

Online Application Guide Biomedical Engineering M.Sc.

To apply online you have to go to:

<https://mio.hs-furtwangen.de>

MIO - My university portal

Start page

Applicant

Registration

Dear Applicant!

You would like to apply for a place at Furtwangen University. The application process is divided into two steps. We will guide you through this application process in this portal.

Step 1:

Please register. This is done below via the button "Register now". You enter your personal data and will then receive your registration details by e-mail.

Step 2: Using the registration data from the email, log in again to this portal here. You now select the desired degree programme or several degree programmes for which you would like to apply. In addition, you enter further information about yourself.



Register now!

Register here and select your access data.



Here press the button „Register now!“

Personal data

* Surname	<input type="text" value="Dummy"/>	
* First name	<input type="text" value="Dandy"/>	
All first names	<input type="text" value="Dandy Sugar"/>	
* Gender	<input type="text" value="male"/>	▼
Job title	<input type="text"/>	▼ 
Degree	<input type="text"/>	▼ 
Degree affix	<input type="text"/>	
Name prefix	<input type="text"/>	
Name suffix	<input type="text"/>	
Pseudonym (artist name)	<input type="text"/>	
* Date of birth	<input type="text" value="01.01.2000"/>	 
* Place of birth	<input type="text" value="Somewhere"/>	
Country of birth	<input type="text" value="American Overseas Islands"/>	▼
Birth name	<input type="text"/>	
* Nationality	<input type="text" value="American Overseas Islands"/>	▼
2. Nationality	<input type="text"/>	▼

Enter minimum the required data which are marked with “*”.

Contact information

* Country	American Overseas Islands	
Address addition (c/o, room number)		
* Street and house number	Wallstreet 666	
Postcode	12345	
* City	Gotham City	
Phone	+44 666 777 888	
Mobile Phone		
* E-mail	dusty_dummy@domain.com	
* Repeat e-mail	dusty_dummy@domain.com	

Password

 Your password must be at least 6 characters long and consist of upper and lower case letters as well as at least number and a special character. A special character is any character that is not a letter, underscore (_), space or digit.

* Password	••••••	
* Repeat password	••••••	

Security question (Captcha)

 In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.

Security question (Captcha)	Please subtract 32 from 14.	
* Response to the security question	-18	

Data privacy policy

I have read and accept the data privacy policies listed at the beginning of this page.

[→ To the data privacy policies.](#)

Register

Activate Checkbox „Data privacy policy“ and register. You will receive an e-mail with a code you'll have to enter in the page that opens after pressing the registration button.

 Add a request

Then proceed by **Add a request**

* Degree	Master	▼	ⓘ
* Subject	Biomedical Engineering	▼	ⓘ
* Major field of study	no major field of study	▼	ⓘ
* Type of Study	Full-time	▼	ⓘ
* Chosen course of study	Master Biomedical Engineering	▼	ⓘ
* In which subject-related semester do you want to start studying?	1. Subject-related semes	▼	ⓘ
Type of admission	Admission restriction (manually)		

→ Next

Then enter the study course Biomedical Engineering. See above. Press next.

Entrance qualification

Please enter the data of your entrance qualification. The fields marked with * are obligatory.

* Acquired in: Abroad

* Country: Seychelles

* Type of Entrance Qualification: ohne Angaben ⓘ

Average grade:

Date of acquirement:

ohne Angaben
 Sonstiger Erwerb der HZB im Ausland (allgemeine Hochschulreife)
 Sonstiger Erwerb der HZB im Ausland (fachgebundene Hochschulreife)

→ Next

The (University) **entrance qualification** is your high- or secondary **school degree**. There are in Germany two types:

1. “Allgemeine Hochschulreife” means a school degree which qualifies to study at any university any study course.
2. “Fachgebundene Hochschulreife” is a school degree from a higher school with technical or other focus, which enables the graduates to study in the field of the school only.

