg can grant only limited technical support. It is my own responsibility to set up and maintain a suitable computer with internet connection that is operating. Additional hardware requirements are a headset - including a microphone - and a webcam.

Concerning the provided material and the online resources:

**Learning Material:** The provided learning material is intended to be for me as a student. It may not be reproduced, distributed, shared or published without permission of the M.Sc. Solar Energy Engineering.

**Online Resources:** I will not share my passwords and login data with others.

I affirm with my signature that the information I have given is correct.

Place, date

Signature

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## Appendix

### [1] Proof of English language proficiency

Due to the admission regulations students may only be admitted if they have knowledge of the English language of at least level B2 of [the Common European Framework of Reference for Languages](#). English certificates have to be handed in **as officially notarized copies**<sup>4</sup>. Online versions - like for example the TOEFL »Test taker report« will not be accepted.

- Accepted English certificates are: Cambridge FCE, CAE und CPE, IELTS - only valid for two years (min. 5.5 Points), PTE Academic (min. 59 Points), TOEFL - only valid for two years (72 Points »Internet« / 525 Points »Paper«), OOPT (min. 61 Points), telc B2-C1 University, telc C1, TOEIC (min. 400 Points „Hear“ and 385 Points „Read“).
- Exceptions: Students from a country with English as official language; Students holding a German or Luxembourgish »Abitur« with at least 7 Years of English; Students holding a previous degree (BSc) which was completely taught in English (must be mentioned in the official transcript); Students with several years of job experience in English (official written confirmation by the company / CEO required)

### [2] Certificates of professional experience

Students may be admitted to the advanced degree program Master of Science in Solar Energy Engineering if they can document usually at least one year of professional experience, ideally in a field related to solar energy, after obtaining their qualifying degree. There is no strikt form for this document. For example it can be:

- A letter of reference stating the time of employment
- A payroll with blackened/anonymized details

### [3] Certificate of health insurance

The German law requires everyone in Germany to have a health insurance, including foreign students, guest researchers, and visitors. Since the M.Sc. Solar Energy Engineering is hosted at a German public university, this requirement also applies to our students.

At the moment of matriculation at the University of Freiburg a health insurance will be required. [Find here detailed informations about the German health care system.](#)

**Therefore please send us a scan of your current health insurance certificate.**

We will check if it fits the requirements and inform you if you should prepare something else. For an online program it is sufficient if your health insurance covers journeys to Germany. If you intend to stay in Germany permanently it is of course different.

- If you are above 30 years of age - no insurance is required for the matriculation process.
- For Students from EU / EEA countries and Switzerland a proof of health insurance (European Health Insurance Card or temporary certificate) is sufficient.

If you have no (travel) insurance - **please inform us!** There are several options to get an insurance which is suitable and affordable.



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## Appendix

### [4] Notarized Hardcopies

An official certification can be provided by any public body or government agency that has an official seal or stamp (Dienstsiegel). Examples include registration offices (Bürgerbüros) or the local registration offices of the State Residents' Registration Office (Einwohnermeldeamt), as well as embassies and consulates if foreign academic records are to be certified. German notaries are, of course, also authorized to perform certifications. The institution (school, higher education institution) that originally issued the record in question can also certify a copy of that record as well as sworn translators.

Certifications issued by attorneys, certified auditors, associations, health insurance companies, as well as the Federal Employment Agency (Bundesagentur für Arbeit), the Church, from DAAD (German Academic Exchange Service) or from AStA (Allgemeiner Studierenden Ausschuss) are not recognized.

#### Every official certification must include at least:

1. the certification notice (this is a notice stating that the copy is in accordance with the original),
2. the signature of the party certifying the document, and
3. the official seal or stamp. (An official seal or stamp generally includes an emblem. A simple inked text stamp is not sufficient.)

If the copy consists of several pages, proof must be provided showing that each page comes from the same document. It is sufficient if only one page bears the certification notice and signature as long as all pages are stacked up, stapled together, and stamped or sealed in such a way that part of the official seal or stamp appears on each page.

You are also welcome to have every page certified separately, but if you do so, please ensure that your name appears on every page of the original. **Photocopies of officially certified copies will not be accepted.**

### [5] ECTS

European Credit Transfer and Accumulation System (ECTS) credits are a standard means for comparing the »volume of learning based on the defined learning outcomes and their associated workload« for higher education across the European Union and other collaborating European countries. For successfully completed studies, ECTS credits are awarded. One ECTS represents approximately 25 hours of total workload, irrespective of standard or qualification type. ECTS credits are used to facilitate transfer and progression throughout the Union.

[Find here](#) an official information page about ECTS from the European Union.