

# How to apply via UNISONO

## for Master of Science program

### Nanoscience & Nanotechnology 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 our home page

<https://www.uni-siegen.de/nt/nano/admission/?lang=de>

2. Click on “Online application”

The admission applications are accepted through online application portal UNISONO. DO NOT send any documents by post unless specially asked for. To apply, Please click on the following link <https://unisono.uni-siegen.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

You can change the language of the system by clicking the language menu on the lower right corner in UNISONO.

Please note that the online application consist of two parts

1. Fill the get to know part and you will receive an email.
2. Using the credentials provided in the email, login to UNISONO and fill in the application.

For more information read the [guidelines PDF](#).

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](mailto:igs.advisor@nt.uni-siegen.de) | Approved by  
Prof. Dr. Ullrich Pietsch, 2020/02/06 | University of Siegen

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#### 4. Click on “Self-Registration”

The screenshot shows the UNISONO website interface. At the top left is the UNISONO logo. To the right are input fields for 'User name' and 'Password', a 'Login' button, and a language selector set to 'English'. Below this is a navigation bar with 'Admission' highlighted in blue, and other links for 'Student's Corner', 'Lectures', and 'Organisation'. A breadcrumb trail reads 'You are here: Home > Admission'. The main content area lists several links: 'Self-Registration' (with a red arrow pointing to it), 'E-Mail Verification', and 'Studienangebot'.

#### 5. Fill the online form

The screenshot displays the registration form. It is divided into three main sections: 'Personal details', 'Contact information', and 'Password'. The 'Personal details' section includes fields for Surname, First name, Gender, Date of birth (with a calendar icon), Place of birth, Country of birth, and Nationality. The 'Contact information' section includes a Country dropdown (set to Germany) and a field for 'Street and number or address'. The 'Password' section includes an 'E-mail (repeat)' field, a password field with a warning icon and text: 'Your password must have at least 8 characters, and must include at least one special character.', a 'Retype Password' field, a 'Security Question' dropdown with a refresh icon, and a 'Response to the security question' field. At the bottom of the form is a checkbox for 'I have read and accept the Privacy Policy mentioned above.' and a yellow 'Register' button.


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.

The screenshot shows the website after registration. The navigation bar now includes 'Self-Registration'. A message box with an information icon contains the text: '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.' Below the message is a blue link: '→ [verify your E-Mail](#)'.

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

 unisono@zv.uni-siegen.de

Online Application: Self-Registration

Welcome

we have reserved the following user data:

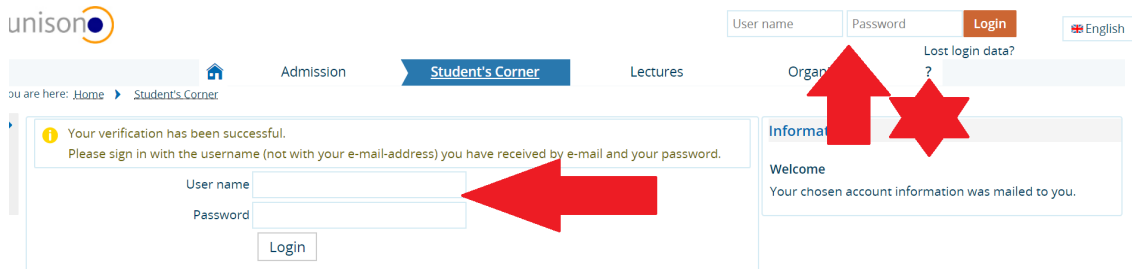
username:  Click the link below and use this user name and password  
password: your chosen password

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 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>

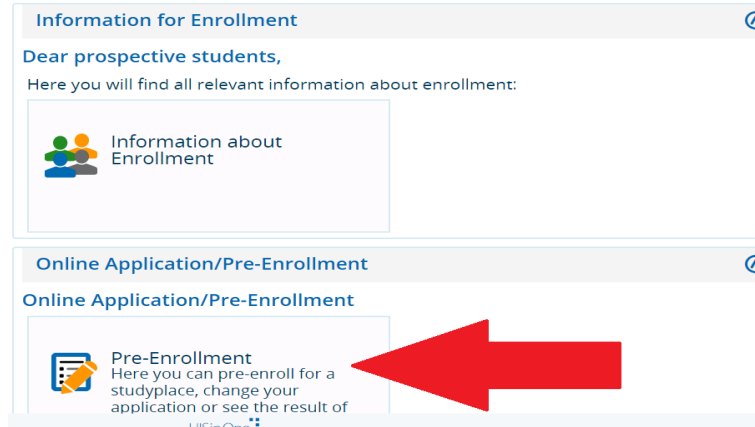


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# Pre-Enrollment

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



**Information for Enrollment**

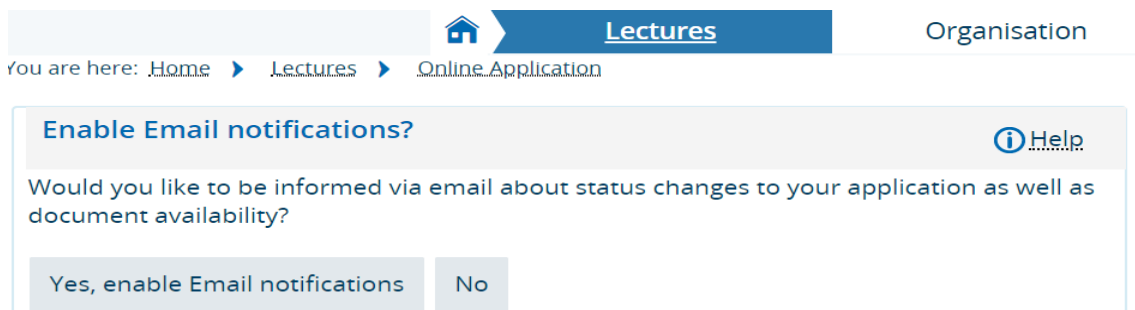
Dear prospective students,  
Here you will find all relevant information about enrollment:

