A black and white photograph of a sunset over a body of water. The sun is low on the horizon, creating a bright glow and reflecting on the water's surface. The sky is filled with clouds, and the water shows gentle ripples.

**Step-by step manual  
ZEuS application-portal  
University of Konstanz**

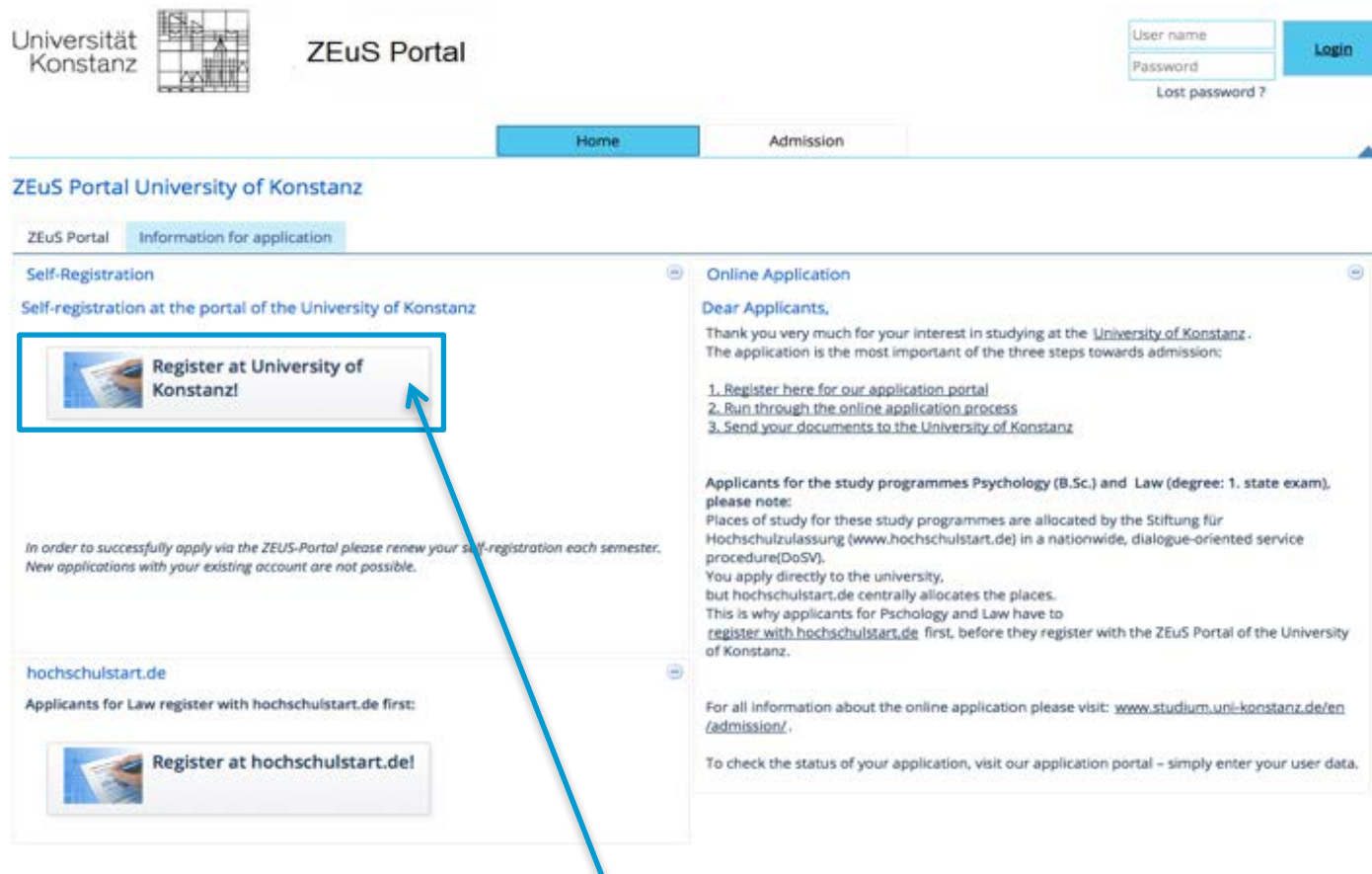
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# 1. Registration



Universität Konstanz ZEuS Portal

User name  Password  Login

Lost password ?

