

Tips for the Online Registration for the zfh Distance Learning Course

Before commencing with the online registration, familiarise yourself with the conditions of the course of studies that you selected. We have provided information that can be found either on the information page of your course of study (e.g. admission criteria and qualification) or on the registration page (downloads on specific topics in the context of the application).

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:

- Identity card or passport
- Tabular curriculum vitae
- Bachelor or master certificate/ diploma and transcript of records
- 2 references
- Letter of motivation (LOM)

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. 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).

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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