Questions ? Let us know: students-in@europa-uni.de

HOW TO… Online Enrollment @ European-University Viadrina

Follow this step-by-step guide to complete your online enrollment on viaCampus, our university platform. If you encounter any issues or have questions during the enrollment process, please contact us via e-mail at students-in@europa-uni.de.

1: Log-In

You have received an e-mail from the European University Viadrina with your login details:

Username: *euvXXXXX*
Password: *XXXXXXXX*

2: ViaCampus Homepage

Online enrollment takes place on the viaCampus platform: https://viacampus.europa-uni.de/

You can change the language to English in the upper right corner.

Log in using the credentials provided in the email.


3: Change your password

After you have logged in, you'll need to change your password. Please choose a secure password and remember it.

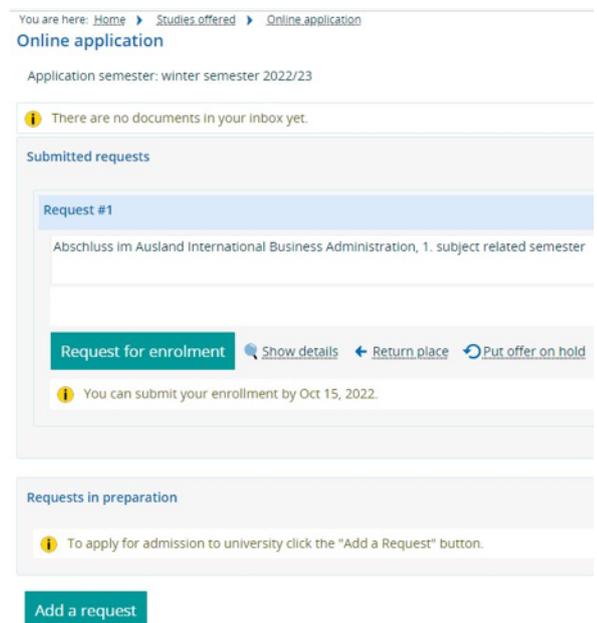Questions ? Let us know: students-in@europa-uni.de

4: View my application

After changing your password, you will return to the homepage. Click on "View my application" to start the online enrollment process. The "View my application" option should be in the upper left corner. If it does not appear, access it by selecting "Studies offered" from the menu and then "Online application."
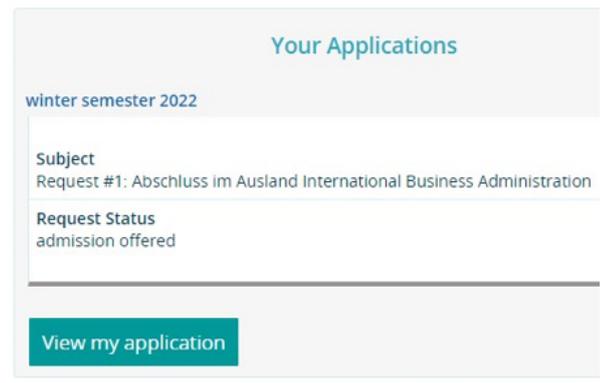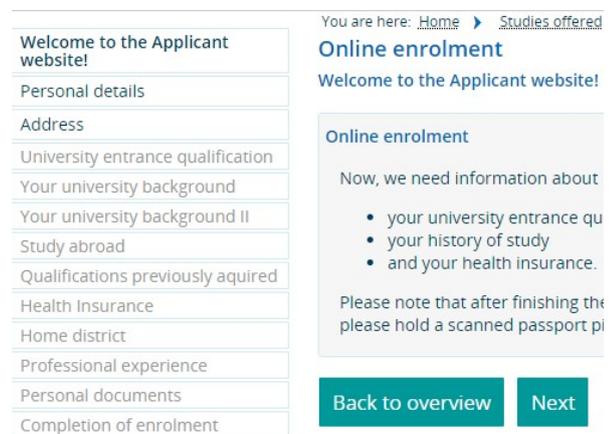

5: Request for enrollment

Click on "Request for enrollment."
Please avoid clicking "Add a request."

Now, you should be on the correct page. Click "Next."
You can always navigate back during the online enrollment process.

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6: Personal Details

Review your personal information. Check and update, if necessary. Core data, such as your name and date of birth, cannot be edited. If you find errors here, please contact us.

7: Address

This section concerns your address. The pre-filled address is your **home address**. If you know your address in Frankfurt (Oder), you can add it as your **"semester address"** by clicking **"New Address"**.