If you’re not sure regarding your school degree enter “ohne Angaben”. The entries in the section “Entrance Qualification” have no influence in the admission process for the study course Biomedical Engineering M.Sc. We consider only the University Transcripts and grades.

Entrance qualification

Please enter the data of your entrance qualification. The fields marked with * are obligatory.

* Acquired in: Abroad

* Country: Seychelles

* Type of Entrance Qualification: ohne Angaben

Average grade: ⓘ

Please enter the grade of your entrance qualification. This must be between 1 and 4. A maximum of 1 decimal places is allowed.

Date of acquirement: ⓘ

→ Next

In the field „**Average Grade**” enter the number “4” if you’re not sure regarding the conversion of your grade into a German grade.

It will have no affect to your admission. If you want to calculate, the correct German grade use this formula:

$$\text{German Grade}(1 - 4) = \frac{GPAMax - GPAyours}{(GPAMax - GPAMin) \times 3} + 1$$

After filling Date of acquirement proceed with “NEXT”

Vocational training

① Have you already completed a vocational training? If so, then please specify.

* Vocational training completed?

Yes

No

Service completed?

① Please specify if you have completed some form of service (e.g., military service, civilian service, European voluntary service). In some programs, this may give you an advantage over others who have not done so. Not applicable for Master's study programs – please ignore and continue.

* Have you already completed military or some other form of service?

Yes

No

→ Next

If you have completed a vocational training or military or civil service in your country you can enter Yes and add documents. It has only a very small influence in the admission procedure.

Application

 Application semester: winter term 2023/24

1. Request: Master Biomedical Engineering

The fields marked with * are obligatory.

Upload university entrance qualification (highschool degree or secondary school degree)

 Please upload a university entrance qualification that is valid for the application. This can be the highschool degree or secondary school degree.

 Certificate file

* University entrance qualification

 School_Degree.pdf

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Here you have to upload your final school degree certificate.

Bachelor degree and recognition

 Please upload your Bachelor's certificate to the portal. If you do not yet have the certificate, upload an unadjusted transcript of records with a provisional final grade and submit the Bachelor's certificate upon receipt.

Note for applicants with certificates that were not issued by a German university:

We would like to ask you to upload a recognition from the International Office of the HTWG Konstanz to the portal.

 Bachelor transcript/transcript of records:

* Bachelor transcript of records

 [Bachelor_Transcripts.pdf](#)

 If you already have a certificate recognition by the Studienkolleg at HTWG Konstanz /Germany, you can upload it now. You can find the application for recognition on the following page:

<https://www.htwg-konstanz.de/studium/studienkolleg-der-htwg-konstanz/zeugnisanerkennung/anererkennung>

The submission of the recognition is optional and can be submitted later.

Certificate recognition by the Studienkolleg
Konstanz



Choose file (click here or drop in here, max 1 file or files)

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→ Next

Here you upload your Bachelor Transcripts. **They are very important for the admission procedure.** Please take care, that they have good quality so we can read them. You can include in the file the final degree certificate and the university grading scheme if you have them. If they are separate documents upload this documents at the end as additional documents.

The Bachelor transcript has to be certified. This can be done by the HTWG Konstanz /Germany

Link to HTWG Konstanz: <https://www.htwg-konstanz.de/en/academics/center-for-international-students-konstanz/recognition-of-certificates/procedure>

In some countries (e.g. India) the German embassy requires “APS” certificates before they issue student visa. Applicants of such countries can use the “APS” certificate as recognition document.

In case you just have started the certification process and have no certificate now, please upload a prove, that you have applied for the certificate (e.g. courier bill of send documents).

Do you already have a degree from Furtwangen University?

 Have you already completed a degree at Furtwangen University?

* Have you already studied at Furtwangen University?

No



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If you did your Bachelor at our university enter „Yes“. But most of our applicants did not.

The fields marked with * are obligatory.

College / University history

(i) Please list the last institutions where you studied). Enclose an official certified copy of document showing the highest degree obtained, an official academic transcript listing all courses taken and a corresponding certified translation into English or German (only if already in those languages).
For multiple entries use the button at the bottom left.

