

# Guide Application Process

## Master's programmes Eurythmy



**Master of Education Eurythmy Education (3 years part-time)**  
**Master of Education Eurythmy Therapy (3 years part-time)**

The **application deadline** is mid-August of the respective year for admission in the winter semester.

First, all required documents for the respective degrees are listed. Afterwards, there is a photo guide that accompanies you through each step of the online application.

We look forward to welcoming you as a prospective student at our university.



### Required documents Master of Education in English:

**IMPORTANT:** All notarized/ certified copies of certificates must be uploaded as a scan to your account on <https://studieren.alanus.edu> as well as sent by post to Alanus Hochschule, Keyword: Application Master Eurythmy, Villestr. 3, 53347 Alfter.

- **Either** certificate of 1st professional university degree (e.g. B.A.)
- **Or** certificate (diploma) of 4-year eurythmy training recognised by the SRMK, Dornach, Switzerland **plus** practical experience (at least 2 years) documented by a list plus (non-authenticated) proof of training, further training, work references etc.
- **Or** certificate of other relevant training of at least 3 years (usually in eurythmy) **plus** practical experience (at least 2 years) supported by a list plus (non-certified) evidence of training, further training, references, etc.
  - (Please provide a notarized translation of certificates/diplomas in foreign languages, i.e., not in English or German)
  - You can obtain certified copies by taking a copy and the original document to a justice of the peace, the mayor's office, certain medical professionals or our service bureau for students at Alanus and get it certified for a small fee.
- Letter of motivation (outlining your professional development focus and purpose, approx. a DIN A4-page)
- a curriculum vitae with portrait picture
- Passport photo for the student card
- Proof of health insurance covering the entirety of your studies (e.g. a scan of the front and back of your health care card)
- For all study programs (completed or without a degree) official proof of removal from the register of students, for all programs without degree a certificate of non-objection by former university
- *For the specialization in Eurythmy Therapy:* a medical certificate of good health
  - You can obtain this certificate from your local doctor's office
- *Also required:* Completion of the categories 'Becoming aware of' and 'Affidavits' on the website.
- Students should be able to master English at an appropriate level. RSUC (Alanus) may demand documentation.

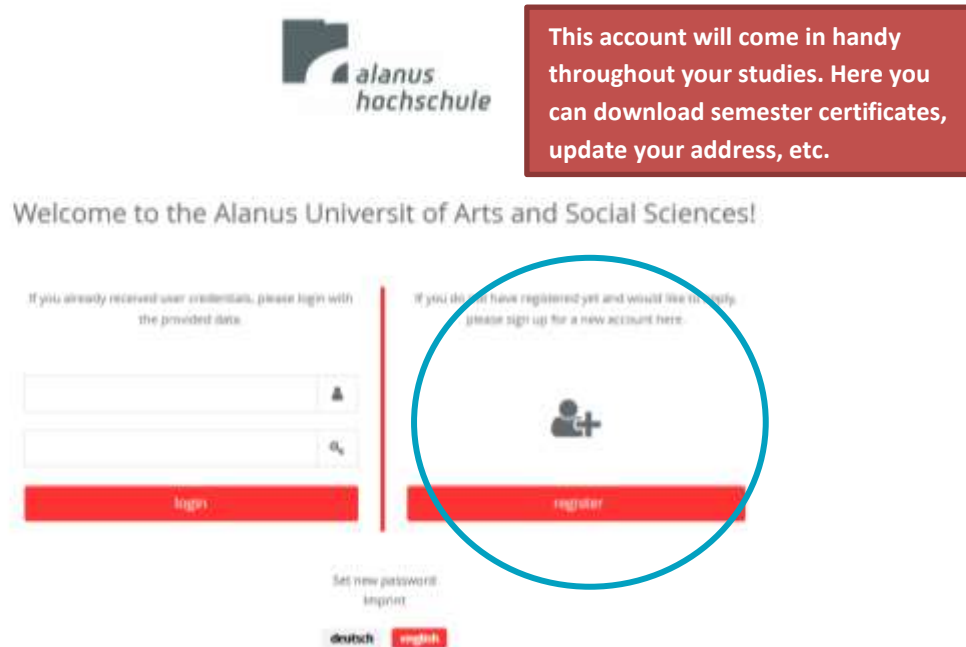
### Admission

After reviewing your application documents, we will invite you for an admission interview. Feel free to email us ([eurythmie@alanus.edu](mailto:eurythmie@alanus.edu)) to let us know when you have created your online application so that we can contact you as soon as possible.

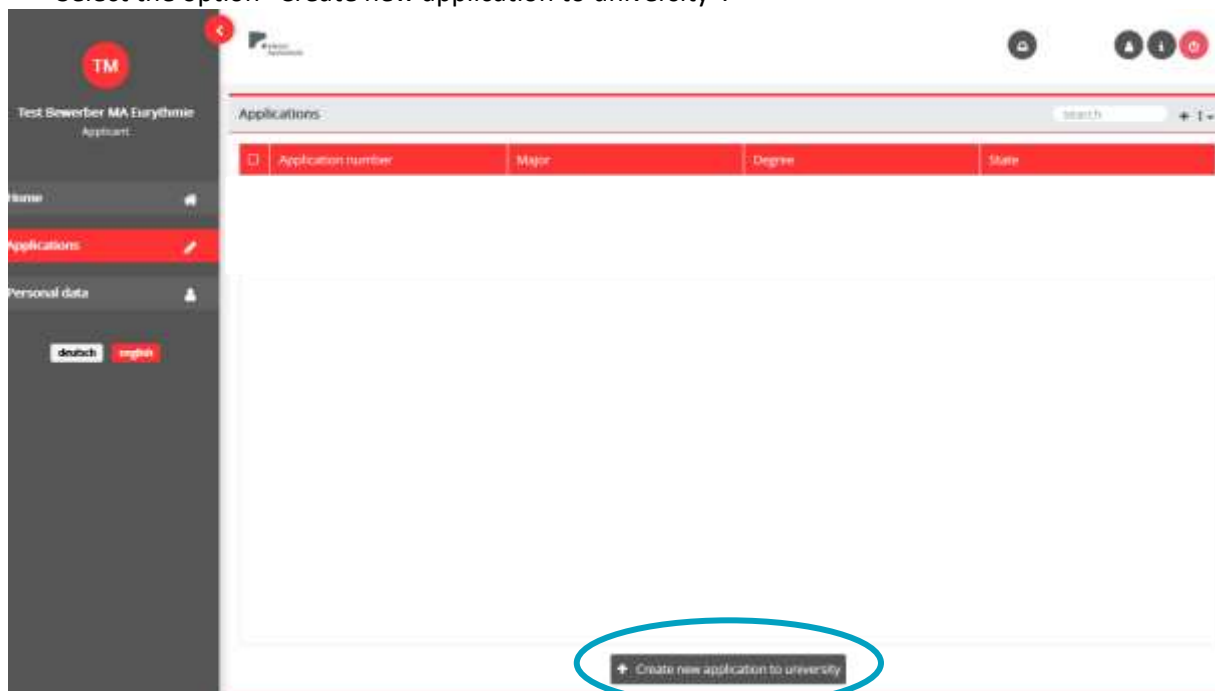
## Step by step Guide Online Application Process:

1. Go to the website (<https://studieren.alanus.edu/app/>) and create an account. Click on "register".

You create an account with your e-mail address and then confirm the newly created account by clicking on the confirmation link in the e-mail you receive from Campus Core.



