

# 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 'Become aware through' and 'Statutory declarations' on the website.
- Students should be able to master English at an appropriate level. Alanus may demand documentation.

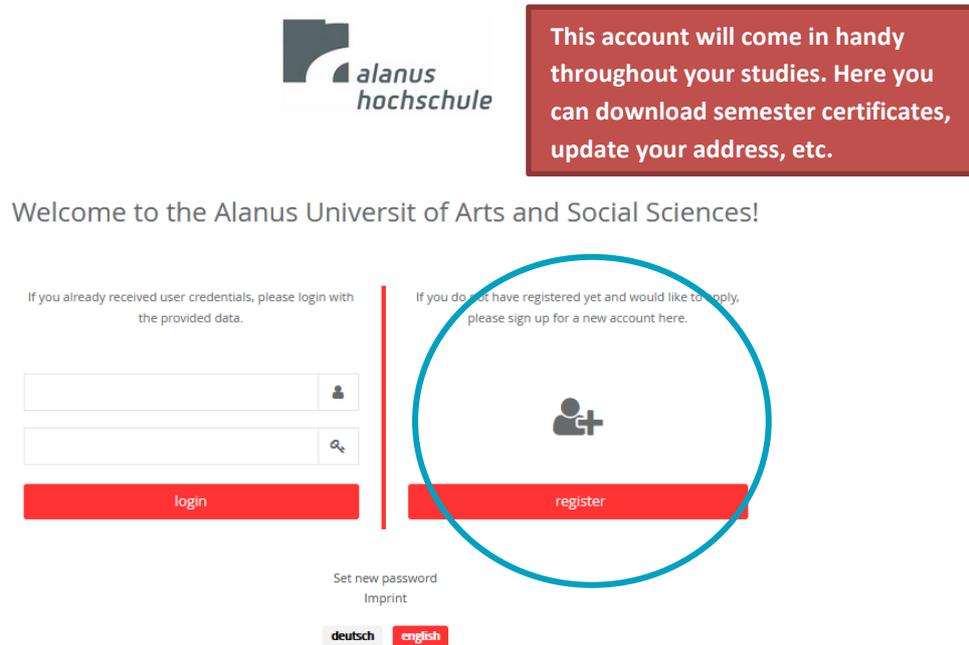
### Admission

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.

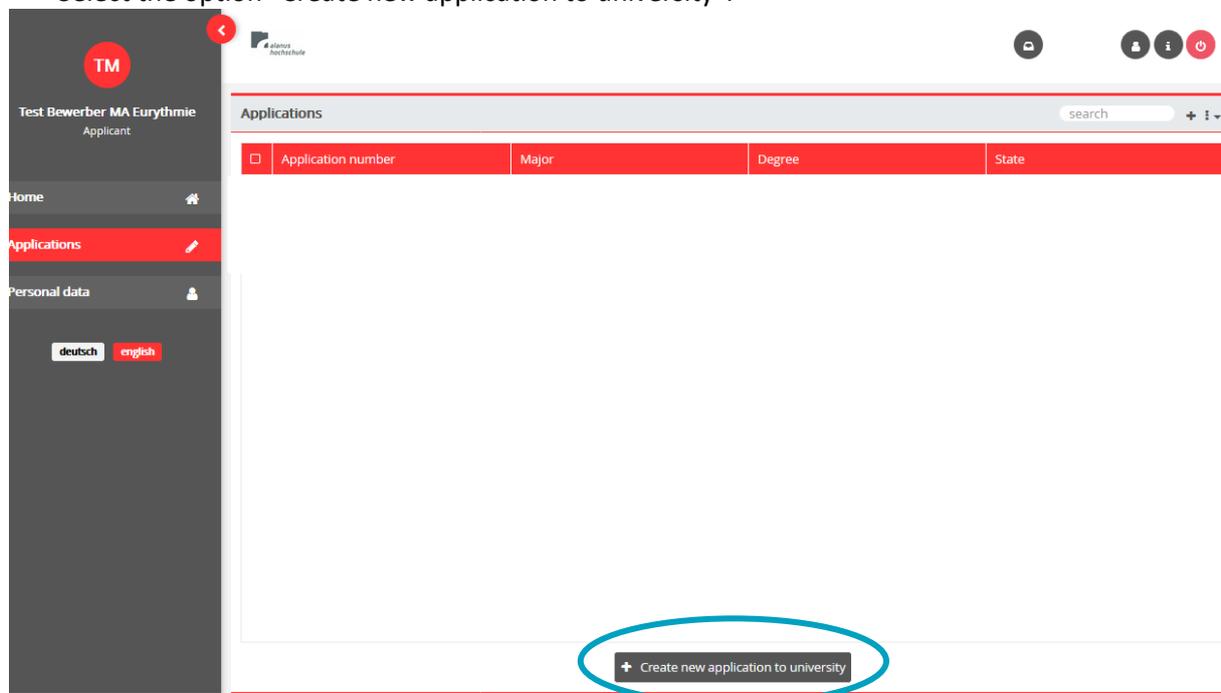
## Step by step Guide Online Application Process:

