

Step-by-Step Application Guide – M.Sc. Economics

Step 1: Start a New Application

- Visit the SPUR Campus Portal (<https://spur.uni-regensburg.de>)
- Click on "Apply and enroll as student."
- If you've already started an application, log in using your username and password to edit or continue.

Step 2: Create an Account

- Click "Create an account!"
- Fill in all required fields (marked with a star): name, address, nationality, date of birth, email, and security question.
- Check the box confirming you've read and accepted the privacy policy.

Information

Self-registration for your application – ONLY if you have NEVER BEEN enrolled at the University of Regensburg.

- Create an account for your application. After entering your contact data, you will receive the login data by email.
- After you have activated your account, you can enter your username and password directly in the login fields (right on top) to access the portal and create your application.
- Take good care of your login data (username and password): you will need it right the way through to the end of the online matriculation!

Currently enrolled students of the University of Regensburg please log on using your computer center account and use the SPUR function "Apply to change degree program".

Persons who have previously been enrolled at the University of Regensburg (Person re-enrolling) please send an email to studienberatung@ur.de giving your personal information (surname, first name, date of birth). We will then create your account for the application and send you the details by email. Please do not repeat the account creation, but rather wait until we inform you of your account.

[Please note the data privacy policy on creating your account](#)

Personal data

* Surname

* First name

* Gender

Academic title

* Date of birth

* Place of birth

* Country of birth

Birth name

* Nationality (country)

Second nationality (country)

Contact information

* Country

Additional address information

* Street and house number

Postcode

* City

Phone

Mobile Phone

* Email

* Retype email

Password

Your password must be at least 8 characters long and consist of upper and lower case letters as well as at least a digit and a special character. A special character is any character that is not a letter, underscore (_), space or digit.

* Password

* Retype password

Security question

Please type in the response to the question below. This is to defend against spam.

Security question

* Response to the security question

Data privacy policy

I have read and privacy policy mentioned above and accept it.

[To the data privacy policies.](#)

Create account

Step 3: Verify Your Account

- You'll receive an email with login details and an activation link or code.
- Save your login credentials.

- Click the link or enter the code to activate your account and log in to the application portal.

Step 4: Application

- After logging in, click "Start application."
- Enable email notifications and save.
- Select your desired semester and click "Start application" again.
- Click "Add a request."

4.1 Select the Master's Program you want to apply to (Economics)

- Indicate your applicant category: Germany, EU (non-Germany), or non-EU.
- Under "Degree," select Master of Science.
- Specify whether it's a consecutive Master's (building on your previous degree), your field of study, and intended semester.

Edit Data/Dictionary Show extended information

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Admission/Enrollment - Application #2 M.Sc. Economics, 1. subject-related semester

Applying for semester: winter semester 2025/26

General information on the programs available at the University of Regensburg and help on applying and enrolling can be found at the webpages of the university's [Registrar's Office](#).

Your choice of program

Please select the desired program. In combinatorial programs (teaching, Bachelor of Arts), enter the disciplines one by one.

In general:

- A subject-specific higher education entrance qualifications (fachgebundene Hochschulzugangsberechtigung) only allows a student to study specific subjects.
- Qualification entitled holder to study at a university of applied sciences (Fachhochschulreife) DOES NOT entitle one to study at the University of Regensburg.
- The studienkollegs assessment examination is not a qualification for admission to institutions of higher education. Please select your education type corresponding to your nationality.

* University entrance qualification	I AM NOT a citizen of an EU country, Iceland, Norway or Liechtenstein, and I HAVE a university entrance qualification from abroad (not Germany) ⓘ
* Degree	Master of Science ⓘ
* Form of studies	Consecutive Master ⓘ
* Subject	M.Sc. Economics ⓘ
* In which subject-related semester do you want to start studying?	1. subject-related semester ⓘ

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4.2 Entrance Qualification

- Enter details about your university entrance qualification.
- If acquired abroad, select "Abroad", choose your country, and pick "Entrance qualification acquired abroad."
- Enter your grade (use "7" if your system differs from the German one) and graduation date. (You will later be asked to provide specific information)

Entrance qualification Help

Please enter your university entrance qualification data here. The university entrance qualification entitles you to study and is usually obtained through the school leaving certificate, e.g. from a high school or technical high school. A vocational qualification can also prove a university entrance qualification.

* Acquired in:

* Country:

* Type of entrance qualification:

* If your average grade is from a foreign system, please enter "7":

Date of acquirement:

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4.3 Upload documentation on qualification for higher education

- Upload your qualification.
- If not in German, English, or French, include a certified translation.
- *Optionally*, upload a university entrance exam if available.

Upload documentation on qualification for higher education

Please upload further documentation of your qualification to at institutions of higher education obtained abroad.

