

Quick Reference:

Editing Academic Background in Applications



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

University/Subjects

1 Country of Educational Institution

University

max. 100 characters

URL

Degree

max. 100 characters

Form of studies

1st subject according to statistics

original name of 1st subject of studies

max. 110 characters

2nd subject according to statistics

original name of 2nd subject of studies

max. 110 characters

3rd subject according to statistics

original name of 3rd subject of studies

max. 110 characters

University/Subjects

Country of Educational Institution

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max. 100 characters

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max. 100 characters

Form of studies

1st subject according to statistics

original name of 1st subject of studies

max. 110 characters

2nd subject according to statistics

original name of 2nd subject of studies

max. 110 characters

3rd subject according to statistics

original name of 3rd subject of studies

max. 110 characters

3 **Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Interruption	Type of break
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	0	<input type="text" value=""/> <small>from 0 to 20</small>	<input type="text" value=""/> <small>from 0 to 20</small>	<input type="text" value=""/> <small>from 0 to 20</small>	<input type="text" value=""/> <small>from 0 to 20</small>	<input type="text" value="Please select..."/>

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 from the pull-down-menu. If you cannot find your institution in the list you can enter the name of your institution 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 semester („to“) and any additional leave of absences, internship, hospital internship semester. For „Interruption“ please choose a type from the pull-down-menu to the right.

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4 **Status**

Intermediate exam	<input type="text" value="not scheduled"/>	Final examination	<input type="text" value="not scheduled"/>
Grade	<input type="text"/>	Grade	<input type="text"/>
	<small>max. 20 characters</small>		<small>max. 20 characters</small>
Date	<input type="text"/>	Date	<input type="text"/>
	<small>Format: DD.MM.YYYY</small>		<small>Format: DD.MM.YYYY</small>

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 may not be „not scheduled“ for at least one of your academic backgrounds. Please choose „not finished“ if your degree programme is still ongoing. You won't have to enter a grade and a 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).

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<input type="button" value="Save and Close"/>	<input type="button" value="Cancel/Close"/>
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5. Finally press „Save and Close“ to save the data you just entered or „Cancel/Close“ to close the window without saving.