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 (Eurythmy)
- **Degree:** Master of Education
- **Application regulation version:** Educational Research – Eurythmy Therapy or Eurythmy Pedagogy

Click on the green field 'continue' afterwards.

**Create new application to university**

**Course of studies**

Architecture	Art Therapy	Art Therapy	Arts-Pedagogy-Therapy	Business Admini
Early Childhood Education	Economics and Acting	Economy, Society and Innovation		
<b>Educational Research - Eurythmy</b>	Educational Research - Praktikal Researcht (Oslo)	Eui		
Fine an Visual Arts	Pedagogy / Waldorfpedagogy	PerformArt	Ph.D.-Studies	
Philosophy, Arts and Social Entrepreneurship	Sustainable Economy			
Teacher training for upper secondary schools and comprehensive schools in the "double subj				

**Degree**

**Master of Education**

**Application regulation version**

Educational Research - Eurythmy Therapy    **Educational Research - Eurythmy Pedagogy**

**→ continue**    **cancel**

**Degree: Master of Education (3 years part-time)**

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.

**Test Bewerber MA Eurythmie**  
Applicant

**Overview**

- Personal data
- Addresses
- School education
- Academic educations
- Additional application data
- Language skills
- Become aware through
- Statutory declarations

**Notice**

On our website, we provide additional information for applicants to the study programs Bachelor Kunst-Pädagogik-Therapie as well as Bachelor and Master in Architecture. Please take note of the information about the portfolio for the application to the study program Kunst-Pädagogik-Therapie as well as the prospectus for the study programs in Architecture, which you can both find here.

**Summary**

Your Application ist saved, but not yet submitted. Please complete your personal data and your curriculum vitae by opening the individual tabs on the left side. Please pay particular attention to the dark gray marked fields in each tab and confirm your entries with the check mark in the upper right. All tabs in which important entries are missing are marked with a warning triangle in this overview. Click on "Show missing input" to find out more. Once your details have been completed, a green button will appear on the right-hand side to enable you to submit your application.

- ✓ Notice
- ⚠ Personal data Show missing input
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ✓ Academic educations
- ✓ Academic education

**Submit application**

**Withdraw application**

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.