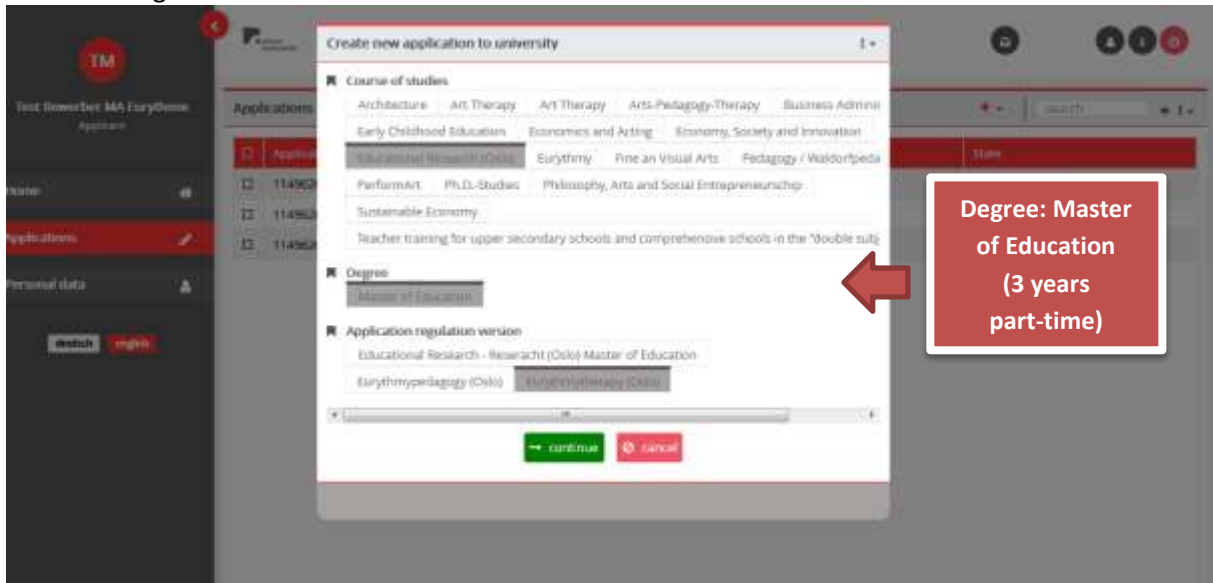
2. Log in with your account to access the website.  
Select the option "Create new application to university".



2.1 If you wish to apply for the **Master of Education** Practice Research in Pedagogical, Social and Therapeutic Professional Fields with a focus on eurythmy therapy or eurythmy education (Oslo Master), choose

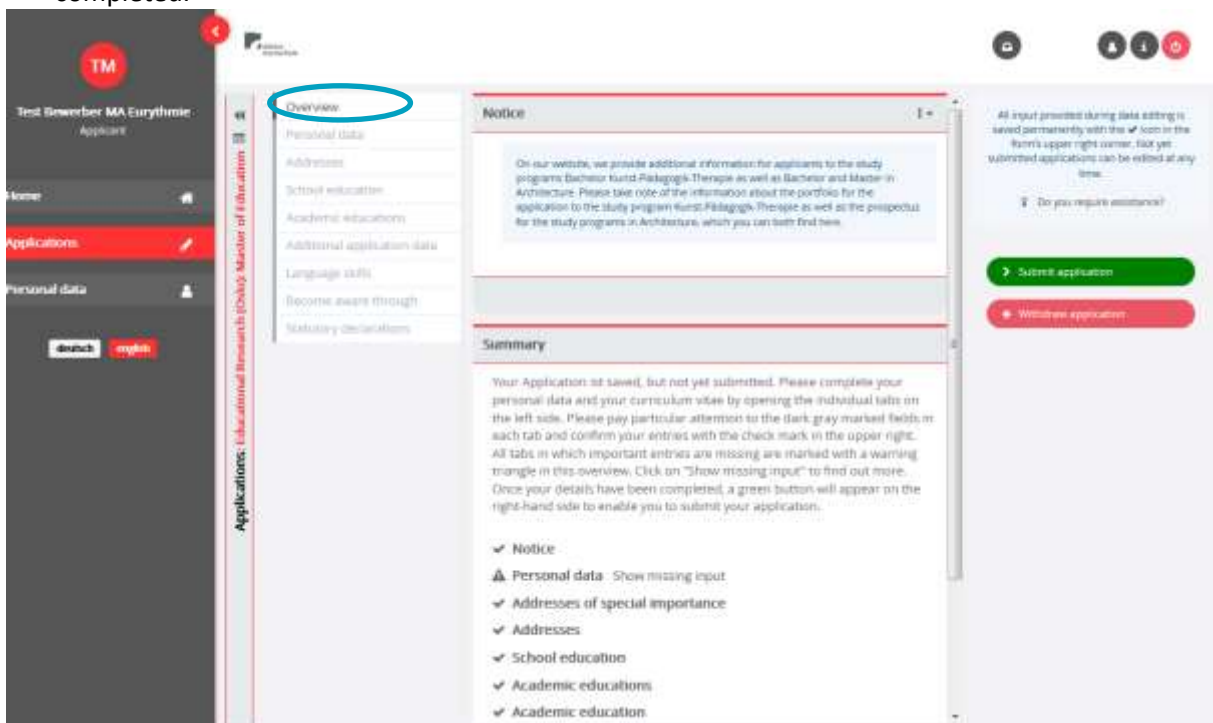
- **Course of Studies:** Educational Research (Oslo)
- **Degree:** Master of Education
- **Application regulation version:** Eurythmypedagogy (Oslo) or Eurythmytherapy (Oslo)

Click on the green field 'continue' afterwards.