Please upload your school-leaving certificate with an overview of your grades (e.g. baccalaureat, Lise diplomas, Matura).
Should your school-leaving certificate not be in German, French or English, please include a certified translation as further pages in the same document (max file size: 10 MB).

* Upload qualification for higher education:

Should you have taken a university entrance examination, please upload the documentation. If this is not in German or English, please include a certified translation as further pages in the same document.

Upload university entrance examination:

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4.4 Information on the application for M.Sc. Economics

Read the program-specific details and confirm.

4.5 Details of previous program

- Enter previous study details: program name, university (name/city/country).
- Indicate if you want to include credits from another program.
- If previously admitted to this Master's, upload the admission letter.

Details of previous program

Use this page to fill in details of your first degree program which you are using to apply for the master's subject (bachelor's program or equivalent such as *Bakalavr, Laurea, Licence, Lisans Diplomas*).

Please enter the name of the degree program, e.g. "B.Sc. Psychology" or "B.Sc. Mathematics"

* Name of program

Please select the university, if you studied in Germany.

Place and university (in Germany)

If your university is not listed, then please write it in the text field.

Other place of study: Name of university, city

Select the country in which you studied


* Country in which you studied

Do you also wish to include credits from a further degree program in your application?

* Credits from another program

Have you already been accepted for this program at the University of Regensburg in a previous semester?
If yes, please upload your previous letter of acceptance / admission.

Upload previous acceptance certificate:

 Choose file (click here or drop in here)

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4.6 Details of credits from previous program


- Upload your Transcript of Records.
- Enter total earned credits/ECTS.
- Indicate whether your degree has been awarded yet.
- Provide a link or upload of course descriptions (required if not from Uni Regensburg).
- If studied abroad, also provide:
 - Link to your university
 - Standard program duration
 - Total credits of the program



Details of credits from previous program

Please fill in the details of the courses and examinations you took in your previous program.

Please upload your Transcript of Records (ToR).
Should your transcript not be in German or English, please also include a certified translation as additional pages in the same file.

* Upload Transcript of Records

 Choose file (click here or drop in here, max 10 file or files)

Please enter the number of ECTS (credit points) you have achieved so far.

* Number of ECTS achieved so far

Do you already have your degree certificate for this program?

* Do you already have your degree certificate?



If your previous program was not at Universität Regensburg, you need to provide further information.

- Please provide a link to the university's website which contains a description of modules in the relevant program (insofar as such exists in German or English).

Link to module descriptions

- Should there be no website with this information, you can upload official documentation of the module descriptions. When this documentation is not in German or English, please include a certified translation of the original as further pages in the same document.

Upload module descriptions

If you have studied abroad, you need to add the following information:

- Provide a link to the general homepage of the university.

* Link to the university's general homepage

- How long is the standard period of study for this program?

* Standard period of study in semesters

How many credit points (ECTS) does the program contain in total?

* Total number of credits

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4.7 Degree certificate and grade

- Upload your degree certificate.
- Provide grading scale details:
 - Full range
 - Minimum passing grade
 - Best possible grade
 - Your actual grade
- Upload or link to your institution's grading scale.

Degree certificate and grade

Please enter the details of your degree certificate (bachelor's degree or equivalent such as *Bakalavr, Laurea, Licence, Licéans Diplomas*).

Upload your **degree certificate** or equivalent documentation.
If your certificate is not in German or English, please also include a certified translation as further pages in the same document.

* Upload degree certificate

If your degree was taken abroad, please fill in the details of the **grading scale** used and enter the **grade given on the certificate**. This will be converted to the German grading system in the background.

* Grading scale (from - to)

* Lowest pass grade

* Highest grade possible

* Your grade

Only in case the grading scale is not documented on your transcript of records or your degree certificate:

- Document the grading system by providing a link to the university website which describes it (if such is available in German or English).

Link to grading scale

- Should there be no website available, please upload official documentation of the grading scale here. If this documentation is not in German or English, please also include a certified translation as further pages in the same document.
- If there is no official documentation, you will need a program coordinator or specialist advisor from your university to complete the form "[Confirmation of program of study and grading system](#)", and confirm it with stamp and signature, so that you can upload it here.

Upload grading scale or confirmation form

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4.8 Further personal details

Upload a copy of your ID and CV.

4.9 English language skills

Indicate and upload proof of your English proficiency. B2 level is required.

English language skills

* Level reached

* Upload documentation of English language skills

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4.10 German language skills

If German is not your native language, enter and prove your proficiency. You can also skip this if at the date of application, you can't proof any German language skills yet.

