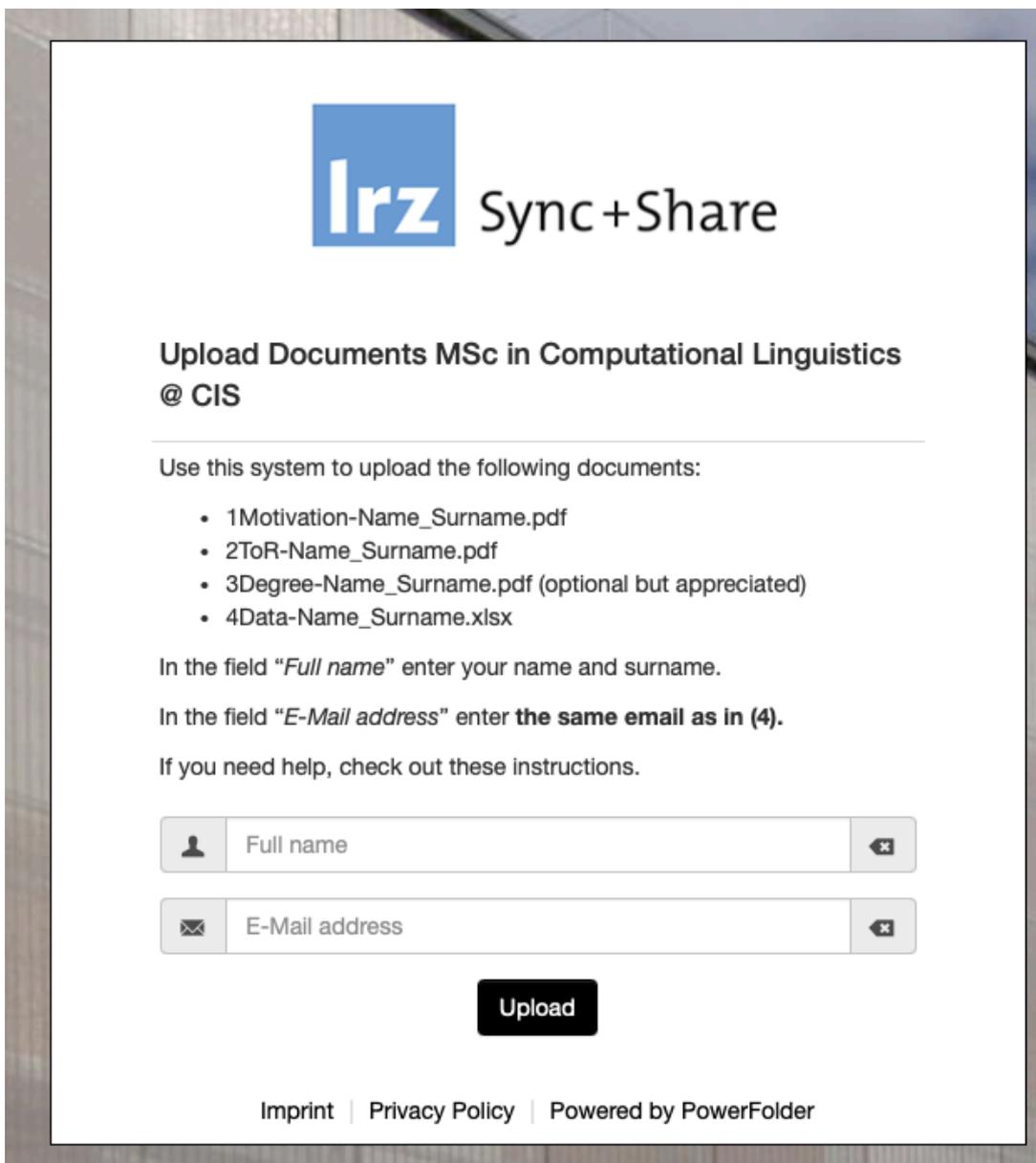


How to Upload Your Documents?

