How to apply online?

Manual for all study courses

[The following manual explains how you apply online for the study course of your choice at the Hochschule für Musik und Theater Rostock]
Content

Introduction ................................................................................................................................. 2
Registration .............................................................................................................................. 3
E-mail verification .................................................................................................................. 4
Online application .................................................................................................................. 5
Online application status ....................................................................................................... 9
Introduction

Welcome to the online application portal of the Hochschule für Musik und Theater Rostock.

In case you have not registered yet, please click “jetzt registrieren” in order to register (1).

If you are already registered, log in (2) (3).

(1) Jetzt registrieren = Register
(2) Benutzerkennung = Login
(3) Passwort = Password
Registration

Mandatory/optional information for registration (* mandatory means)

**Personal Data**
- *Family name
- *First name
- *Sex
- Degree
- Degree (additional information)
- Name affix
- Name (additional information)
- Stage name
- *Date of birth
- *Place of birth
- Country of birth
- Birth name
- *1st Nationality (country)
- 2nd Nationality (country)

**Contact Data**
- Country
- Additional information (c/o, room no.)
- *Street & house number
- *Postal code
- *City
- Landline number
- Mobile phone number
- *E-mail
- *Re-enter e-mail

**Password**
- *Password (9 characters minimum including 1 special character)
- *Re-enter password

(4) Frage - *Antwort = Security query
You are either asked to enter certain letters of a word which is displayed or to solve an easy equation. The security query is needed to prevent misuse of the online portal. If you click the green arrows button on the right, you can choose another equation/word.

(5) Registeren = Register
Thank you for your registration.

We have sent you an e-mail. Please follow the instructions listed in the e-mail to finish the registration procedure. The e-mail contains the login name which you need to log in after the activation of your account.

(6) E-mail verification
This is the e-mail you will receive.

Welcome, Mr. x,
we have reserved the following login data for you:
(7) Benutzerkennung = Login name: xxxxxxxx
Password: your chosen password

(8) In order to finish the registration procedure, you have to verify your e-mail address. Please do so by clicking on the following link:

If your e-mail program does not show a link, please copy the whole line in the address line of your browser.

(9) Alternatively, you may enter the following verification code after clicking “E-Mail-Verifikation” on the start page of the online portal. See also (10)

E-mail verification

(10) If you have not been able to click the link mailed to you, you can also register with the verification code. Please enter your verification code. The verification code has been sent to you by e-mail.

(11) Submit
E-mail verification

You have activated your account successfully.

Please log in with the login name sent to your e-mail address and the password that you have chosen previously.

(12) Anmelden = Login

Online application

Front page
Login name
Password
Log in

(13) Passwort vergessen? = Forgot your password?
By clicking on this link, you are able to generate a new password. You will be asked to submit your login name and to process a security query. Afterwards you will receive an e-mail containing a security code and a link to activate the entry of a new password. Click the link, enter the security code and your new password, submit.

(14) Bewerbung starten = start your application

Data processing information: The data you enter will be stored in a database of the Hochschule für Musik und Theater Rostock and remains until the application procedure is finished, also in the case of unfinished or withdrawn applications. Once the application process is finished, applicants’ data will be deleted. The data of applicants who have successfully passed the entrance examinations will remain in the database.
Submitted applications
You have not yet submitted any applications.

Applications in preparation
In order to apply click “Bewerbungsantrag hinzufügen”.
(15) Bewerbungsantrag hinzufügen = add application form

Your selected study course

Here, you are able to enter the study course you wish to apply for. First, you choose the degree (Abschluss) you wish to obtain. Afterwards, you choose your major (Studienfach). Then you specify the kind of your study course (Studiumsform). If this is your first time of studying, choose “Erststudium” (1st degree). If you already have a degree, choose “Zweitstudium” (2nd degree). If you apply for Master studies, the field will be filled in automatically. This is also the case for “Rang des Faches”, the field will be filled in automatically. At last you choose the study semester you wish to enter (Mit welchem Fachsemester wollen Sie das Studium beginnen?).

(16) Weiter = Continue

(17) Hochschulreife = University entrance qualification

Please define your university entrance qualification (Art der Hochschulreife) and state where you obtained it (Erworben in). If you have no university entrance qualification, choose “Eignungsprüfung Kunst und Musikhochschulen” and give Rostock as “Landkreis”. If you have not received your university entrance qualification yet, leave the gap open.

Click “Weiter” to continue
Educational background
Please give us details about your educational background and fill in the lines (if applicable). Please note that most fields are mandatory for Master course applications.

University degree
- Do you possess a university degree? (yes/no)
- If you chose ‘yes’ please enter the grade of your university degree

Studies taken so far
- University/Institution
- In which country is it located?
- Acquired/expected degree
- 1st study course
- How many semesters did you study to complete your 1st study course?
- 2nd Study course
- How many semesters did you study to complete your 2nd study course?

Teacher of your choice
Here you may state, which teacher you prefer to work within your major. (Refers only for applicants of Bachelor of Music, Master of Music, Konzertexamen and Großes Kompositionsexamen)

(18) Dozentenwunsch = Teacher of your choice (you may enter a name)

Click “Weiter” (to continue) or “Zurück zur Übersicht” (Back to overview)
Your application form
This is a summary of your application before you submit it. If you wish to modify the data regarding your Hochschulabschluss (University degree) and Bisherige Studien (Studies taken so far), click “Zurück zur Übersicht”. You will not be able to change your chosen study course here. If you wish to do so, you have to submit a new application.

Please finish your online application by ticking “Hiermit bestätige ich die Richtigkeit meiner Angaben” (Herewith I confirm the correctness of my data) and click “Antrag abgeben” (submit application) (19)

Printout
Please open the PDF file “Antrag zur Bewerbung drucken” (20), print it out and send both the “Antrag auf Bewerbung” and the “Kontrollblatt” to the Hochschule für Musik und Theater Rostock and enclose all other documents as listed. The online application will be closed on the 1st of May/December. Afterwards you will not be able to log in again. So it is especially important to save the .pdf or to print it out before.
All postal mail has to be at the Hochschule für Musik und Theater Rostock on May 8th if you apply for a winter semester resp. on 8th December if you apply for a summer semester (the dates relate to applications for Bachelor of Music and Master of Music, Master of Arts, Lehramt, Konzertexamen and Großes Kompositionsexamen).
Online application status

If you either wish to check your online application status or to change your application, please log in. You are able to do that until the application deadline ends.

Entry page of the online portal which you see after the next login. Here you can see the application you have submitted and its processing status ("Antragsstatus")

(21) Bewerbung bearbeiten = alter your application

If you click “Bewerbung bearbeiten” (modify your application) on the entry page of the online portal (21), you will come back to the page described above (20). Here, you can also see the processing status ("Antragsfachstatus") of your application.