

# Online application procedure for exchange students to the EBS Universität für Wirtschaft und Recht

## Instructions for Administrators

You must first of all register all your nominated students. To do this:

1. Please access: <https://campusnet.ebs.de>
2. In the menu bar, you should see the words 'Nomination: Incoming students ...'  
(Fall Term or Spring Term of the relevant year)  
Click on this.

**EBS** Universität  
für Wirtschaft und Recht

Home Applicants: Create Account **Nomination: Exchange Students Fall Term 2011**

You are not logged in

campusnet

**Welcome**  
to EBS-campusnet

Campusnet is an integrated platform providing information about studying at EBS as well as support for organization of the faculty.  
You can apply here to study at EBS.

Please enter your name and password to log in to EBS-campusnet.

If you do not have a login, please select the menu option "Applicants: Create Account" to create a login.

Name  Password  [forgot your password ?](#)

3. A table should appear on the screen requesting details about the student:
  - by last name we mean family name.**NB. Please ensure that the correct year of birth is given!**  
Check that all the details are correct, follow the instructions and save by clicking on 'Check for completeness'.
4. When you have checked that all the details are ok and you wish to release the data, press the button 'Submit'.

You are not logged in

campusnet

**Welcome**  
\* = mandatory field

To be filled in by partner universities of EBS who wish to send students to EBS in the Fall Term 2011.  
(You wish to nominate students for a place in Spring Term 2012?  
-Please nominate in September 2011.)

Please fill in the text areas and click on "Check for completeness". Thank you.

Entry	Notes
First name*	<input type="text"/>
Last name*	<input type="text"/>
Date of Birth*	<input type="text"/>
E-mail address of student*	<input type="text"/>
University*	<input type="text"/>
Programme*	<input type="text" value="Choose"/> <input type="button" value="v"/> <i>Please select the programme, the student will be nominated for.</i>
Term*	<input type="text" value="Choose"/> <input type="button" value="v"/> <i>Please select the term, the student will be nominated for.</i>
Name of administrator (first and last name)*	<input type="text"/>
E-mail address of administrator*	<input type="text"/>

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This will create an account for the student and will send a message including user id and password to your student's account.

**NB. This procedure can take some time.**

5. If you have more than one student to nominate, then go back to step 2 and repeat the procedure.

Your student then needs to check his/her e-mail for the codes so that he/she can register online.

Please let each student know that he/she must not lose his/her password. If he/she also incorrectly logs in three times, he/she will be barred from the system.