(i) Name of institution you've visited:

* Name of Institution

(i) Country of University/College

* Country

(i) Please list the location of the facility:

* City/Location

(i) Please enter the begin date at the university/college

* University begin date 

(i) Please enter the end date at the university/college:

* University end date 

(i) Please name the (major) course of study you attended.

* Major Programme

(i) What degree did you or will you obtain as part of this study?

* Degree

(i) Have you already obtained the degree?

* degree obtained

Enter the details of your university and the course you have studied.

① Which grade/ CGPA did you achieve? Please enter the grade from your report card. A translation to german grades is not required

* Grades

① Bitte tragen Sie die minimale und die maximale Note, die erzielt werden konnte, ein.

* Notenspektrum

① Please write below the minimum to pass Grade/Score of your University.

* minimal Grade

① Please write below maximum Grade/Score of your University.

* Maximal Grades

① Please enter the number of ECTS points achieved in this study program.

Achieved ECTS score

① Please state the standard period of study in semesters for the degree programme you have completed.

* Standard period of study

[Add College / University history](#)

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Enter your received grade and the range of your grading system. We need this to calculate your German equivalent grade. Please upload an additional document with the grading scheme of your university at the end of the application as additional document if the grading scheme is not included in the transcripts. If your university has no "ECTS" system and no document that converts your study workload into the "ECTS" system leave the "Achieved ECTS score" blank. If you have such a transfer document upload it at the end of the application as additional document and enter your ECTS.

Very important is the field "Standart period of study", which is the number of semesters of the regular duration of your course. If you had course which has no "semester" system but only "years" count a year as two semesters.

Employment

 Please list all employment relationships in chronological order and upload proof of employment to the portal. The information is compulsory and not a requirement.

 Name of the employer:

Employer

 City and Country if not Germany

City/Country

 please insert the employment start date

Employment begin date 

 End of employment. If the employment relationship is still ongoing, please do not enter a date.

End date of employment 

 Please name the position held in this employment:

Position

 Please briefly describe the primary duties and responsibilities of this employment:

Tasks/duties

 Please upload proof of employment to the portal

Certificate of employment

 [Add Employment](#)

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[Next](#)

Here you can mention your employments if applicable. Work experience is not necessary for admission.

Language skills

English language proficiency

If English is not your native language, please indicate your english language background. An english proficiency level of B2 or more is required for admission. This can be proved by TOEFL or IELTS test results or by a statement of your university, that the language of instruction and examination was completely in english language.

 Please name your mother tongue.

* Native Language

 If English is not your native language, please indicate your english language background. An english proficiency level of B2 or more is required for admission. This can be proved by TOEFL ,IELTS or DUOLINGO test results or by a statement of your university, that the language of instruction and examination was completely in english language.

Where did you get your english degree?

place of english degree

 If English is not your native language enter please the title of the degree earned in the English language - Test / Score /Level (e.g. IELTS 6,0/B2)

skill level of english language

 Please upload proof of the acquired english language certificate to the portal

English Language certificate  [English_Language_Certificate.pdf](#)

 If German ist not your native language describe please your german language skills if available.

German language proficiency is not compulsory for admission, but it is considered as advantage in admission process. And to receive the final degree you'll have to achieve a German languauge level of B1 during your study time.

Where did you learn German?

German language skills

 If German is not your mother tongue, please enter the title of the qualification obtained in the German language - Test / Score /Level (e.g. A2 /good)

german language skill

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Very important is the prove of your English language skill. Minimum language level for admission is the B2 level in the GER European system. You have to upload an English language certificate or a document of your university stating that the language of instruction and examination is completely in English for your study course.

A German language skill is not required for admission. But it improves the chances of admission. German language proviciency is counted as bonus in the admission ranking.