Home Admission

ZEuS Portal University of Konstanz

ZEuS Portal Information for application

Self-Registration

Self-registration at the portal of the University of Konstanz

**Register at University of Konstanz!**

*In order to successfully apply via the ZEUS-Portal please renew your self-registration each semester. New applications with your existing account are not possible.*

hochschulstart.de

Applicants for Law register with hochschulstart.de first:

**Register at hochschulstart.de!**

Online Application

Dear Applicants,

Thank you very much for your interest in studying at the [University of Konstanz](#). The application is the most important of the three steps towards admission:

1. [Register here for our application portal](#)
2. [Run through the online application process](#)
3. [Send your documents to the University of Konstanz](#)

Applicants for the study programmes Psychology (B.Sc.) and Law (degree: 1. state exam), please note:  
Places of study for these study programmes are allocated by the Stiftung für Hochschulzulassung ([www.hochschulstart.de](http://www.hochschulstart.de)) in a nationwide, dialogue-oriented service procedure (DoSV).  
You apply directly to the university, but hochschulstart.de centrally allocates the places. This is why applicants for Psychology and Law have to [register with hochschulstart.de](#) first, before they register with the ZEuS Portal of the University of Konstanz.

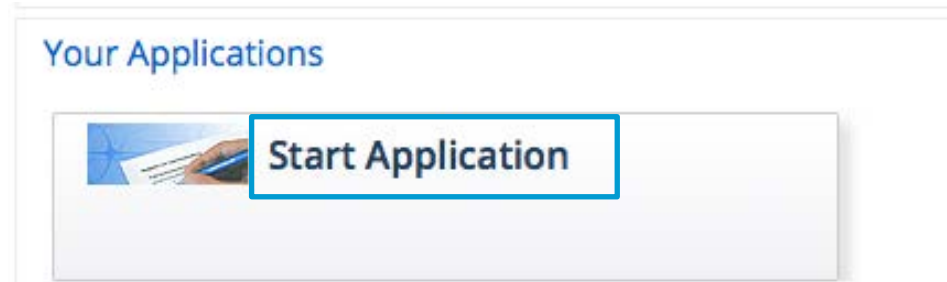
For all information about the online application please visit: [www.studium.uni-konstanz.de/en/admission/](http://www.studium.uni-konstanz.de/en/admission/).

To check the status of your application, visit our application portal – simply enter your user data.



**First Step to apply: register at University of Konstanz.**

## 2. Add a request



### Your study programme of choice

✦ Please select a complete degree programme!

A complete degree programme consists of:

- one subject, for students of first state examination in law, LL.M., master's and further educational master's programmes.
- one subject for certain bachelor's programmes (e.g. Chemistry).
- a combination of one major (e.g. History) and one minor (e.g. Gender Studies) for other bachelor's programmes.
- two majors and the required "didactics and education" subject (added automatically) for the bachelor's degree programme in secondary education (Gymnasium).

If you would like to change your subject of study, please follow these steps:

1. Select the desired degree;
2. If you would like to change your major, please select the preferred subject of study. If you would like to change your minor, please select "change minor". Please enter the semester you would like to apply for/transfer into.
4. If applicable: Some major subjects require taking two minors. Please select the minor you are interested in taking. If you would like to keep your current minor, please select "change major".
5. Please enter the semester in the minor you would like to apply for.


\* Desired degree DOSV / Master's degree

\* Course of study

Please select...