[Information about Enrollment](#)

**Online Application/Pre-Enrollment**

[Pre-Enrollment](#)  
Here you can pre-enroll for a studyplace, change your application or see the result of  
HISinOne

2. We recommend that you enable e-mail notification



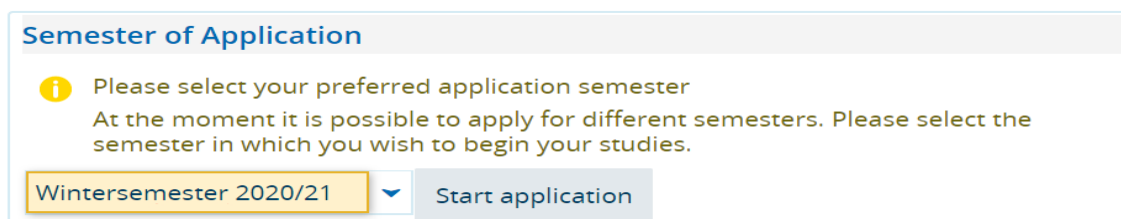
[Home](#) > [Lectures](#) > [Online Application](#)

**Enable Email notifications?** [Help](#)

Would you like to be informed via email about status changes to your application as well as document availability?

[Yes, enable Email notifications](#) [No](#)

3. Select the semester

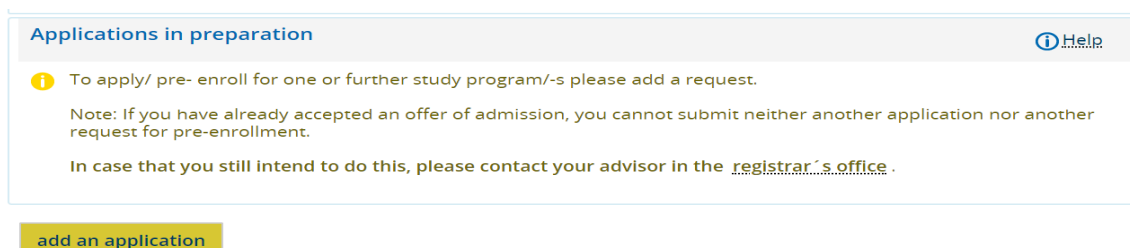


**Semester of Application**

**i** 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.

[Wintersemester 2020/21](#) [Start application](#)

4. Add application



**Applications in preparation** [Help](#)

**i** 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](#).

[add an application](#)

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5. Select “Nanoscience and Nanotechnology” and the rest of column are auto filled

**Your course of choice**

**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  **i**

\* Subject  **i**

Chemistry      Please select...

Computer Science

Nanoscience and Nanotechnology

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. Nanoscience and Nanotechnology 1. FS)**

**i** Please note all your passed Bachelor studies: Physics, Chemistry or Engineering

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

Period

\* from  **i**

\* to  **i**

\* University

\* Address of the university

\* Subject (i.e. Physics, Chemistry or Engineering)

\* Graduation (i.e. Bachelor)

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<sub>max</sub> = maximum grade possible in your educational system,  
P<sub>min</sub> = 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<sub>min</sub>.

\* 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  No file chosen

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.

9. 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)

## 10. Upload the CV

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. Nanoscience and Nanotechnology 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

**i** second 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. This will not affect your admission chances we just want to understand your background.

### 3. Request: M.Sc. Nanoscience and Nanotechnology

**Laboratory courses (M.Sc. Nanoscience and Nanotechnology 1. FS)**

**i** number of hours in chemistry (lecture, seminar, practica) during the Bachelor studies

\* Chemistry

**i** number of hours in physics (lecture, seminar, practica) during the Bachelor studies

\* Physics

**i** number of hours in electrical engineering (lecture, seminar, practica) during the Bachelor studies

\* Electrical engineering

**i** number of hours in mathematics (lecture, seminar, practica) during the Bachelor studies

\* Mathematics

Back Next ..

13. Double check your application data

## Your Application Request - Application #3

**i** Check your data before submitting.

### Your course of choice

Program of study (subject) M.Sc. Nanoscience and Nanotechnology  
Begin term of study submitted 1  
Requestsubject status in preparation  
Type of Admission access restriction

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

## Confirm statements and submit application request

I hereby confirm that the data entered is  correctly.

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Submit request

15. Make sure that your 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 is a navigation bar with a home icon and links for Lectures, Organisation, User information, and Bookmarks. Below this, there are two main content areas. The left area is titled 'Information for Enrollment' and contains a sub-section 'Information about Enrollment'. The right area is titled 'Application Status' and contains a sub-section 'View application status', which is highlighted with a red rectangular box. Below the 'Application Status' section, there is another section titled 'Online Application/Pre-Enrollment' with a sub-section 'Pre-Enrollment'.



Applications in preparation Help

Application #			
M.Sc.	1. subject related semester	access restriction	
<span>Submit request</span> <span>Edit request</span>			
Application #			
M.Sc.	1. subject related semester	access restriction	
<span>Submit request</span> <span>Edit request</span>			
Application #			
M.Sc.	subject related semester	access restriction	Requestsubject status: received
<span>Print application request</span> <span>Show details</span> <span>Cancel and edit request</span> <span>Cancel request</span>			
<span>add an application</span>			

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](mailto: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.