

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

Before commencing with the online registration, please first take the time to inform yourself regarding the conditions for admission to the course of studies as selected by you. We have provided information on this that can be found either on the offer page of your course of study or on the registration page, where you will also find additional “Tips for the Online Registration”. Please also read all additional information on the registration page of the corresponding course. You will definitely require the “Checklist”, which provides a list of documents that are to be submitted together with the registration form.

When you satisfy the admission requirements, it would be best to have all required documents for the online entry at your disposal, such as, e.g.:

- Your personal data (name, date of birth and place of birth, address etc.)
- Your university entrance qualification:  
**either** school reports: higher education entrance qualification, subject-specific higher education entrance qualification or advanced technical college certificate (graduation date, town/city, average grade)  
**or** vocational further and advanced training examination: master craftsman’s final paper, Fachwirt (business administrator) certificate, specialised salesman, etc., officially recognised educator, remedial educator or remedial teacher (graduation date, town/city, where applicable, average grade)  
**or** evidence of a vocational education (vocational examination certificate: description, graduation date, town/city, where applicable, average grade **plus** vocational school leaving certificate **plus** evidence of the required professional experience
- Your professional background, as evidence required for numerous courses of study (description of the activity, duration, scope)
- Information regarding a previous matriculation at a German tertiary institution or regarding a first tertiary institution education (name of the tertiary institution, field of study, degree etc.)

To register online, you first have to create a user account. Once you have done this, you will receive a login and password per e-mail by means of which you can begin with the actual application procedure. During the online registration, you can suspend the registration process at any time and continue subsequently again, by entering your login and password. However, in the event of an interruption, please ensure that you have saved your already entered 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” status. If this is not the case, please be sure to supplement or correct the missing information. You will also find the applicant number on the application overview, which is the number your application has been registered under. You will require this number in the event of possible queries. Thus we recommend you print this page so as to have the number at hand.

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

Thereafter, please print the online application, sign it and, together with all required and correspondingly certified application documents, send it to zfh – Zentrum für Fernstudien im Hochschulverbund, Konrad-Zuse-Straße 1, D - 56075 Koblenz.

**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!** The written application, together with all required documents, should have reached zfh at the latest 3 working days after the last date of application (in the event of any deviating deadlines or appointments, these will be mentioned separately at the relevant course of studies). **Please note that your application shall 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!**