To complete the study course Biomedical Engineering M.Sc. the student has to reach a German language level of B1. A student who has this level at application has no compulsory language courses during the study time, because the final level is already fulfilled. For sure additional German courses up to level C2 can be booked as electives without costs during the study time. A good German language level increases the job opportunities in Germany after the study course a lot.

Application

 Application semester: winter term 2023/24

1. Request: Master Biomedical Engineering

The fields marked with * are obligatory.

Curriculum vitae

 Please upload a CV in tabular form to the portal.

The upload must meet the following criteria:

- File is a PDF, ODT or Word format (*.doc, *.docx).
- File is smaller than 5 MB

* Curriculum vitae

 CV.pdf

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Here upload your CV.

Work Samples

References

If you have not studied in HFU you are required to submit two recommendations (in English or German) or contact dates from two persons knowing you and your qualifications. This person's name, address and position should be listed on the recommendations.

 Please describe shortly your 1. reference

* Description of 1. reference

 Please load the first reference into the portal here.

Proof of the first reference 

 Please describe shortly your 1. reference

* Description of 2. reference

 Please load the second reference into the portal here.

Proof of the second reference 

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You have to provide 2 references at application. If you have no reference letters, you can upload documents containing the contact dates of your references. In case we need their opinion for admission decision, we can contact them. If you provide no reference letter, but only contact dates make sure, that you have the permission of the contact person to be contacted by members of our admission committee.

Application

 Application semester: winter term 2023/24

1. Request: Master Biomedical Engineering

The fields marked with * are obligatory.

[← To overview](#)

Additional documents

 Here you can save additional evidence or documents related to your application. If you wish to upload multiple documents, please use the link below.

 Short description of the document

Document name

 Document or proof:

Additional documents  Choose file (click here or drop in here, max 10 file or files)

 [Additional Document_1.pdf](#)

 [Add Additional documents](#)

[Back](#) [→ Next](#)

Here you can upload additional documents to your application like additional qualifications. Here you can upload the Grading system of your university or the final Bachelor degree if it was not included in the university transcript file.

Your application request - Request #1

[← To overview](#)

i Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button. **i**

i You can submit your application until May 15, 2023. **i**

Request #1

Request status: **In preparation**

Master Biomedical Engineering (Version 13), 1. Subject-related semester

[Admission restriction \(manually\)](#)

Requestsubject status:
[In preparation](#)

Entrance qualification

Type of Entrance Qualification **ohne Angaben**

Average grade **4.0**

Date of acquirement **01/01/2018**

Acquired in **Seychelles**

Further career particulars

Have you already completed military or some other form of service? **No**

Have you finished a vocational training? **No**

Upload university entrance qualification (highschool degree or secondary school degree)

i Please upload a university entrance qualification that is valid for the application. This can be the highschool degree or secondary school degree.

i Certificate file

University entrance qualification **School_Degree.pdf**

At the end of the application, you can see an overview of the datas and files you provided.

Bachelor degree

i Please upload your Bachelor transcript to the portal. If you do not have the transcript receive it.

i Bachelor transcript/transcript of records:

Bachelor transcript of records **Bachelor_Transcripts.pdf**

Do you already have a degree from Furtwangen University?

i Have you already completed a degree at Furtwangen University?

Have you already studied at Furtwangen **No** University?

College / University history

i Please list the last institutions where you studied). Enclose an official certified copy of courses taken and a corresponding certified translation into English or German (if applicable). For multiple entries use the button at the bottom left.

i Name of institution you've visited:

Name of Institution **Dummy University**

i Country of University/College

Country **Kyrgyzstan**

i Please list the location of the facility:

City/Location **Bishkek**

i Please enter the begin date at the university/college

University begin date **Jan 1, 2018**

i Please enter the enddate at the university/college:

University end date **Jan 1, 2023**

i Please name the (major) course of study you attended.

Major Programme **Biomedical Engineering**

i What degree did you or will you obtain as part of this study?