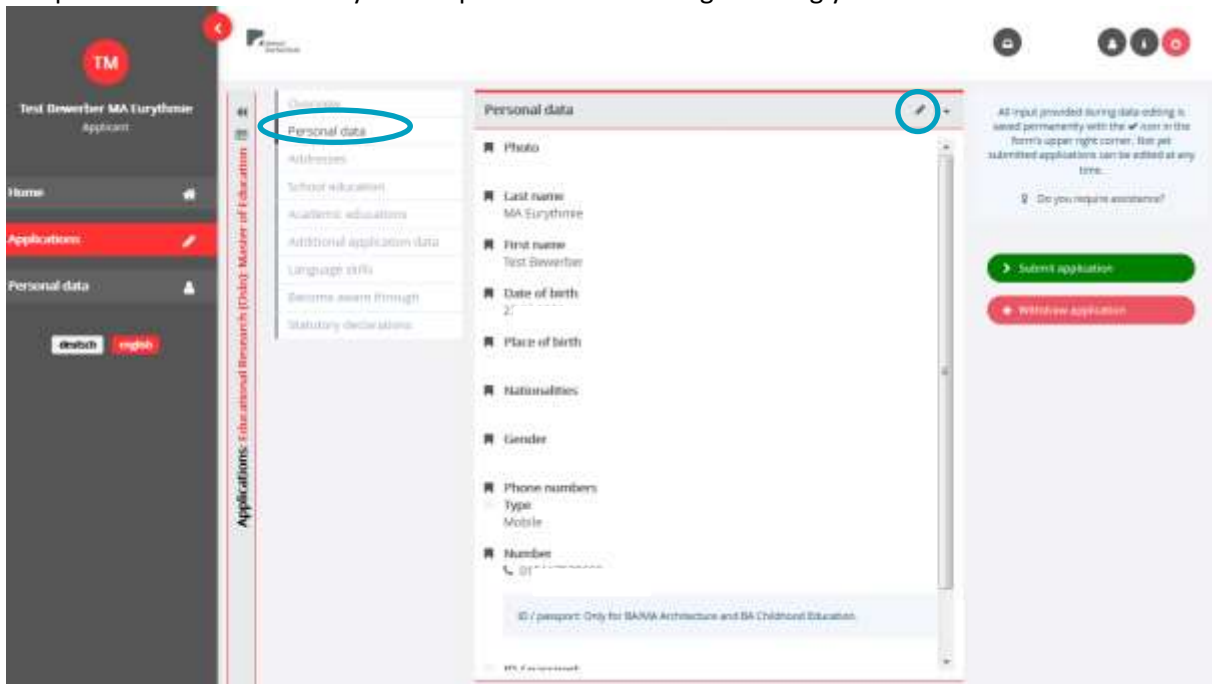
2.1.1 In the next step you will get a summary/ overview of the selected programme. You can go back at any time and change something, if desired.

3. **Overview:** Now you can go to 'Applications' on the left-hand side and edit your application, view information, upload documents, etc. The overview shows you where documents may still be missing and where entries need to be completed.



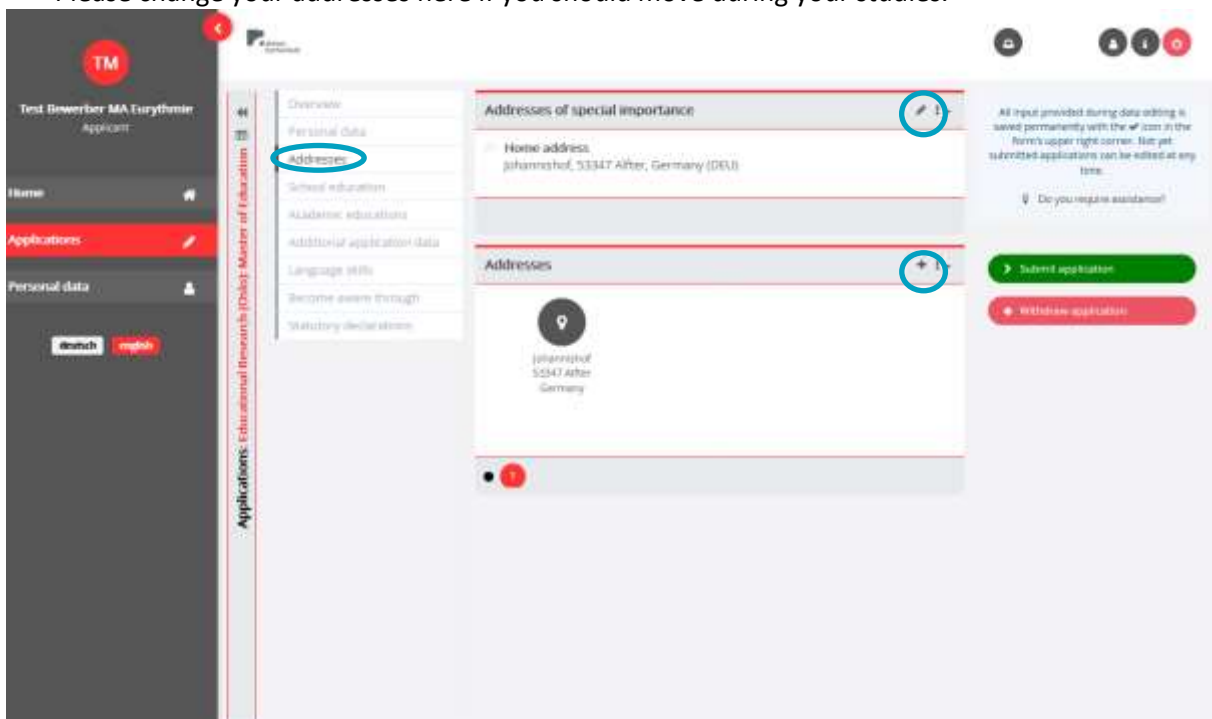
4. **Personal data:** If you click on the pencil icon at the top right, you can change your Personal Data. To save the changes, click on the tick icon which is now visible in the place of the pencil icon.

This student account will accompany you for the duration of your studies. Please change your personal data here if i.e. your telephone number changes during your studies.

