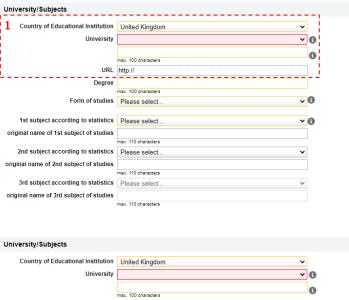
Quick Reference:



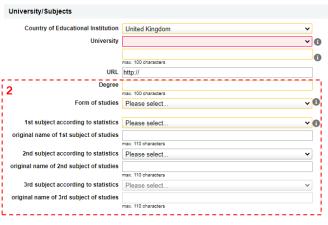


Editing Academic Background in Applications



1. Please enter information on the institution (e.g. College, University) you took the degree at, starting with the country of the institution.

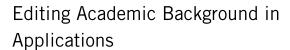
Please choose the institution form the pull-down-menu. If you cannot find your institution in the list you can enter the name of your instution in the free text field right beneath.





- 2. Next you have to enter information on your degree, starting with the name of the degree.
 - Please choose the form of studies from the pull-down-menu (e.g. "First Degree" for your first bachelor's degree)
 You have to provide at least one subject (e.g. Economics if you did a B.Sc. in economics). You only have to provide a 2nd and 3rd subject if actually took multiple subjects for this specific degree.
- 3. In the Semester-Section please enter the starting semester ("from") and the final semster ("to") and any additional leave of absences, intership, hospital internship semester. For "Interruption" please choose a type from the pull-down -menu to the right.

Quick Reference:







4. The Status-Section of the academic background provides information of the status of your degree. Not all countries and universities have intermediate exams during a degree programme, so you may not have to enter any information.

The status of the "Final Examination" however has to be provided and my not be "not scheduled" for at least one of your academic backgrounds. Please choose "not finished" if your degree programme is still ongoing. You wont have to enter a grade an date. If you already finished your degree programme please choose "passed on the whole". In this case you will have to provide a grade (e.g. the final grade) and a date (e.g. the date stated on the certificate).



5. Finally press "Save and Close" to save the data you just entered or "Cancel/Close" to close the window without saving.