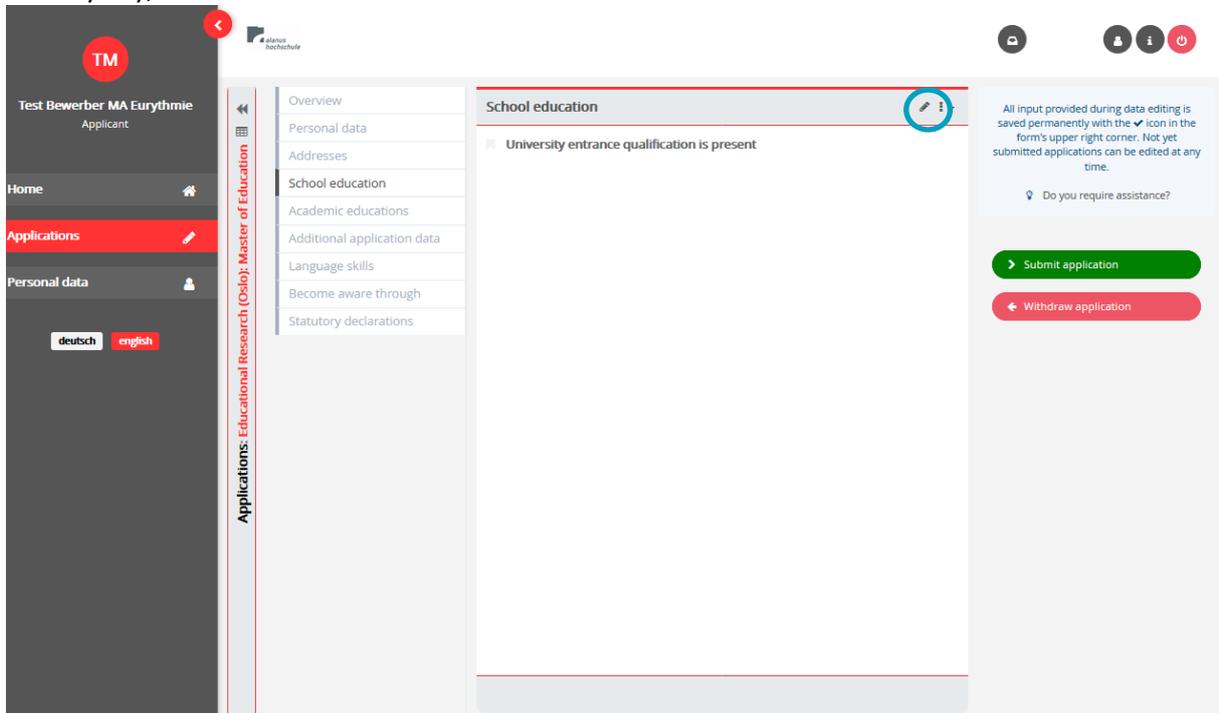
The screenshot shows the application portal interface. On the left is a dark sidebar with a navigation menu including 'Home', 'Applications', and 'Personal data'. The main content area is divided into a left sidebar with a menu (Overview, Personal data, Addresses, School education, Academic educations, Additional application data, Language skills, Become aware through, Statutory declarations) and a main panel. The 'Personal data' section is active, showing fields for Photo, Last name (MA Eurythmie), First name (Test Bewerber), Date of birth (27), Place of birth, Nationalities, Gender, Phone numbers (Type: Mobile, Number: 017...), and ID/passport. A pencil icon is circled in blue at the top right of the main panel. On the right side, there are buttons for 'Submit application' and 'Withdraw application'.

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.

The screenshot shows the application portal interface. On the left is a dark sidebar with a navigation menu including 'Home', 'Applications', and 'Personal data'. The main content area is divided into a left sidebar with a menu (Overview, Personal data, Addresses, School education, Academic educations, Additional application data, Language skills, Become aware through, Statutory declarations) and a main panel. The 'Addresses' section is active, showing 'Addresses of special importance' with a 'Home address' (Johannishof, 53347 Alfter, Germany (DEU)) and a list of 'Addresses' with a plus icon circled in blue. A red notification bubble with the number '1' is visible at the bottom left of the address list. On the right side, there are buttons for 'Submit application' and 'Withdraw application'.

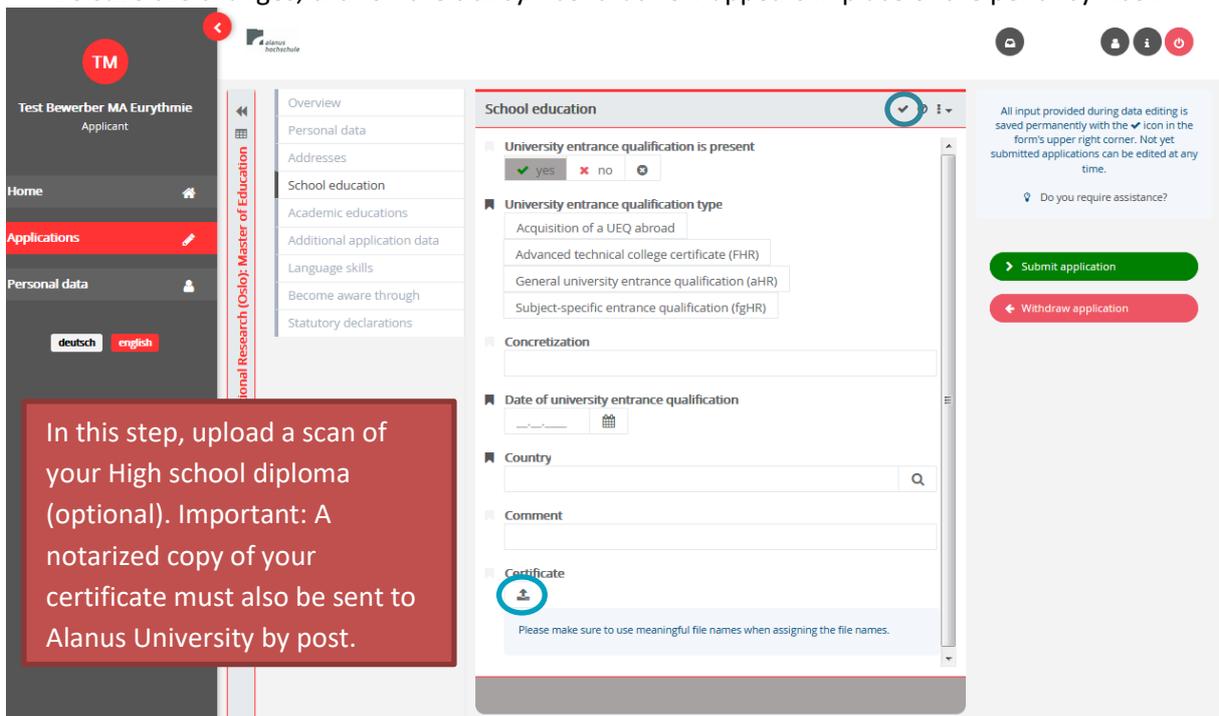
- School education:** Click on the pencil icon at the top right to edit this area. To save the changes, click on the tick icon that is now visible in the place of the pencil icon.  
**For the Master of Education this field is not required**, therefore it already says 'University entrance qualification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