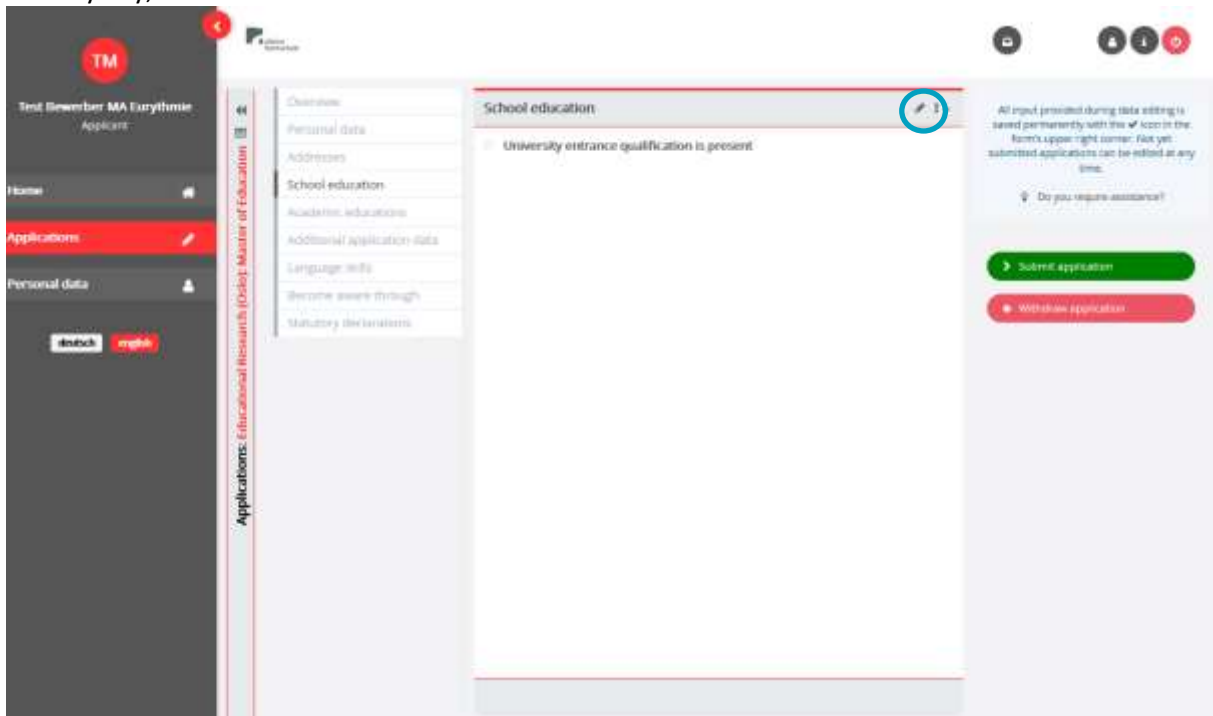


5. **Addresses:** If you click on the pencil icon at the top right, you can change your Personal Data. To save the changes, click on the tick symbol, which is now visible in the place of the pencil symbol. If you click on the plus symbol, you can add further addresses (address during the semester, home address etc.).

Please change your addresses here if you should move during your studies.

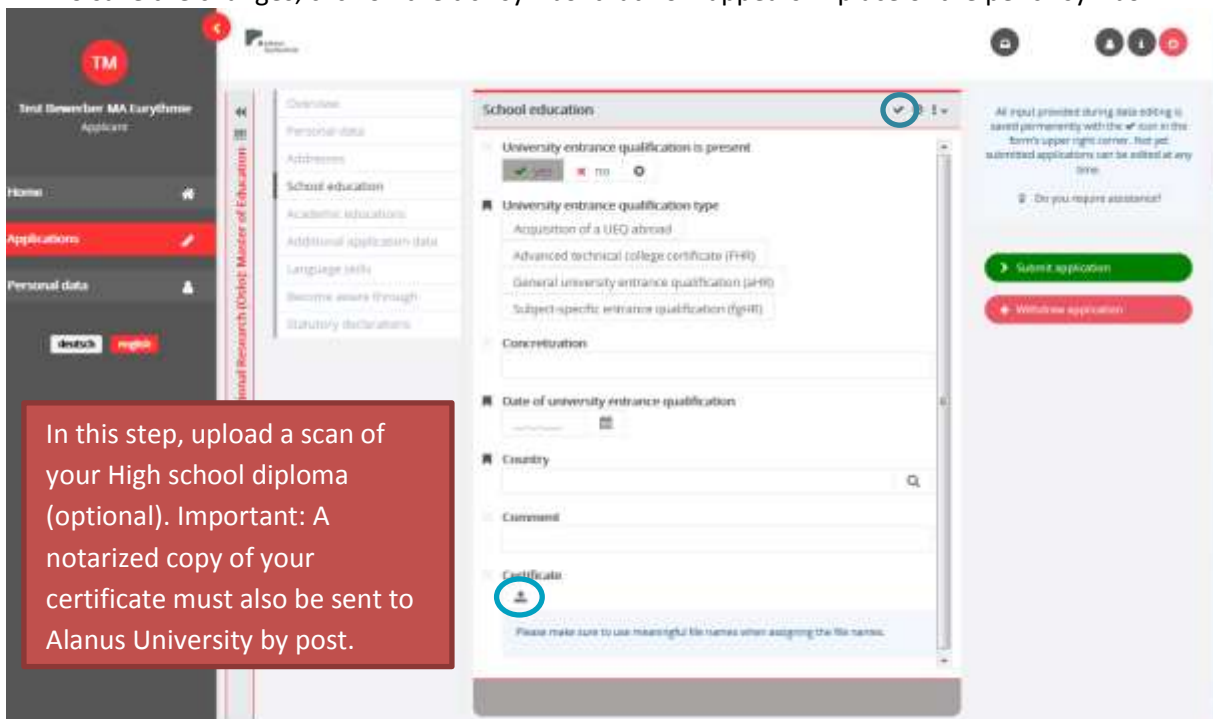


6. **School education:** Click on the pencil icon at the top right to edit this area. To save the changes, click on the tick icon that is now visible in the place of the pencil icon.  
**For the Master of Education this field is not required**, therefore it already says 'University entrance qualification is present' by default. Should you wish to upload your High school diploma anyway, feel free to do so here.

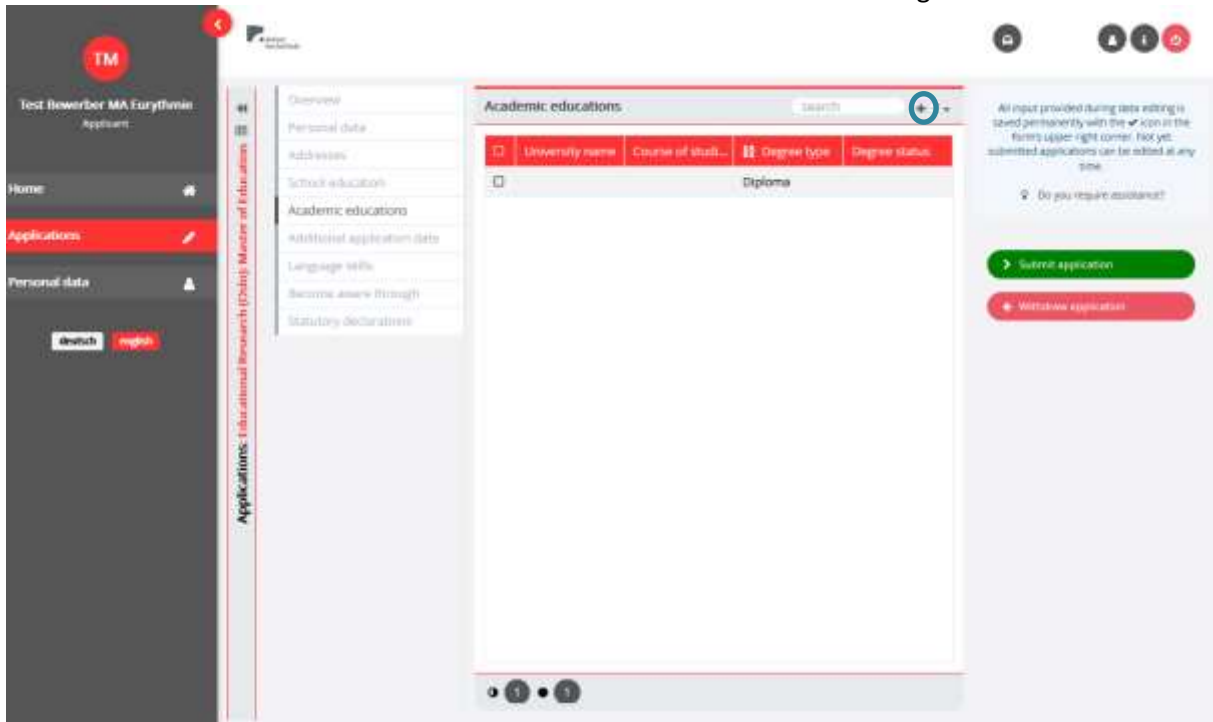


- 6.1 Should you wish to fill out this field (optional), click on 'yes' if you have a higher education entrance qualification, fill in the relevant fields and upload a scan of your school leaving certificate (e.g.) under "Verification" by clicking on the upload icon.

