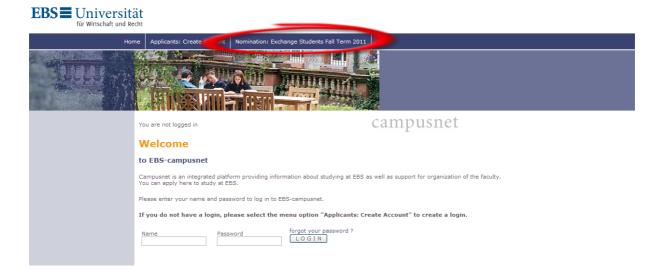
Online application procedure for exchange students to the EBS Universität für Wirtschaft und Recht

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.

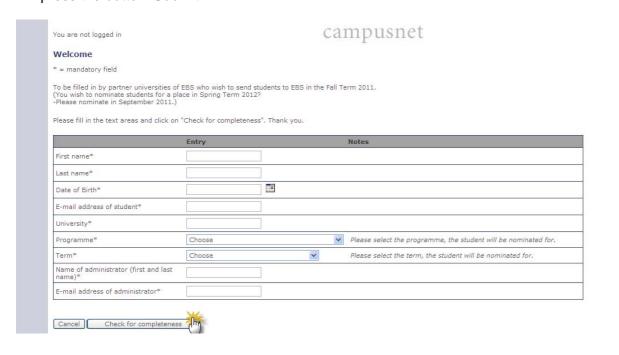


- 3. A table should appear on the screen requesting details about the student:
 - by last name we mean family name.

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'.



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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.