Degree **Bachelor**

i Have you already obtained the degree?

degree obtained **yes**

i Which grade/ CGPA did you achieve? Please enter the grade from your report card. A translation to German grades is recommended.

Grades **78**

i Please write below the minimum to pass Grade/Score of your University.

minimal Grade **50.0**

i Bitte tragen Sie die minimale und die maximale Note, die erzielt werden konnte, ein.

Notenspektrum **50 to 100**

i Please write below maximum Grade/Score of your University.

Maximal Grades **100.0**

i Please enter the number of ECTS points achieved in this study program.

Achieved ECTS score **0.0**

i Please state the standard period of study in semesters for the degree programme you have completed.

Standard period of study **8**

Employment

i Please list all employment relationships in chronological order and upload proof of employment to the portal. If you have no employment, please click on "No employment".

i Name of the employer:

Employer **XY Company**

i City and Country if not Germany

City/Country **Gotham City**

i please insert the employment start date

Employment begin date **Jan 1, 2023**

i Please name the position held in this employment:

Position **Service Engineer**

i Please briefly describe the primary duties and responsibilities of this employment:

Tasks/duties **BlaBla**

i Please upload proof of employment to the portal

Certificate of employment **Employment_DOC.pdf**

Language skills

i English language proficiency

If English is not your native language, please indicate your English language background. An English language certificate (TOEFL, IELTS or DUOLINGO) test results or by a statement of your university, that the language of instruction and examination is English.

i Please name your mother tongue.

Native Language **Something**

i If English is not your native language, please indicate your English language background. A TOEFL, IELTS or DUOLINGO test results or by a statement of your university, that the language of instruction and examination is English.

Where did you get your English degree?

place of English degree **Bishkek**

i If English is not your native language, please enter the title of the degree earned in the English language and the skill level of English language.

English Language certificate **IELTS 6.0/B2**

i Please upload proof of the acquired English language certificate to the portal

English Language certificate **English_Language_Certificate.pdf**

Curriculum vitae

i Please upload a CV in tabular form to the portal.

The upload must meet the following criteria:

- File is a PDF, ODT or Word format (*.doc, *.docx).
- File is smaller than 5 MB

Curriculum vitae **CV.pdf**

Work Samples

References

If you have not studied in HFU you are required to submit two recommendations (in English or German) or contact dates from two persons knowing you and your qualifications. This person's name, address and position should be listed on the recommendations.

Please describe shortly your 1. reference

Description of 1. reference **Supervisor of my Thesis**

Please load the first reference into the portal here.

Proof of the first reference **1st_Reference.pdf**

Please describe shortly your 1. reference

Description of 2. reference **Supervisor of Research Project in 6th Semester**

Please load the second reference into the portal here.

Proof of the second reference **2nd_Reference.pdf**

Additional documents

 Here you can save additional evidence or documents related to your application. If you wish to upload multiple documents, please use the link below.

 Short description of the document

Document name **C/C++ Programming Certificate**

 Document or proof:

Additional documents **Additional Document_1.pdf**

Confirm statements and submit application request

I hereby confirm that the data entered is correct.

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[→ Submit request](#)

After checking, you confirm the correctness of the data submit your request.

Request #1

Request status: **Received**

Master Biomedical Engineering (Version 13), 1. Subject-related semester

[Admission restriction \(manually\)](#)

Requestsubject status:
Received

[Show details](#) [Withdraw and edit request](#) [Withdraw request](#)

Further information:

- You can check the information entered by clicking the link "**Print data control sheet**" (which you can see on the right site)
- You can track the current **status of your applications** directly here in our applicant information service.
- If you have chosen a study program managed by the Admissions Service Center it is also possible to keep informed via hochschulstart.de. Please be aware the information and any changes being displayed at hochschulstart.de may be time-delayed.

Unsubmitted requests

[Help](#)

-  To apply for admission to university click the "Add a request" button.
-  Chosen application term: **winter term 2023/24**

[+ Add a request](#)

After successful submitting of your application, you should see this window.