- Computer and Inf Sc 1j
- Computer and Inf Sc 2j
- Kultur, Grundl. Europas
- Political Economy
- Social Ec. Data Analysis
- Politics.Public.Admin.
- BusEcoEdu

Cancel Next



To start your application please select the study programme „Computer and Information Science“. Please mind:

1j stands for: one year programme (60 ECTS) → Master Computer and Inf Sc 1j H 3 (PO 2015)

2j stands for: two year programme (120 ECTS) → Master Computer and Inf Sc 2j H 3 (PO 2015)

### 3. Entrance qualification

Entrance Qualification [Help](#)

**\* Please enter your higher education entrance qualification. Please enter the grade of your entrance qualification here. It should be between 1 and 4.0. If you do not know your grade please enter 0.8 (unknown).**

\* Acquired in

\* Type of Entrance Qualification

\* Average grade  Choose any grade between 1.0 to 4.0

**\* Possible date format: dd/mm/yy, dd/mm/yyyy, ddmmyy, ddmmyyyy**

\* Date of acquirement

\* Country

---

Request for a compensation of disadvantage concerning the waiting time [Help](#)

Here you can make a request to amend your waiting time. In case you are applying for a master's programme, no details are required here.

Yes  
 No

Please fill in the average grade of your entrance qualification (**High school**). A grade conversion is not possible. Therefore use any grade from the German grading system: 1.0; 1.1 etc. – 4.0). Regarding the waiting time, please select the item “no”.

## 4. German university background

### What did you study before?

\* Please specify the number of semesters you have studied at German Universities and further specify the semesters, if you have already completed a Studies Programme at a German university. Your studies are considered as completed only if a certificate is available and can be sent before the end of the application period.

\* The number of semesters studied so far  ⓘ

\* Studies completed?  Yes

No



These questions refer to your university background in Germany, if you haven't visited a German university answer with "no" and continue with application process.

### Service completed?

\* Please specify if you have completed a service (for example a military service, a civilian service, a European Voluntary Service). If you have completed a service, you are favored over other applicants who would be ranked equally but haven't completed a service. In case you are applying for a master's programme, no details are required here.

\* Have you already completed military or alternative service?  Yes

No



Please answer this question with „no“ if you are from a country outside the EU, no matter if you've completed military service in your home country.

## 5. University attendance up to now (1/2)

University attendance up to now (Master Computer and Inf Sc 2j H 3 (PO 2015))

Have you ever been enrolled at an institution of higher education before?	Yes
Are you enrolled at an institution of higher education for the current semester?	Yes
In which country did you study before?	Indonesia
Name of institution of higher education	Universitas Indonesia

 Delete University attendance up to now


This refers to your previous university career:

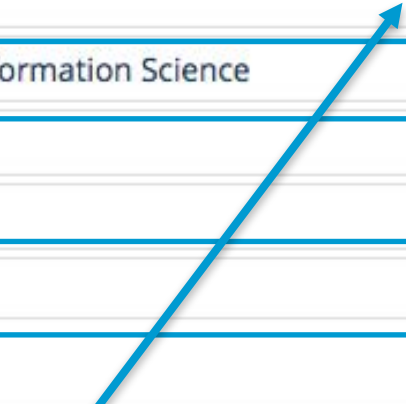
Follow the image example if you are still enrolled at a university. If not type in “no” in the second gap.

## 6. University attendance up to now (2/2)

University attendance up to now (Master Computer and Inf Sc 2j H 3 (PO 2015))

Study programme degree	Bachelor
1. subject	Computer and Information Science
2. subject	
3. subject	
Type of study program	First Enrollment

 Delete University attendance up to now



Please mind: The Zeus-Portal does not distinguish between Bachelor of Science, Bachelor of Engineering, Bachelor of Technologies etc.




## 7. Parallel studies

### Online Application

**Parallel studies (Computer and Information Science 4 Semester)** [Help](#)

If you are currently enrolled at another university, do you intend to simultaneously start another study program at the University of Konstanz ?

Parallel studies ?