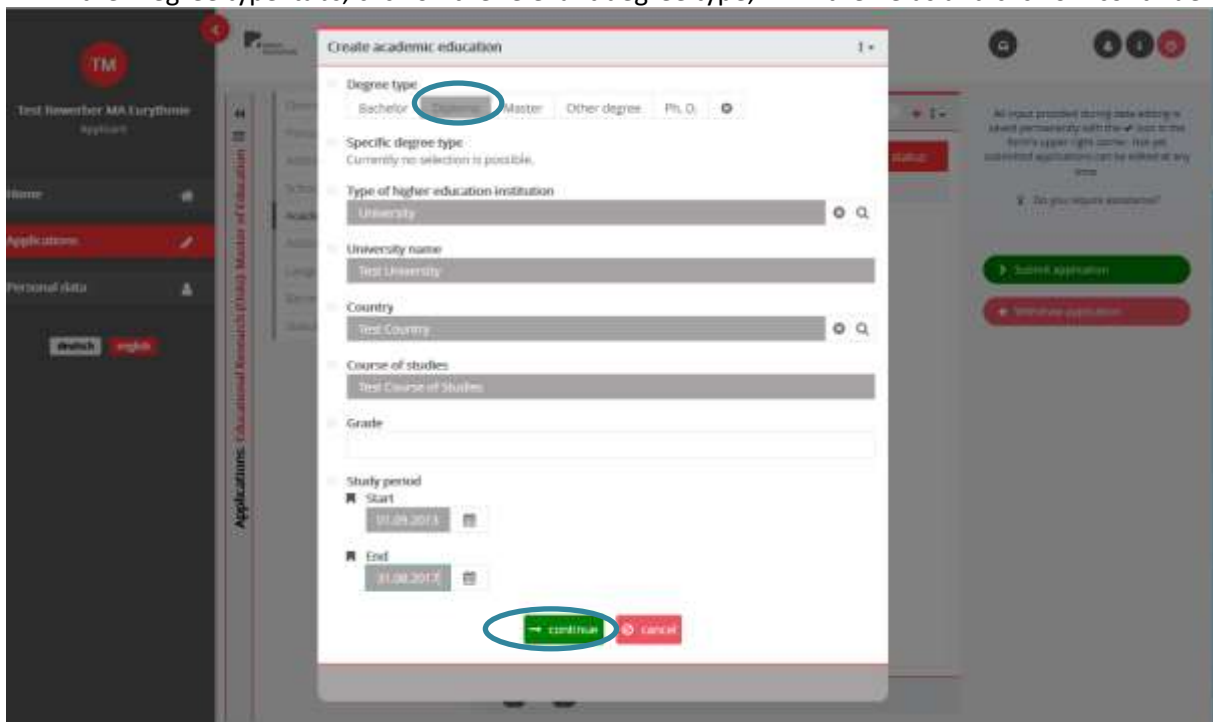
Your computer's files will then open in a new window and you can upload the desired document. To save the changes, click on the tick symbol that now appears in place of the pencil symbol.



7. **Academic educations:** Click on the 'Plus' icon to add an academic training.

