

# Tips for the Online Registration for the zfh Distance Learning Course

On the registration page you will see the „Online portal“ button. Start by creating an application account first and then follow the individual steps of the registration process in the Online portal. Make sure that you meet the admission requirements and have all necessary documents ready for the online submission, such as:

- Tabular curriculum vitae
- Bachelor and/or master certificate/diploma and transcript of records/or proof of your significant professional qualification
- Letter of motivation (LOM)
- Letter of recommendation from a professor or supervisor or employer

To register online, you must first create a user account. Once you have done this, you will receive a login and password per e-mail by means of which you will use to start. In order to find the right course, please just select **Advanced Biomedical Expertise (Ghana)** under the field „subject“ and hit the search button:

**Find courses offered**

Search criteria	
<b>Subject</b>	<input type="text" value="Advanced Biomedical Expertise (Ghana)"/> <span style="float: right; font-size: 0.8em;">Here you can restrict the courses offered to the subject you want to study.</span>
<b>Admission restriction</b>	<input type="text" value="All"/> <span style="float: right; font-size: 0.8em;">Here you can restrict the courses offered to courses with unrestricted or restricted admission.</span>
<b>Degree type</b>	<input type="text" value="All"/> <span style="float: right; font-size: 0.8em;">Here you can restrict the courses offered to the degree you want to gain.</span>
<b>Semester</b>	<input type="text" value="All"/> <span style="float: right; font-size: 0.8em;">Here you can restrict the courses offered to the semester you want to apply for.</span>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

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! Once you have completed the registration process, you will receive an “Application Overview”. This can only be sent off once all mandatory fields display the “OK”. If this is not the case, please be sure to correct the missing information. The Application Overview will also display, which is the number your application has been registered under. You will require this number in case of inquiries.

If everything is “OK”, you can “send” the registration online.

Thereafter, please sign your application and e-mail it to zfh – Zentrum für Fernstudien im Hochschulverbund ([admission@zfh.de](mailto:admission@zfh.de)).

The online application must be sent off at the latest on the last day that is mentioned for registration for the selected course of studies! Please note that your application will only be deemed submitted and processed when it has arrived at zfh and is complete (i.e. including all required documents) and within the due date!

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