 Delete Parallel studies

[Back to overview](#) [Next](#)

Please select “no” if you do not intend to start another study programme others than Computer and Information Science at the University of Konstanz.

## 8. Results of your GRE test

GRE test results (Master Computer and Inf Sc 2j H 3 (PO 2015)) [Help](#)

Please enter your GRE test results here. If you have already completed a study programme within the Bologna area, you do not have to enter any details here.

Verbal reasoning score

Quantitative reasoning score

[Delete GRE test results](#)

Applicants with a non-Bologna-degree MUST PASS the GRE test with a minimum of 155 points in each section. (Verbal Reasoning and Quantitative Reasoning)

Institutional Code: **Institution Code (DI): 7174**



## 9. Proof of English language skills

Documentation of English language skills (Master Computer and Inf Sc 2j H 3 (PO 2015))

Please indicate the level of your English language skills.

\* Please indicate the type of language proficiency certificate you have obtained


\* Select the type of language certificate

\* If the certificate is not listed above, please indicate it here.

Select the type of English language proficiency certificate

\* Please enter your test results (score) here.

Test results



Please select any English proficiency proof as mentioned in our admission requirements and type in your test result:


- [www.informatik.uni-konstanz.de/en/interestedparties/master-of-science/admission-requirements/](http://www.informatik.uni-konstanz.de/en/interestedparties/master-of-science/admission-requirements/)

The first two points are not relevant for you.

# 10. Examination claim


## Online Application

**Examination claim (Computer and Information Science 4 Semester)** [Help](#)

 Declare if you have lost the right to take examinations in the study programme you apply for or an equivalent programme

\* Lost examination claim ?  [?](#)

In which course of study ?  [?](#)

 Delete Examination claim

[Back to overview](#) [Next](#)

Please select the item „no“ in case you haven't lost the right to take examination in another relevant Master's programme.


## 11. Right to take examinations

Do you have the right to take examinations in this subject? (Master Computer and Inf Sc 2j H 3 (PO 2015)) [Help](#)

\* Have you lost the right to take examinations in the study programme you are applying for (or a comparable programme) because you can either no longer re-sit a failed examination or have lost the right to take examinations? (Does § 60 para. 2, sentence 2 of the "Landeshochschulgesetz" (LHG, state law on education) apply)?

\* Have you lost the right to take examinations in this subject?

If so, for which study programme?

 Delete Do you have the right to take examinations in this subject?

Please answer this question with "no" in case you haven't lost the right to take examination in another Master's programme in Computer and Information Science.

## 12. Missing degree certificate

### Academic performance assessments not yet completed (Master Computer and Inf Sc 2j H 3 (PO 2015))

Please make a statement on the assessed coursework or examinations you have not yet completed.

✿ You may apply for a master's programme even if you have not yet been able to complete all of your bachelor's degree study requirements or academic performance assessments.

\* Do you still have study requirements or academic performance assessments to complete? Yes

 Delete Academic performance assessments not yet completed

If you have completed all your study and exam achievements except for having received your BA degree certificate then please select „no“. If not, then select “yes”.

## 13. Completed courses but missing results

Academic performance assessments not yet completed (Master Computer and Inf Sc 1j H 3 (PO 2015))

Please make a statement on the assessed coursework or examinations you have not yet completed.

✿ You may apply for a master's programme even if you have not yet been able to complete all of your bachelor's degree study requirements or academic performance assessments.

\* Do you still have study requirements or academic performance assessments to complete?

No




 Delete Academic performance assessments not yet completed


In case some exam achievements are still open please answer with “yes”.

## 14. Final grade of your bachelor degree

Final grade of your Bachelor degree or your assessed coursework or examinations up to this point (Master Computer and Inf Sc 2j H 3 (PO 2015))

Final grade of your Bachelor degree with a standard duration of study of at least three years or your assessed coursework or examinations up to this point.