8: University Entrance Qualification

This is your School Leaving Certificate. Please specify the last/highest school you attended before starting your university career. Use the calendar option to select the date. Your grades must be converted to the German system:

- Best grade: 1.0
- Lowest passing grade: 4.0
- Fail: 5.0

Grade conversion online:
https://www.tum.de/en/studies/application/application-info-portal/grade-conversion-formula-for-grades-earned-outside-

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9: Your University Background

You can skip this section, but if you're transferring from another university to Viadrina, please fill in the mandatory details. If not, click "Next."

10: Your University Background II

For master's students: Record your bachelor's degree details. You can also add a prior master's degree by clicking "Add degree." Bachelor's students should leave this section blank and click "Next."

11: Study abroad

This section is for degree-seeking students only. Please leave it blank and proceed.

12: Qualification previously acquired

Leave this section as it is and click "Next."

13: Health Insurance

You will now be directed to the "Health insurance" tab. Please fill in the necessary details. Depending on your scenario, follow the instructions provided about EHIC, GHIC, A/T 11, or German statutory health insurance. Note that foreign or private health insurances aren't generally accepted, with exceptions mentioned.

https://www.europa-uni.de/en/internationales/Students/Incomings/health-insurance/index.html

Scenario 1: If you are

- an **European citizen** and own a **valid European health insurance** and **EHIC (European Health Insurance Card)**
- have a **UK EHIC** or **GHIC** (Gobal Health Insurance Card)
- an Exchange Student from **Turkey** and have the **A/T 11**

please show your insurance documents to a German health insurance company and ask for confirmation, that you don't need any German health insurance. This confirmation is needed for your enrollment documents. If you get a confirmation, please select "exempted" in the online-enrollment form.

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Scenario 2: Without EHIC or A/T 11, you need to buy a German statutory health insurance. Please take a look on our website stating different options for German health insurance companies.

https://www.europa-uni.de/en/internationales/Students/Incomings/health-insurance/index.html

Please note that other health insurances from abroad and private health insurances are not accepted.

Private health insurances are only an option for students older than 30 years.

The health insurance number is mandatory: if you need to get a German health insurance, you need to wait with the online-enrollment process until you get your personal health insurance number.

14: Home district
Add your country of origin if it isn't already shown, then click "Next."

15: Professional experience
Skip this section. If „No" isn't already selected, ensure you select it for both queries before proceeding.

16: Picture upload
Picture Upload Time! Select a good photo, easiest and safest would be a photo valid for a passport. Please don't pick a bathroom selfie or group photo. Ensure your face is clearly visible, avoid filters, and ensure the file size is 1 MB or less. Check the "Chip card" box before moving on.

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17. Required Documents Upload

To complete your enrollment process, please follow
the steps below:

1. Go to the section **"Documents"** in the portal.
2. Click on **"Upload Document."**

Please upload the following documents:

- **Copy of your passport**
- **Proof of payment of the semester fee**

18: Online Enrollment Completed

You're almost done! Click "Finish and calculate fees"
and download the provided PDF. This document
contains important details, including your
matriculation number and login information.

19. Login Details for viaCampus

At the bottom of the downloaded PDF, you will find
your **personal login details** for the university
systems.

This includes:

- Your **login (username).**
- Your **initial password**
- Your **university email address**

IMPORTANT contains personal information: Do not discard or pass on!

For certain network services at European University Viadrina Frankfurt (Oder) a login with a personal student account is required: for example (e-mail account, online portal viaCampus, printing of certificates and online exam registration, WLAN (eduroam), Moodle).

Starting from the day of your system-based enrollment, your personal login details for the student account will be:

Login: ▉▉▉▉▉▉▉
Password: ▉▉▉▉▉▉▉▉

Your university student email
address is: ▉▉▉▉▉@europa-uni.de

Note: If you are or have already been enrolled at the European-University Viadrina, please continue to use your previous login data.

Activation of your student account as well as resetting your password will take place after successful enrollment by the Admissions Office and at the same time as the issuing of your student ID card (chip card).
Please immediately change the initial password assigned by us at the following web address:

https://owa.europa-uni.de/

By using this account for the first time, you acknowledge the regulations applicable at Euopean-University Viadrina Frankfurt (Oder), which can be read at the following address:

https://www.ikmz.europa-uni.de/en/it-dienste/studierendenkonto/

These credentials are required to access **viaCampus** and other university services (e-mail account, Moodle, WLAN/eduroam, exam registration, etc.)