Online Application System Guide

The online application is an **8-step process**, before starting the process ensure that you have all **necessary documents*** ready to facilitate a smooth and quick submission:

*required documents depend on the application track and vary, but may include:

- ✓ Curriculum Vitae (CV)
- ✓ Bachelor and/or Master Certificate
- ✓ Bachelor and/or Master Transcript of Records with CGPA/ FGPA (Overall Grade)
- ✓ Grading scale showing the minimum and maximum passing grade for your final CGPA
- ✓ English B2 Proficiency
- ✓ Letter of Motivation (LOM)
- ✓ Signed Letter of Recommendation
  (from a professor or supervisor or employer, ideally on letterheaded paper)

    - OPTIONAL: Proof of your significant professional qualification

Step 1: Create an Account
On the registration page you will see the **„Online portal"-button**. Click it and start by creating an application account – use the **"New Application Account"-button** on the top and get started.

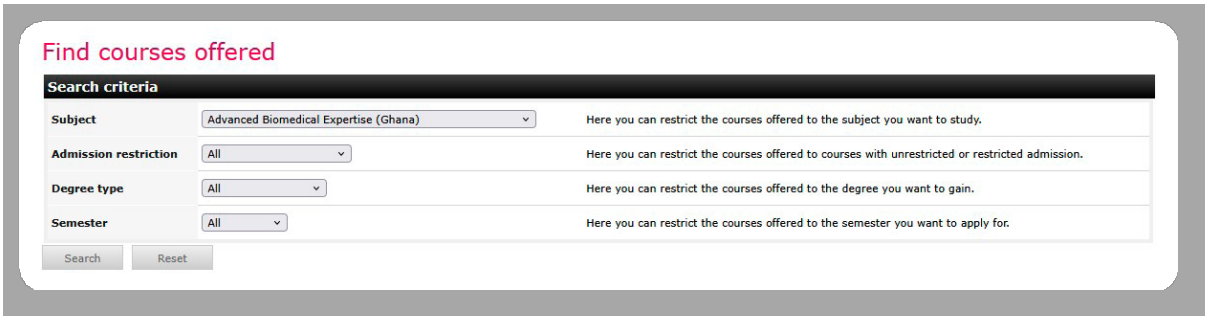
Step 2: Receive your Login Credentials
Upon creating a user account, you will receive a **login and password per e-mail – use your login and password to start your registration.**

Step 3: Select the Correct BioMex Course
To start your registration, please select the course as follows depending on where you live:

If resident in Ethiopia: **Advanced Biomedical Expertise (BioMex) Certificate - ETHIOPIA**

If resident in Rwanda: **Advanced Biomedical Expertise (BioMex) Certificate - RUANDA**

If resident elsewhere: **Advanced Biomedical Expertise (BioMex) INTERNATIONAL Certificate**



Step 4: Enter all Relevant Information

Go through the online registration form and fill in all required information – ensure all information is correct to facilitate fast processing of your application.

Step 5: Upload all Supporting Documents

Please upload all required supporting documents* to the online registration form – for help with your supporting documents, please consult our guidance provided on the application website here: https://www.zfh.de/en/study/for-prospective-students/registration/advanced-biomedical-expertise-biomex/

*Required supporting documents depend on the **application track** and may vary, thus it is important to check the relevant Application Guide for the selected track and upload all documents requested in the online application portal.

NOTE: During the online registration, you can pause and resume the process any time, by entering your login and password. However, in the event of an interruption, please ensure that you have **saved your current data**!

Step 6: Check the Application Overview

Once you have completed the online registration, you will receive an **"Application Overview"**. Please **carefully check this overview** and ensure all information has been entered correctly and that all mandatory fields are marked "OK".

The Application Overview will also display your **application number**, which is the number your application has been registered under. Please **save** or note down your application number as you will need it in case of inquiries.

Step 7: Submit the Registration Form

Only once all information is correctly and completely entered you can **submit** your **registration form**.

IMPORTANT:
Step 8: Submit your Application by E-Mail
After sending your application online, please **save, sign and send** your application via **e-Mail** to zfh – Zentrum für Fernstudien im Hochschulverbund at: admission@zfh.de

Your application must be sent off at the **latest** on the last day of the application period, i.e. **15 January 2027**. Please note that your application will only be deemed submitted and processed once it is complete (i.e. including all required documents) and has been received by zfh.

Updated November 2026