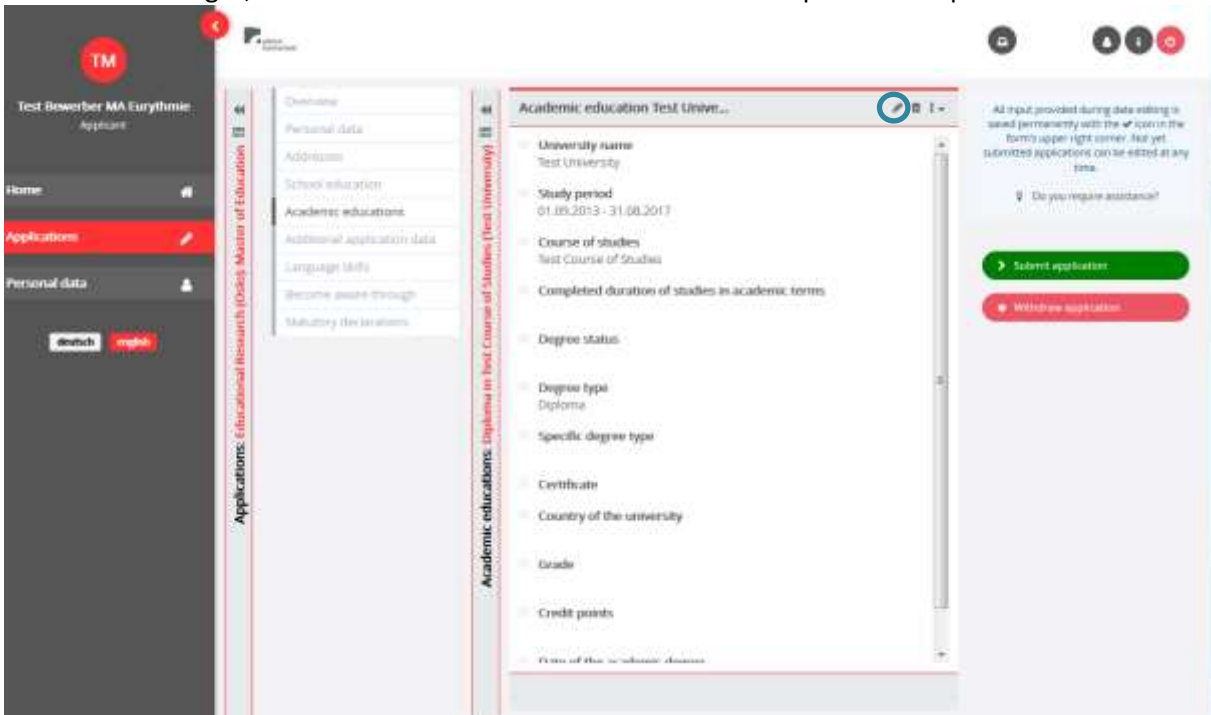


7.1 In the 'Degree type' tabs, click on the relevant degree type, fill in the fields and click on 'continue'.

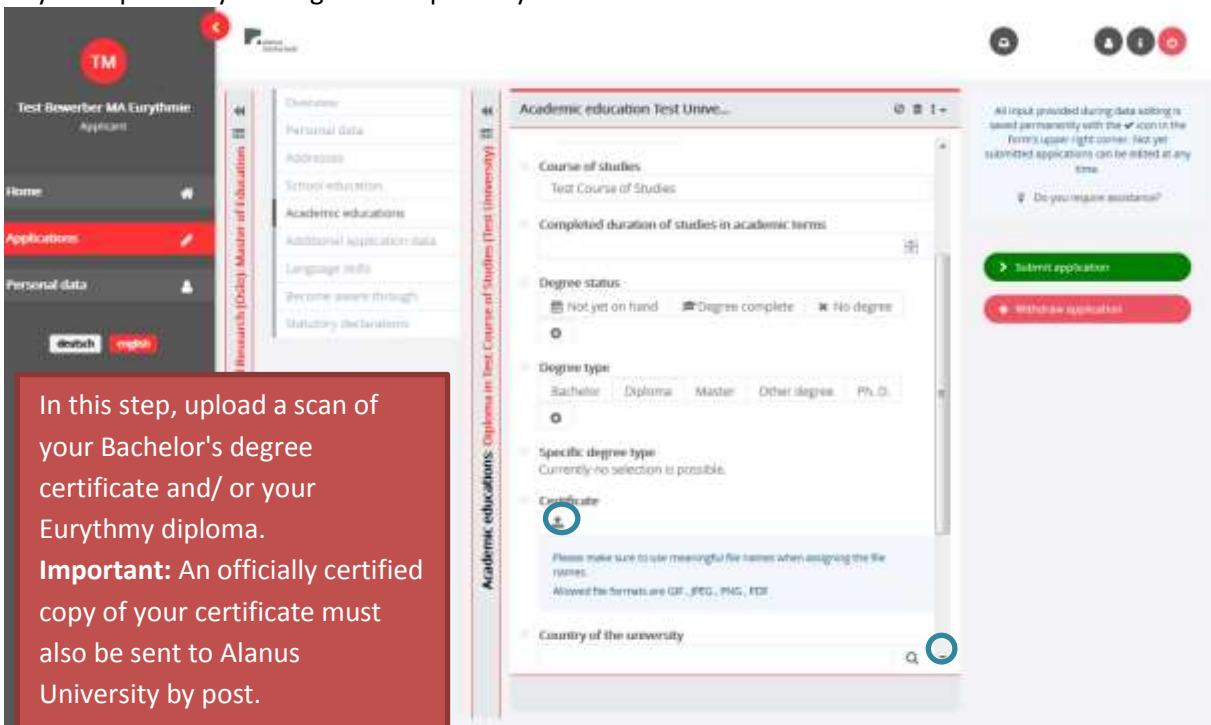


7.2 Click the pencil icon to edit the 'Academic Training' section.

To save the changes, click on the tick icon that is now visible in the place of the pencil icon.



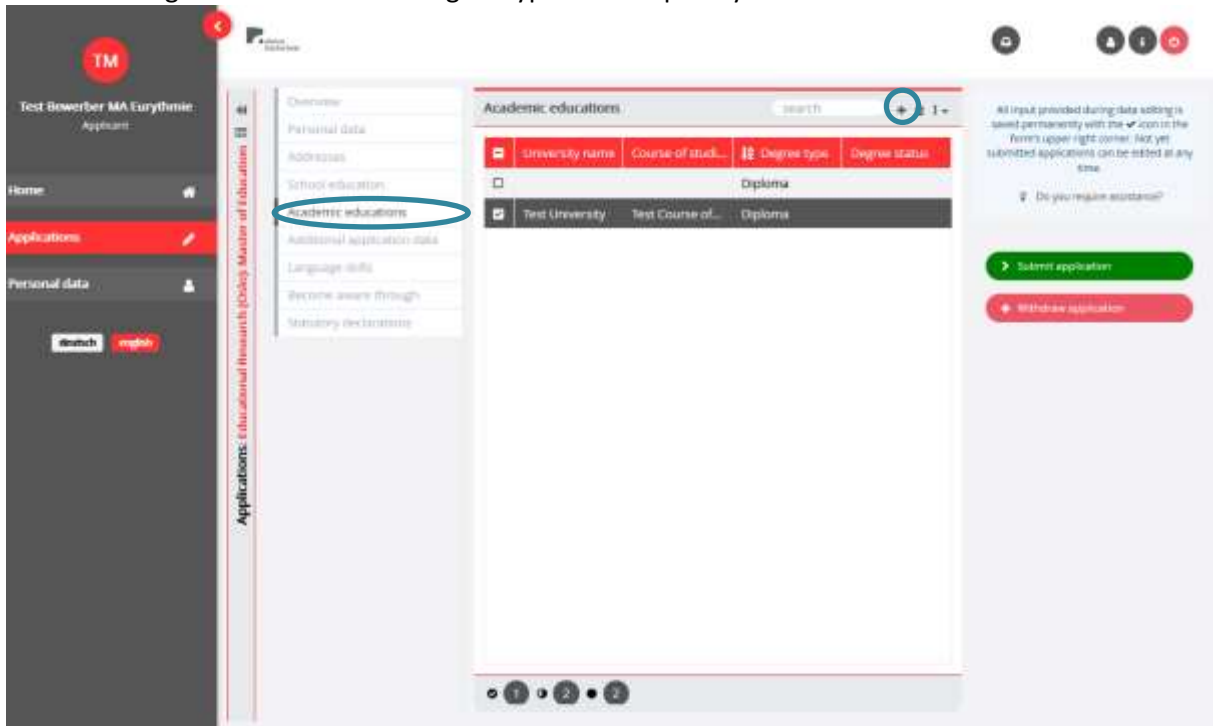
7.3 Fill in the fields, scroll down with the arrows or the scroll bar on the right and upload e.g. a scan of your diploma by clicking on the upload symbol.



In this step, upload a scan of your Bachelor's degree certificate and/ or your Eurythmy diploma.  
**Important:** An officially certified copy of your certificate must also be sent to Alanus University by post.