German language skills

* Level reached

Upload documentation of German language skills

4.11 Further Information Economics

Proof:

- At least 20 ECTS in basic Micro and Macroeconomics
- At least 20 ECTS in advanced Economics (for Business/Economics degrees)
- At least 15 ECTS in Methods (Math, Statistics, Econometrics) for Business/Econ degrees
- OR at least 30 ECTS in Methods for related fields
- If applying with a related field degree, add either 5 ECTS in Economics or upload proof of a relevant internship (minimum 6 weeks).

1. Basic Courses in Microeconomics and Macroeconomics

• Proof of at least 20 ECTS

Micro/Macroeconomics Course 1 - Title	
Credits/ECTS	
Grade	
Micro/Macroeconomics Course 2 - Title	
Credits/ECTS	
Grade	
Micro/Macroeconomics Course 3 - Title	
Credits/ECTS	
Grade	
Micro/Macroeconomics Course 4 - Title	
Credits/ECTS	
Grade	
Micro/Macroeconomics Course 5 - Title	
Credits/ECTS	
Grade	
Micro/Macroeconomics Course 6 - Title	
Credits/ECTS	
Grade	

2. Advanced Knowledge Courses in Economics

• Proof of at least 20 ECTS if your degree is in Business or Economics

Economics Course 1 - Title	
Credits/ECTS	
Grade	
Economics Course 2 - Title	
Credits/ECTS	
Grade	
Economics Course 3 - Title	
Credits/ECTS	
Grade	
Economics Course 4 - Title	
Credits/ECTS	
Grade	
Economics Course 5 - Title	
Credits/ECTS	
Grade	
Economics Course 6 - Title	
Credits/ECTS	
Grade	

- 3. Methods:**
 Courses in mathematics and statistics as well as econometrics
- Proof of at least 15 ECTS if your degree is economics or business
 - Proof of at least 30 ECTS if your degree is in a field that is methodologically related to economics (e.g. mathematics, statistics or psychology).

Mathematics/Statistics Course 1 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 2 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 3 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 4 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 5 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 6 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 7 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 8 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 9 - Title	
Credits/ECTS	
Grade	
Mathematics/Statistics Course 10 - Title	
Credits/ECTS	
Grade	

Only if your degree is not economics or business:
 Proof of interest in economics either via at least 5 ECTS in a course in economics,
 OR
 via a relevant internship of at least 6 weeks duration (upload below)

Course Economics - Title	
Credits/ECTS	
Grade	

Please upload certificates of relevant internships (at least six weeks) or relevant work experience.

Upload Internship

4.12 Asylum Status

Indicate whether you have applied for asylum in Germany.

4.13 Review and Submit

- Review your entries carefully.
- Confirm correctness and click "Submit application."

Further personal details	
Upload further documentation of personal details here	
Upload copy of ID	<u>Copy of ID.pdf</u>
Upload cv	<u>CV.pdf</u>
English language skills	
Level reached	<u>B2</u>
Upload documentation of English language skills	<u>Documentation of English Language Skills.pdf</u>
German language skills	
Level reached	<u>B2</u>
Upload documentation of German language skills	<u>Documentation of German Language Skills.pdf</u>
Further information for Business Administration	
Please provide details for your courses absolved in business administration to the extent of at least 48 ECTS.	
Course 1 - Title	<u>Example Course</u>
Credits/ECTS	<u>48</u>
Grade	<u>80.0</u>
Please enter the grade of your bachelor's thesis here if it has already been assessed.	
Grade of your bachelor's thesis	<u>80.0</u>
details of application for asylum	
Have you applied for asylum in Germany?	<u>no</u>
Confirm details and submit application	
<input checked="" type="checkbox"/> I hereby confirm that the data entered is correct.	
← To overview ← Back → Submit application	
The application can be submitted up until Sep 30, 2025. ⓘ	

Step 5: Wait for a Response

- Decisions are typically made within 2–4 weeks after the application period ends.
- You will be notified via email if documents are missing or a decision is made.
- You can also check your status anytime on SPUR.

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Admission/Enrollment

Applying for semester: winter semester 2025/26 - 1 Request ⓘ

There are no documents in your inbox yet. ⓘ

Application submitted ⓘ Help

Application #1	Status of application: <u>Received</u>
M.Sc. Business Administration, 1. subject-related semester	<u>Suitability Assessment Procedure</u> Status of requested subject: <u>Received</u>
Show details Cancel and edit application Cancel application	

• You can track the **current status of your applications** directly here in our applicant information service.
 • Please make sure **email notifications are enabled** (on the right side) to receive mails about status changes.
 • If you have chosen a study program managed by the Admissions Service Center it is also possible to keep informed via hochschulstart.de. Please note that the information and any changes displayed at hochschulstart.de may be time-delayed.

Applications in preparation ⓘ Help

To apply for admission click the "Add application" button.

Chosen application term: winter semester 2025/26

[+ Add a request](#)