

# Registration Manual - ILIAS Course and Examination Registration

Registration for International Students NOT from the faculty  
of Business and Economics

International Student Advisory Service  
School of Business and Economics  
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35032 Marburg  
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## Registration Form

Before you register, please read our [Course Guide](#) to see detailed course information as well as specific prerequisites.

### Registration Deadline: 30<sup>th</sup> November for the winter term/ 31<sup>st</sup> of May for the summer term

Register before the deadline for courses and examination using our registration form in the Ilias Group "Exchange Students – Faculty of Business and Economics (Incomings)"

[https://ilias.uni-marburg.de/goto.php?target=grp\\_1905764&client\\_id=UNIMR](https://ilias.uni-marburg.de/goto.php?target=grp_1905764&client_id=UNIMR)

## Forms

Choose the form for the term you wish to attend the courses.  
The form has two tables. Fill out the table in the following order

1. Students Information (only once)
2. Registration for Courses and Examination FB02 (for each course)

## Registration Form: Student Information

Add a new entry to the table "Student Information"

### Summer Term 2025 Registration for Lectures & Tutorials and Examinations at the School of Business and

Here you can register for courses and examinations at the School of Business and Economics. 1) Fill out the "Student Information" table 2) Register for courses within the deadline 31 May / 30 November 3) Changes: Ac

Content

Info

Modifications saved.

Add New Entry

Switch Table

Enter your student information only once before you register for courses!

**Student Information**  
Standard Views

(1 - 1 of 1)

| Student ID | First Name | Last Name | Upload Transcript of Records/ Academic Records from your home university | German Language Certificate | Study Cycle/ Level | Title of Study Program at Home University | Exchange Program | Faculty in Marburg          | ID     | Last Edited  |
|------------|------------|-----------|--|-----------------------------|--------------------|---|------------------|-----------------------------|--------|--------------|
| 1234556    | Test       | Test      |  |                             | Bachelor           | Business                                  | Erasmus (Europe) | 02 - Business and Economics | 132341 | Today, 12:21 |

(1 - 1 of 1)

Fill out the form with your information and save your entry. You must upload a transcript of records, which will be used for admission check to specific courses with prerequisites.

**Summer Term 2025 Registration for Lectures & Tutorials and Examinations at the School of Business and Economics**  
 Here you can register for courses and examinations at the School of Business and Economics. 1) Fill out the "Student information" table 2) Register for courses within the deadline 31 May / 30 November 3) Changes: Add and drop courses within the deadline

**Content** **Info**

**\* Required**  
**Add New Entry** Save Cancel

**Student ID \***

Enter your student number  
Maximum Number of Digits: 9

**First Name \***

Enter your first name

**Last Name \***

Enter your last name

**Upload Transcript of Records/ Academic Records from your home university** Select File

Maximum upload size: Maximum upload size: 200 MB  
Please Upload your academic records (transcript of records) with your grades and credits from your home university.

**German Language Certificate** Select File

Maximum upload size: Maximum upload size: 200 MB  
Please upload your German Language Proficiency Certificate if you would like to take courses taught in German. B2 according to CEFR is required.

**Study Cycle/ Level \*** — Please select —

Please choose whether you are a "Bachelor" or "Master" student. If you are a Bachelor student and want to participate in Masters courses, please send a current transcript of records from your home university and the proposed courses in Marburg to ausland@wiwi.uni-marburg.de as certain requirements (60 ECTS achieved in Business or Economics respectively) need to be met to be eligible.

**Title of Study Program at Home University \***

Please enter the study program you are enrolled at your home university.

**Exchange Program \*** — Please select —

Choose your exchange program

**Faculty in Marburg \*** — Please select —

Please choose the faculty you are enrolled in at Philipps University Marburg.

**\* Required** Save Cancel

## Registration Form: Registration for Lectures and Examination FB02

Go to "Switch table" and choose "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" from the drop-down menu

**Summer Term 2025 Registration for Lectures & Tutorials and Examinations**  
 Here you can register for courses and examinations at the School of Business and Economics. 1) Fill out the "Student Information" table 2) Register for courses within the deadline 31 May / 30 November 3) Changes: Add and drop courses within the deadline

**Content** **Info**

**Add New Entry** **Switch Table**

**Enter your student information**

**Student Information**  
 Standard Views

(1 - 1 of 1)

| Student ID | First Name | Last Name | Upload Transcript of Records/ Academic Records from your home university | German Language Certificate | Study Cycle/ Level | Title of Study Program at Home University |
|------------|------------|-----------|--|-----------------------------|--------------------|---|
| 1234556    | Test       | Test      |  |                             | Bachelor           | Business                                  |

Add a new entry to the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" for each course you want to register for.

Choose the course and examination period you wish to register for and select save.

### Add New Entry

Student Number

Enter your student number  
Maximum Number of Digits: 9

Course

Choose course

Parallel Group

Choose the parallel group for the exercise, if applicable

Registration

Register for the 1st Examination Period (February/ July) or  
line. See Semester Kalender for dates and deadlines: <http://www.uni-marburg.de/semesterkalender>

After you have saved your entry, the course will appear in your overview.

## Admission Status and Overview

After having completed the form for all your courses, we will check your request and accept or reject your registration

In the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics", you will be able to see the status of your registration in the overview view as soon as we have processed the registration.

### Registration for Lectures & Tutorials and Seminars at the School of Business and Economics

Admin

(1 - 1 of 1)

| Owner   | Student Number | Course                               | Parallel Group    | Registration           |
|---------|----------------|--------------------------------------|-------------------|------------------------|
| [Hogen] | 1234556        | Bachelor - Sustainability Management | 1st Parallelgroup | 1st Examination Period |

## Change examination period or drop courses

Go to switch table choose the table "Registration for Lectures & Tutorials and Seminars at the School of Business and Economics" from the drop-down menu. Choose the course you wish to change. Select "Actions" and "Edit" in the overview.

1 by      Actions

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Actions ▼

Edit

Change the examination period or drop the course by setting the registration on cancelled. Save the changes afterwards.  
The changes will appear in your overview.

Student Number

  
 Enter your student number  
 Maximum Number of Digits: 9

Course

  
 Choose course

Parallel Group

  
 Choose the parallel group for t

Registration

▼

--- Please select ---  
 1st Examination Period  
 2nd Examination Period  
 Cancel

Status