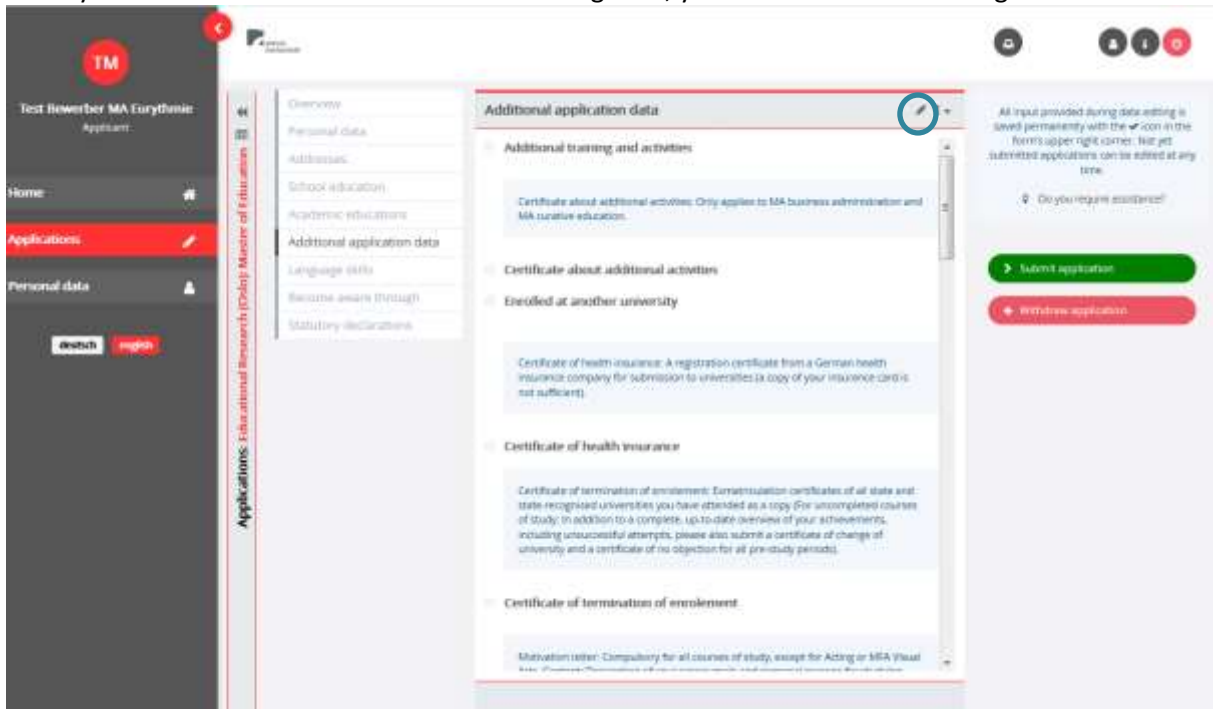


7.4 If you would like to add further academic trainings and certificates, click on 'Academic educations' again and add further degree types via the plus symbol.

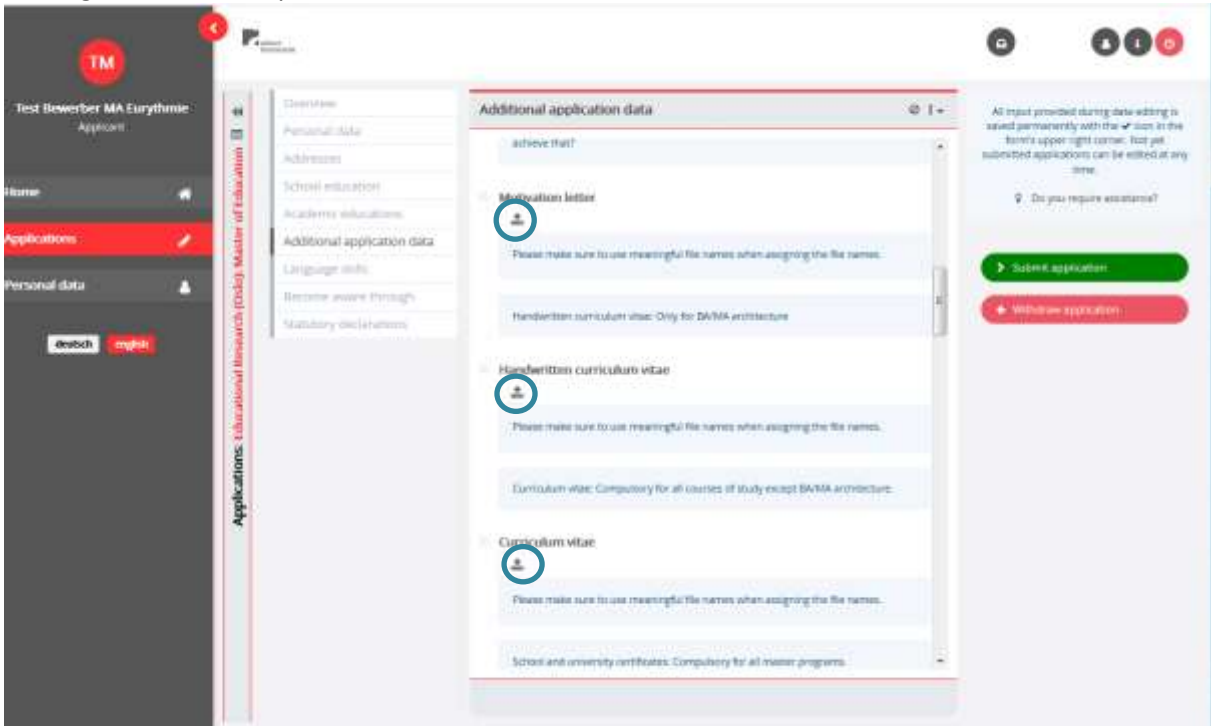


8. **Additional application data:** Here you can add further documents and details, e.g. proof of your previous practical experience, proof of health insurance (a scan or photo of the front and back of your health insurance card), letter of motivation, CV, etc.

If you scroll down with the arrows or the image bar, you will see the other categories.