The screenshot shows the 'School education' section of the application form. The 'University entrance qualification is present' field is highlighted with a red box and a pencil icon in the top right corner. The form includes a sidebar with navigation options like 'Overview', 'Personal data', 'Addresses', 'School education', 'Academic educations', 'Additional application data', 'Language skills', 'Become aware through', and 'Statutory declarations'. The right side of the form has a 'Submit application' button and a 'Withdraw application' button.

- 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.

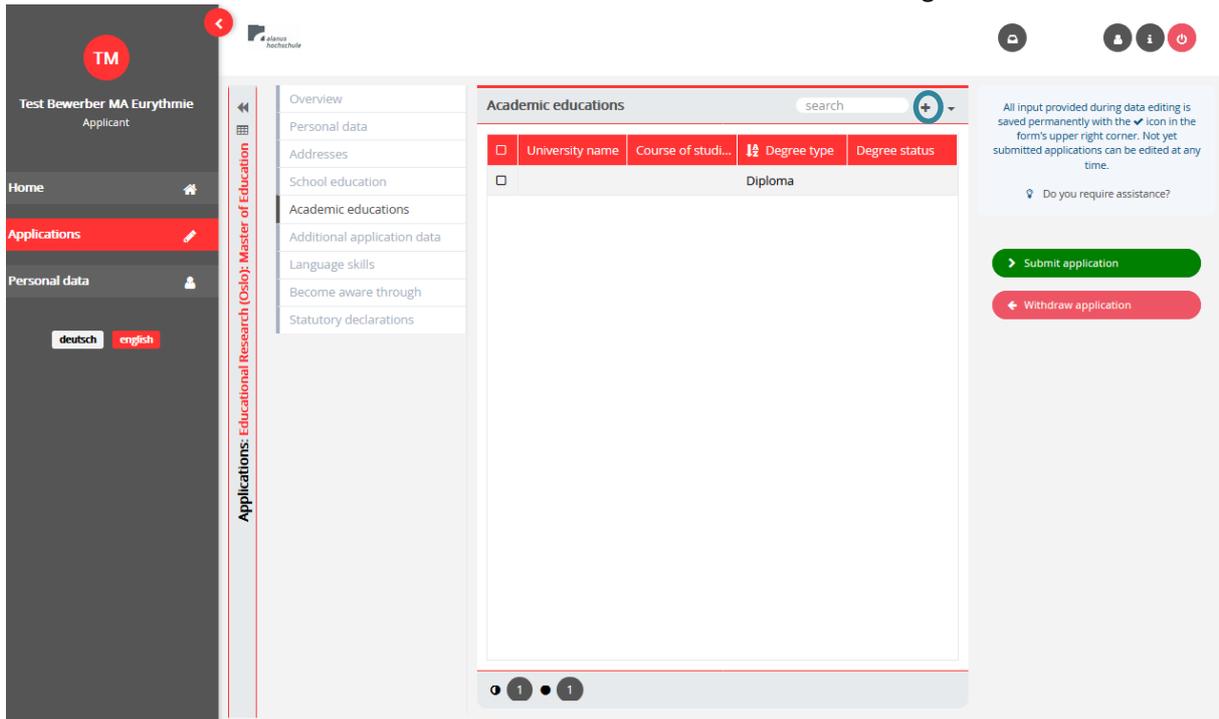
Your computer's files will then open in a new window and you can upload the desired document. To save the changes, click on the tick symbol that now appears in place of the pencil symbol.