 Please enter the final grade for your higher education degree here. If you are still waiting for assessment results, please enter your current average grade and enter 8.0 in the field for your higher education final grade.

Final grade	<input type="text"/>	
Provisional final grade	<input type="text"/>	

 Delete Final grade of your Bachelor degree or your assessed coursework or examinations up to this point







Please fill in your final or provisional final grade if converted to the German grading system. (1.0; 1.1 etc. – 4.0). If you don't know your German converted grade, please enter 8.0 in the field.



## 15. Existing employment

Are you planning to start or continue employment or vocational training while studying?

* Currently employed?	no	
Type and location of your work		
Level of employment		
Average number of working hours per month		

 Delete Existing employment

We would recommend to select “no”.

If you work please consider:

All non European student enrolled at a German university are allowed to work up to 120 full (8h/day) days or 240 half days (4h/day) per year.

# 16. Studying while being a parent

## Studying while being a parent (Master Computer and Inf Sc 2j H 3 (PO 2015))

The University of Konstanz is a family-friendly university. Information and advice for students with children can be found on the internet pages of our Family Affairs Division [website](#) under "Studying with children". We want to make studying while being a parent as easy as possible for you and to provide you with all relevant information.

If you have children and would like us to send you this information, please indicate the number of children you have in the corresponding age bracket:

✿ 0- 3 years old

0- 3 years old

✿ 4- 6 years old

4- 6 years old

✿ older than 6 years

older than 6 years

 Delete Studying while being a parent



## Studying with children:

- <https://www.informatik.uni-konstanz.de/en/service-and-support/student-parents/>

## 17. University of Konstanz Student-ID number

Previous student ID number at the University of Konstanz (Master Computer and Inf Sc 2j H 3 (PO 2015))

If you are currently studying or have studied at the University of Konstanz, please enter your student ID number here.

Current/previous student ID number at   
the University of Konstanz: 01/

Are you currently enrolled at the   
University of Konstanz?

\* Do you want to change your field of   
study?

 Delete Previous student ID number at the University of Konstanz

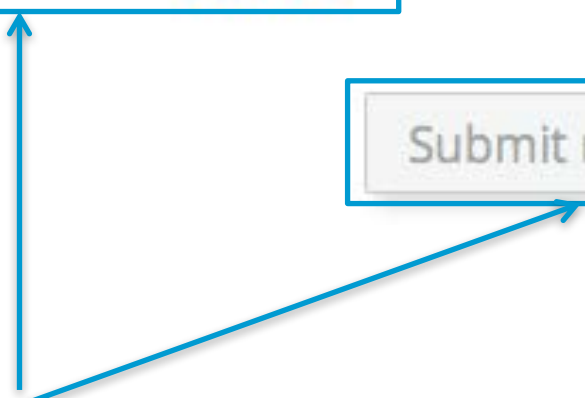
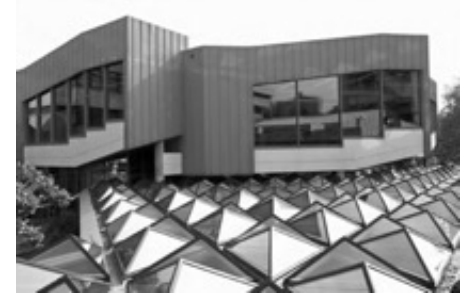
Please select both times “no” if you are not currently enrolled at the University of Konstanz. Otherwise please fill in you Student-ID number.

## 18. Submit a request

Confirm statements and submit application request

I hereby confirm that the data entered  is correct.

Submit request

A diagram consisting of two blue arrows. One arrow starts from the bottom left of the 'Submit request' button and points upwards to the checkbox in the confirmation statement. The second arrow starts from the bottom left of the 'Submit request' button and points diagonally upwards to the right, ending at the right side of the 'Submit request' button.

To finish your application you have to confirm your data and to submit your request.

A so called “application to admission form” will be generated after submission. Please print it out and follow the instructions!