Admission - MSc in Computational Linguistics

Below, you can find a guide on how to upload the documents required to apply for the **Bestätigung der fachlichen Qualifikation**. Please read this guide carefully before starting your upload.

1. Click on the link provided on our webpage. You will see the following page.



The screenshot shows a web interface for uploading documents. At the top, there is a logo for 'lrz Sync+Share' with 'lrz' in a blue square and 'Sync+Share' in black text. Below the logo, the title 'Upload Documents MSc in Computational Linguistics @ CIS' is displayed. A horizontal line separates the title from the instructions. The instructions state: 'Use this system to upload the following documents:' followed by a bulleted list of four files: '1Motivation-Name_Surname.pdf', '2ToR-Name_Surname.pdf', '3Degree-Name_Surname.pdf (optional but appreciated)', and '4Data-Name_Surname.xlsx'. Below the list, there are three lines of text: 'In the field "Full name" enter your name and surname.', 'In the field "E-Mail address" enter the same email as in (4).', and 'If you need help, check out these instructions.' There are two input fields: the first is labeled 'Full name' with a person icon on the left and a clear button on the right; the second is labeled 'E-Mail address' with an envelope icon on the left and a clear button on the right. Below the input fields is a black 'Upload' button. At the bottom of the page, there are three links: 'Imprint', 'Privacy Policy', and 'Powered by PowerFolder'.

lrz Sync+Share

Upload Documents MSc in Computational Linguistics @ CIS

Use this system to upload the following documents:

- 1Motivation-Name_Surname.pdf
- 2ToR-Name_Surname.pdf
- 3Degree-Name_Surname.pdf (optional but appreciated)
- 4Data-Name_Surname.xlsx

In the field "Full name" enter your name and surname.

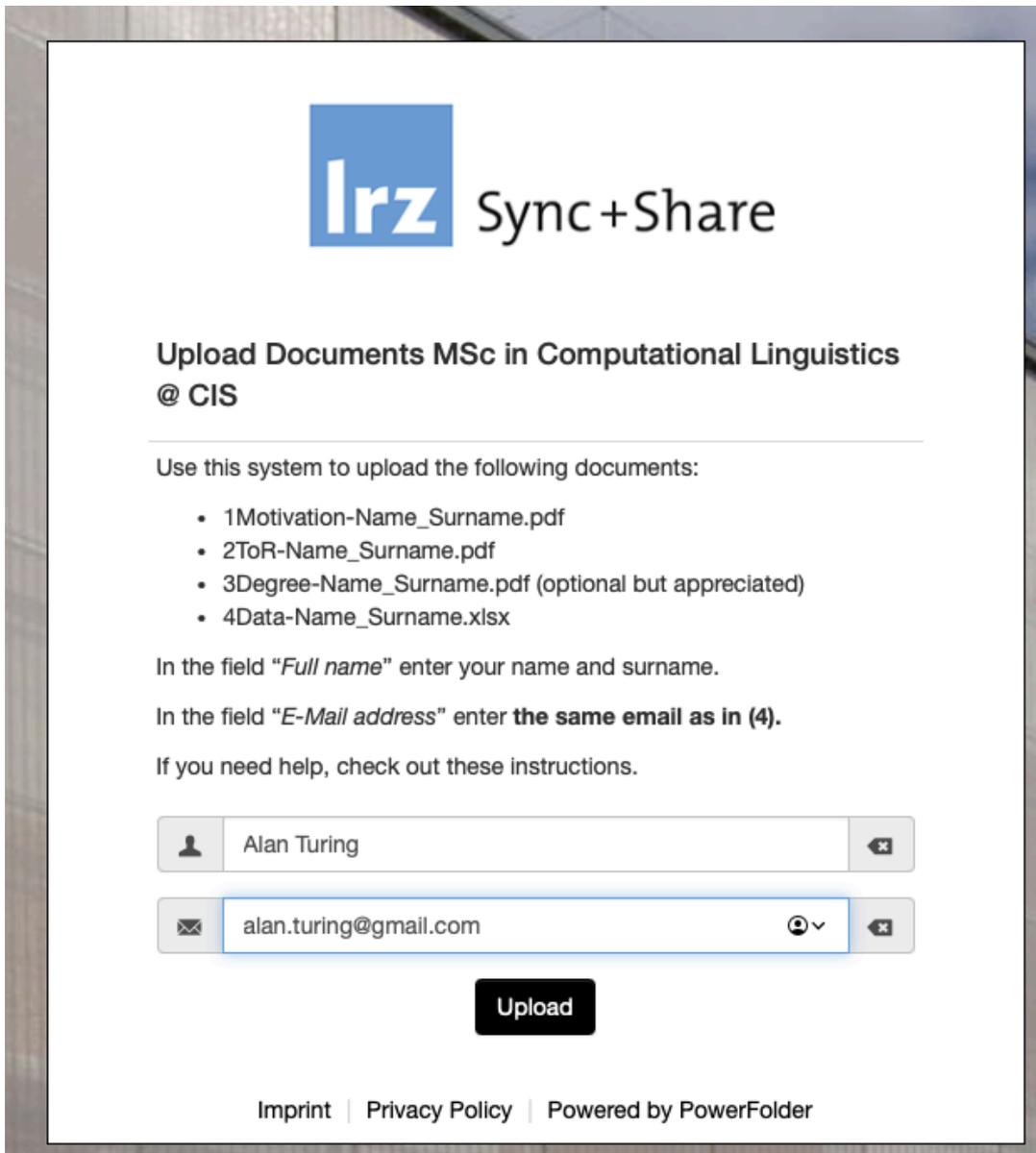
In the field "E-Mail address" enter **the same email as in (4)**.