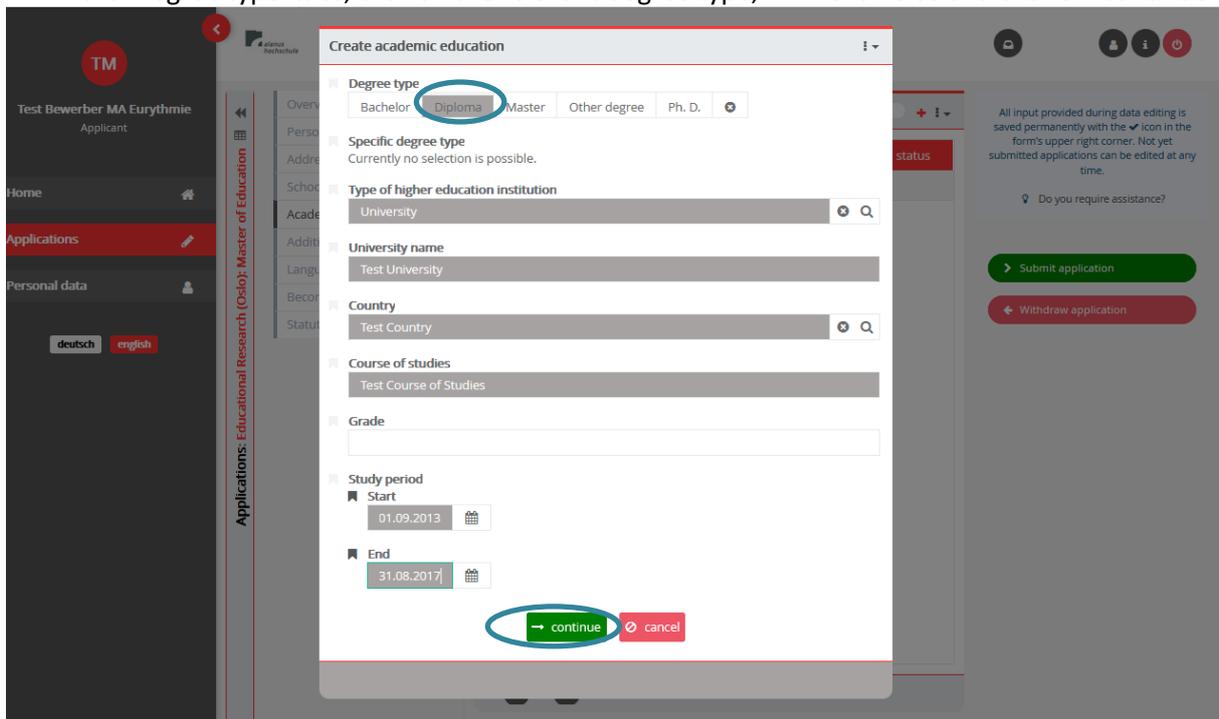
The screenshot shows the 'School education' section of the application form. The 'University entrance qualification is present' field is highlighted with a red box and a tick icon in the top right corner. The form includes a sidebar with navigation options like 'Overview', 'Personal data', 'Addresses', 'School education', 'Academic educations', 'Additional application data', 'Language skills', 'Become aware through', and 'Statutory declarations'. The right side of the form has a 'Submit application' button and a 'Withdraw application' button.

In this step, upload a scan of your High school diploma (optional). Important: A notarized copy of your certificate must also be sent to Alanus University by post.

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.

The screenshot shows the 'Academic education Test Unive...' section of the application form. The form is partially filled with details like 'University name: Test University', 'Study period: 01.09.2013 - 31.08.2017', and 'Degree status: Diploma'. A pencil icon is visible in the top right corner of the section header, indicating it can be edited. The right sidebar contains a 'Submit application' button and a 'Withdraw application' button.

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.

The screenshot shows the 'Academic education Test Unive...' section of the application form. The form is now more filled out, including 'Course of studies: Test Course of Studies', 'Degree status: Degree complete', and 'Degree type: Bachelor'. A red box highlights the 'Certificate' field, which has an upload icon and a note: 'Please make sure to use meaningful file names when assigning the file names. Allowed file formats are GIF, JPEG, PNG, PDF'. The right sidebar contains a 'Submit application' button and a 'Withdraw application' button.

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.