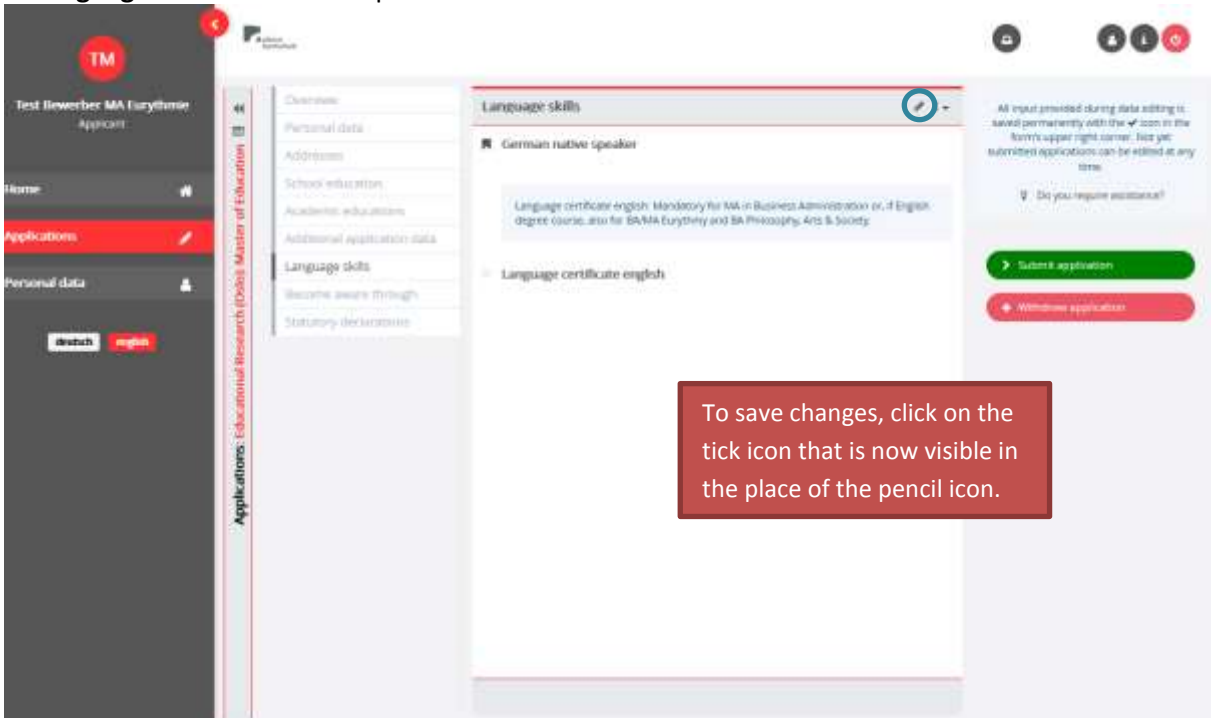


8.1 Click on the pencil icon to edit the area and again upload the necessary files and evidence using the upload icon. Navigate through the area by clicking on the up-down arrows on the right or by moving the scroll bar up or down.



In this step, upload evidence of your practical experience, as well as a letter of motivation, curriculum vitae, passport photo for the student ID, proof of health insurance, official proof of removal from the register of students, if applicable, and *for specialization in Eurythmy therapy: a medical certificate of good health*

9. **Language skills:** Click on the pencil icon to edit the area.



To save changes, click on the tick icon that is now visible in the place of the pencil icon.

9.1. Students should be able to master English at an appropriate level. RSUC (Alanus) may demand documentation.

You won't need to upload a language certificate here, unless Alanus University specifically asks you to do so after reviewing your application.

The screenshot shows the 'Language skills' section of the application form. On the left, a sidebar menu lists various sections: Overview, Personal data, Addresses, School education, Academic education, Additional application data, Language skills, Become aware through, and Statutory declarations. The 'Language skills' section is currently active. It contains the following fields:

- German native speaker:** A radio button selection with 'yes' (checked) and 'no' options.
- Language certificate german:** A section with a file upload icon and a note: 'Please make sure to use meaningful file names when storing the file names.'
- Language certificate english:** A section with a file upload icon and a note: 'Please make sure to use meaningful file names when storing the file names.'

On the right side of the form, there is a green 'Submit application' button and a red 'Withdraw application' button. A disclaimer at the top right states: 'All input provided during data entry is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' Below this is a link: 'Do you require assistance?'.

10. **Become aware through:** Click on the pencil icon to edit the area. To save the changes, click on the tick icon that is now visible in the place of the pencil icon.

The screenshot shows the 'Become aware through' section of the application form. The sidebar menu is the same as in the previous screenshot. The 'Become aware through' section is active and contains the following fields:

- Internet:** A text input field with 'google.com (other search engines)' entered and a checkmark icon.
- Social Media:** A radio button selection with a red 'X' mark.
- Study platform (like Studycheck, Zeit Campus, studieren.de):** A radio button selection with a red 'X' mark.
- Other:** A radio button selection with a red 'X' mark.
- Information material:** A section with a file upload icon.
- Have you become aware of the university through a university brochure?:** A radio button selection with a red 'X' mark.
- Have you become aware of the university through an event flyer?:** A radio button selection with a red 'X' mark.
- Have you become aware of the university through a poster?:** A radio button selection with a red 'X' mark.
- Have you become aware of the university through other information mat...:** A radio button selection with a red 'X' mark.

On the right side of the form, there is a green 'Submit application' button and a red 'Withdraw application' button. A disclaimer at the top right states: 'All input provided during data entry is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' Below this is a link: 'Do you require assistance?'.

10.1 Click on Yes or No, depending on which selection applies to you. Click on the tick at the top right to save your entries.

The screenshot shows the 'Become aware through' section of the application form. The left sidebar contains navigation options: Overview, Personal data, Addresses, School education, Academy education, Additional application data, Language skills, Become aware through (selected), and Statutory declarations. The main content area has a title 'Become aware through' with a tick icon and a plus sign in the top right corner. Below the title, there are several sections with checkboxes: 'Internet' (checked), 'google.com (other search engine)' (checked), 'Social Media' (checked), 'Study platform (like Studycheck, Zeit Campus, studieren.de)' (checked), 'Other' (checked), and 'Information material'. Below these are three questions: 'Have you become aware of the university through a university brochure?', 'Have you become aware of the university through an event flyer?', and 'Have you become aware of the university through a poster?'. Each question has 'yes' and 'no' options. On the right side, there is a note: 'All input provided during data editing is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' Below the note is a question: 'Do you require assistance?'. At the bottom right, there are two buttons: 'Submit application' (green) and 'Withdraw application' (red).

11. **Statutory declarations:** Click on the pencil icon to edit this section. Check all three boxes. To save the changes, click on the tick icon that now appears in place of the pencil icon.

The screenshot shows the 'Statutory declarations' section of the application form. The left sidebar is the same as in the previous screenshot. The main content area has a title 'Statutory declarations' with a pencil icon and a plus sign in the top right corner. Below the title, there is a text box: 'Please accept the declarations of consent as these are a prerequisite for the submission of your application due to procedural reasons.' Below this is the 'Statutory declarations' section with three checkboxes: 'I hereby acknowledge my reading and comprehension of the admission regulations. I realize that incomplete applications will be excluded from the admission process.', 'I hereby declare in lieu of an oath that the information on periods and degrees of study are correct and truthful.', and 'If I am invited to an admission interview during the application process, I agree that representatives of Chancen AG may be present during the interviews. This only applies to the selection of candidates for the study financing of Chancen AG.' On the right side, there is the same note and question as in the previous screenshot. At the bottom right, there are the same two buttons: 'Submit application' (green) and 'Withdraw application' (red).

12. Click on 'Submit application'!

Guide application process via <https://studieren.alanus.edu>, Master's programmes Eurythmy

In the next step, the student administration and the Department of Eurythmy will check your application and then invite you for an interview on site, by phone or Zoom.

We invite you to send a short email to [theresa.weisskircher@alanus.edu](mailto:theresa.weisskircher@alanus.edu) to let us know that you have sent an application so that you can receive feedback from us as soon as possible.

We look forward to welcoming you as a student at Alanus University.

Yours sincerely, on behalf of the department

Theresa Weißkircher  
Assistant Master's Courses Eurythmy