If you need help, check out these instructions.

Upload

[Imprint](#) | [Privacy Policy](#) | Powered by PowerFolder

2. Enter your **name** and **surname** in the field “Full name” and **email** in the field “E-Mail address”. Please note, use **the same** name, surname, and email you entered in the *4Data-Name_Surname.xlsx* file. Now click the “**Upload**” button.



The screenshot shows a web interface for uploading documents. At the top is the logo for 'lrz Sync+Share'. Below the logo is the title 'Upload Documents MSc in Computational Linguistics @ CIS'. A horizontal line separates the title from the instructions. The instructions state: 'Use this system to upload the following documents:' followed by a bulleted list of four files: '1Motivation-Name_Surname.pdf', '2ToR-Name_Surname.pdf', '3Degree-Name_Surname.pdf (optional but appreciated)', and '4Data-Name_Surname.xlsx'. Below the list, it says 'In the field “Full name” enter your name and surname.' and 'In the field “E-Mail address” enter **the same email as in (4)**.' There is a link for 'If you need help, check out these instructions.' Below the text are two input fields. The first field is for the name, containing 'Alan Turing'. The second field is for the email address, containing 'alan.turing@gmail.com'. Below the input fields is a black 'Upload' button. At the bottom of the page are links for 'Imprint | Privacy Policy | Powered by PowerFolder'.

lrz Sync+Share

Upload Documents MSc in Computational Linguistics @ CIS

Use this system to upload the following documents:

- 1Motivation-Name_Surname.pdf
- 2ToR-Name_Surname.pdf
- 3Degree-Name_Surname.pdf (optional but appreciated)
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In the field “*Full name*” enter your name and surname.

In the field “*E-Mail address*” enter **the same email as in (4)**.

If you need help, check out these instructions.