The screenshot shows the application portal interface. On the left is a navigation menu with 'Applications' selected. The main content area is titled 'Academic educations' and features a table with the following columns: 'University name', 'Course of study...', 'Degree type', and 'Degree status'. One entry is visible: 'Test University', 'Test Course of...', and 'Diploma'. A plus sign icon in the top right corner of the table is circled in blue. To the right of the table, there is a text box with a warning icon and the text: '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 this are two buttons: 'Submit application' (green) and 'Withdraw application' (red).

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.

The screenshot shows the application portal interface with the 'Additional application data' section selected. The 'Additional application data' menu item is circled in blue. The main content area lists several categories of documents to be uploaded, each with a brief description: 'Additional training and activities', 'Certificate about additional activities', 'Enrolled at another university', 'Certificate of health insurance', and 'Certificate of termination of enrolment'. A plus sign icon in the top right corner of the section is circled in blue. To the right of the list, there is a text box with a warning icon and the text: '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 this are two buttons: 'Submit application' (green) and 'Withdraw application' (red).

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.

The screenshot shows the 'Additional application data' section of the application form. The left sidebar contains navigation options: Overview, Personal data, Addresses, School education, Academic educations, Additional application data (selected), Language skills, Become aware through, and Statutory declarations. The main content area has three sections, each with a pencil icon and an upload icon (a square with a downward arrow): 'Motivation letter', 'Handwritten curriculum vitae', and 'Curriculum vitae'. Each section includes instructions on file naming and specific requirements. On the right, there are two buttons: 'Submit application' (green) and 'Withdraw application' (red), along with a 'Do you require assistance?' link.

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.

The screenshot shows the 'Language skills' section of the application form. The left sidebar is the same as in the previous screenshot. The main content area has a 'Language skills' section with a pencil icon and a tick icon. Below it, there are two sections: 'German native speaker' and 'Language certificate english'. The 'German native speaker' section has a text box with the text: 'Language certificate english: Mandatory for MA in Business Administration or, if English degree course, also for BA/MA Eurythmy and BA Philosophy, Arts & Society.' On the right, there are two buttons: 'Submit application' (green) and 'Withdraw application' (red), along with a 'Do you require assistance?' link.

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 is a navigation menu with options: Overview, Personal data, Addresses, School education, Academic educations, Additional application data, Language skills (selected), Become aware through, and Statutory declarations. The main content area is titled 'Language skills' and contains three sections: 'German native speaker' with a 'yes' (checked) and 'no' (unchecked) selection; 'Language certificate german' with a file upload icon and a note: 'Please make sure to use meaningful file names when assigning the file names.'; and 'Language certificate english' with a file upload icon and the same note. A right-hand sidebar contains a disclaimer: '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 this is a 'Do you require assistance?' link, a green 'Submit application' button, and a red 'Withdraw application' button. At the top right of the page are icons for a home page, a user profile, information, and a power button.

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 navigation menu on the left is the same as in the previous screenshot, with 'Become aware through' now selected. The main content area is titled 'Become aware through' and features a pencil icon in the top right corner. It contains several sections: 'Internet' with a sub-section 'google.com (other search engines)' which has a green checkmark; 'Social Media' with a red 'x'; 'Study platform (like Studycheck, Zeit Campus, studieren.de)' with a red 'x'; 'Other' with a red 'x'; and 'Information material' with a sub-section 'Have you become aware of the university through a university brochure?' with a red 'x'. Below this are three more questions, each with a red 'x': 'Have you become aware of the university through an event flyer?', 'Have you become aware of the university through a poster?', and 'Have you become aware of the university through other information mat...'. The right-hand sidebar is identical to the previous screenshot, containing the disclaimer, assistance link, and 'Submit application' and 'Withdraw application' buttons. The top right icons are also present.

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 a navigation menu with 'Applications' selected. The main content area has a list of categories with 'yes' and 'no' options: 'Internet' (checked), 'google.com (other search engines)' (checked), 'Social Media' (checked), 'Study platform (like Studycheck, Zeit Campus, studieren.de)' (checked), 'Other' (checked), and 'Information material'. Below these are three questions about becoming aware of the university through brochures, event flyers, and posters, each with 'yes' and 'no' options. A green 'Submit application' button and a red 'Withdraw application' button are on the right. A confirmation message at the top right states: '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.'

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 heading 'Statutory declarations' with a pencil icon. Below it 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.' Underneath are three checkboxes, all of which are checked: '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 eG may be present during the interview. This only applies to the selection of candidates for the study financing of Chancen eG.' The 'Submit application' and 'Withdraw application' buttons are on the right. The same confirmation message is at the top right.

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