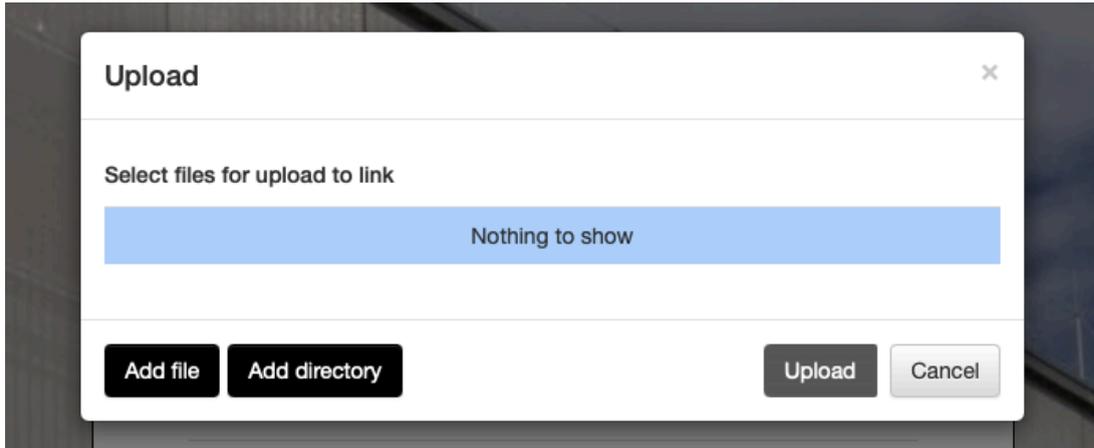
Alan Turing

alan.turing@gmail.com

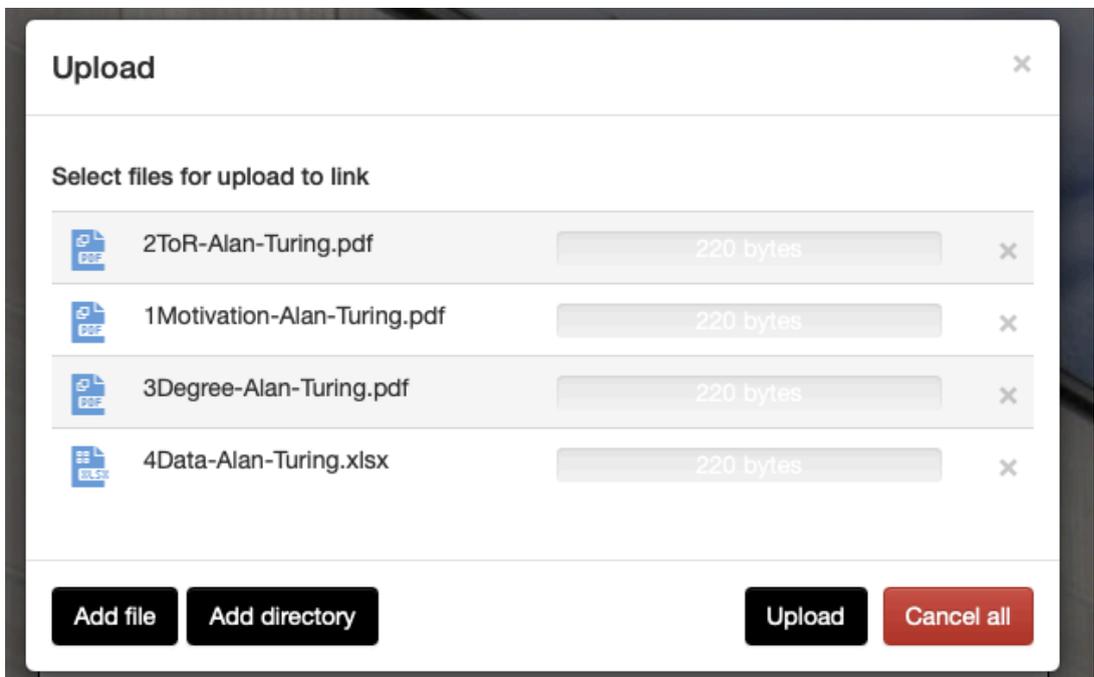
Upload

[Imprint](#) | [Privacy Policy](#) | Powered by PowerFolder

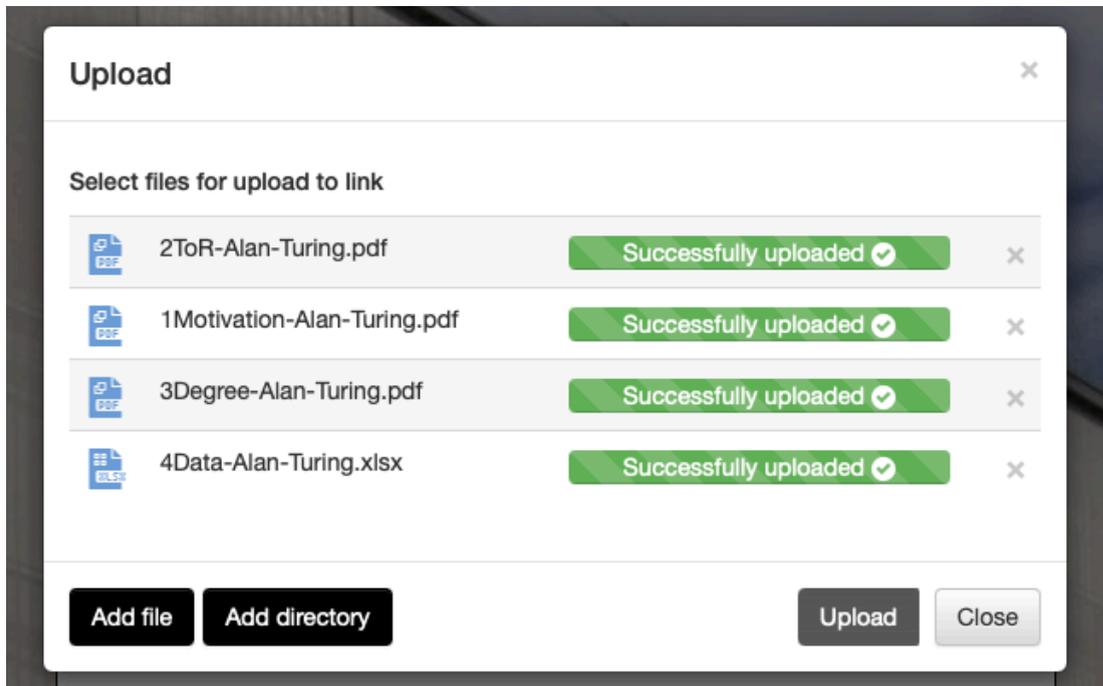
3. Now, you can upload your files either one at a time or all at once. You have different options:
 - a. **Drag & Drop** the documents from your computer into the blue bar that says “Nothing to show”.
 - b. Click on the **“Add file”** button and select your documents.
 - c. Click on the **“Add directory”** button to upload the content of an entire folder. *Use this option only if the folder contains exactly the required documents.*



4. You should now see the list of files that are ready to be uploaded. *Please note that at the moment, you have **not yet uploaded the files!***



5. Click the “**Upload**” button. You should then see the message “Successfully uploaded” for each of your files.



6. Click the “**Close**” button to finalize your application.
7. Wait a few minutes, and you will receive a **confirmation email**. Keep this email as proof of submission. It will include:
 - a. your name and surname, followed by an automatically generated code (this is expected).
 - b. A list of the uploaded files. Make sure all files are listed.
8. If you made a mistake or need to upload additional documents, please start again from step 1. Make sure to use **the exact same name, surname, and email address** as before (you can check these in the previous confirmation email). This ensures that all your files are stored in the same folder. You can then:
 - a. **Upload a completely new file**, or
 - b. **Replace an existing file** by uploading a new version **with the exact same file name**—this will automatically overwrite the previous one.
 - c. We will always consider **the most recently uploaded version** of each document.
9. All done! Now you should wait until we contact you.