

Studierendensekretariat

Attachment 3 of Application Information for the University of Osnabrück

External Pre-checking of Applications by uni-assist

Dear applicant,

After consulting the application information, you have determined that you belong to the group of applicants, whose certificates need to be pre-checked by uni-assist, Application Services Centre for International Students in Berlin. In this case your application must be sent to uni-assist and the following information should be observed.

1. Which subjects would you like to study?

You will find an overview of available courses offered by us at www.uni-osnabrueck.de.

Information on other German universities can be found at www.daad.de/deutschland/index.de.html or www.hochschulkompass.de.

You may also check which universities - apart from ours - participate in the uni-assist application procedure under www.uni-assist.de/uni-assist-hochschulen.html.

Another useful source about applying and studying at universities in Germany is the information-portal www.inobis.de.

2. Have you got an application form?

You can download an application form either directly under www.uni-osnabrueck.de/2377.html or at the German Academic Exchange Service (DAAD) under www.daad.de/deutschland/download/03118.de.html.

You can also apply by using the online application procedure offered by uni-assist which offers more comfort and usability: www.uni-assist.de/online-portal.html

For particular **Master courses** (e.g. Cognitive Science, tax law / taxation) special application forms are available on the internet sites of the respective subjects. Please note that additional details and further information is often required (e. g. letter of motivation).

Please include your **e-mail address** if possible, so that we can contact you swiftly and clarify any remaining questions.

3. Have you enclosed all necessary documents?

Please enclose officially authenticated and officially translated documents in German or English to support your application (i.e. certificates from school, university and language courses). Please include a copy of the passport page on which your name, date of birth and nationality are stated. Please also submit a copy of the proof of payment.

We are sorry that we cannot process applications that do not include all the necessary supporting documents.

If you want to apply to multiple universities which participate in the uni-assist procedure, you only need to enclose one set of documents. Please check to see which other universities participate in the uni-assist programme under www.uni-assist.de/uni-assist-hochschulen.html.

4. Money Transfer

The processing of applications by uni-assist costs 55 € for one university. 15 € are charged for every further application to other uni-assist universities. Applicants from EU-countries pay a 30 € fee and a 15 € fee for every further application.

Applicants from the People's Republic of China, who have already undergone the application process

through the *Akademische Prüfstelle (APS)* in Beijing, will be charged a reduced fee of 25 € and a further 15 € for each additional application.

Please note: As of 1st May 2011 the processing of applications by uni-assist costs 68 € for one university, also for applicants with APS. Applicants from EU-countries pay 43 €, the fee for every further application remains the same: 15 €

► **for information on payment details, see page 3+4**

5. Application Deadline and Application Address

The application deadline at our university for the **winter semester** is **15th June** for undergraduate studies (Bachelor). For Master courses applications should be submitted **15th July** at the latest.

Only a few courses are offered for the **summer semester** (please observe which courses these are). The application deadline is generally **15th January**.

Both the completed application and the money transfer must have reached uni-assist before the deadline.

In order to be able to clarify open questions within the application deadlines we **recommend** that you send in your application to uni-assist

-by the **20th of May** for the **winter term**

-by the **31st of December** for the **summer term**

► Please take note of the fact that application deadlines of “uni-assist universities” vary, and please make sure that your application for our university reaches uni-assist in time. Applications for the University of Osnabrück which arrive after the deadlines specified above, can not be processed.

Please send your application to:

**University of Osnabrück
c/o uni-assist e.V.
Helmholtzstr. 2-9
D-10587 Berlin
Germany**

6. Pre-checking Applications and Further Procedures

The pre-checking of applications by uni-assist is an integral part of the application process at our institution. Uni-assist will check your application and inform you as to the results.

If all documents are complete and if the formal application fulfils the appropriate admission requirements, uni-assist will forward your application to us for final consideration. This alone does not guarantee an admission. Applications must still go through the selection process of our institution where documents are checked according to content related qualitative criteria. If the results are positive, then admission to our university will be granted.

If you do not yet fulfil the admission requirements, uni-assist will inform you accordingly and ask you to try and provide the missing document(s) for a possible (re)application in the coming year.

Please note that in the case that you are not enrolled, your application can only be stored for one year. After this year the documents will be disposed of. It is generally **not** possible for us to return the documents to you.

Your data will be saved on the computer for 4 years and subsequently be disposed of. The data will only be available for uni-assist and the universities you applied to during this time period.

For any other unanswered questions the team from uni-assist is at your service. Please send an e-mail to service@uni-assist.de.

Thank you and good luck for your application!

The University of Osnabrück and the uni-assist-Team

Osnabrück/Berlin, February 2012

► **Information on payment details**

• **Overseas Payment by Western Union:**

In order to facilitate the payment of charges, it is possible for you to make your payment via Western Union.

1. If you would like to use this service, please deposit your payment and the service fee charged by Western Union at an agent location of your choice.
2. It is of major importance that you name **MARION SCHNEIDER** as the receiver of your payment!
3. After transferring your payment, please send uni-assist an e-mail (**westernunion@uni-assist.de**) or a fax (**+49-30-66644390**) indicating
 - 1) your full name
 - 2) the ten-digit code number of your money transfer (MTCN)
 - 3) the amount
 - 4) your country of citizenship
 - 5) your date of birth
 - 6) (if available) your uni-assist applicant number.
4. As soon as your payment is booked to the account of uni-assist you will receive an e-mail confirmation and your application can be processed.

Please note that with regard to your money transfer uni-assist is not liable for any problems that might occur due to incorrect information or other mistakes. In case uni-assist should not receive your payment for any reason, your application cannot be processed.

Please also take into account that money transfers can take a certain time. Please plan enough time so that the amount reaches uni-assist before the deadline ends.

For further information on Western Union please go to www.westernunion.com.

• **Payment by Bank Transfer**

Please transfer the total sum to the uni-assist account

Account number:	523 749 001
Bank Code Number:	100 708 48
IBAN:	DE10100708480523749001
BIC/ SWIFT-Code:	DEUTDEDB110

At the:	Berliner Bank, Niederlassung der Deutschen Bank Firmenkunden 2 Hardenbergstrasse 32 D-10623 Berlin
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For “**Purpose of Payment**” on the transfer slip, please specify your:

Place of Birth
Date of Birth
First Name
Family Name

Your application will only be processed by uni-assist, after the fee has been paid. In order to ensure the swift processing of applications, please enclose the transfer slip from the fee.

If you transfer the money from a **foreign** bank account, please note that international transaction fees will be charged by the bank. You can also pay by **credit card** (VISA or Master Card) or by **Western Union**.

- **Payment by Credit Card**

If you prefer not to transfer the money to the UNI-ASSIST-Account, you may pay by credit card. To do so, please fill out the following form and ask the holder of the credit card to sign it, in the case that you are not the credit card holder.

Payment by VISA-or Euro/MasterCard credit card

VISA or Euro/ MasterCard

Amount in € _____

Card Holder _____

Card No.: _____

Valid until (month/year): _____

CCV/CVV (credit card verification/card verification value) security number (last three digits on the back of the card near the signature): _____

Signature of Card Holder

- ▶ **Please note:** Credit cards issued in the following countries have recently been excluded from non-personal money transfer by the respective credit card companies:

Asia: Indonesia and the Philippines

Africa: Cote d'Ivoire, Nigeria, Ghana and Egypt

Eastern Europe: Romania, Bulgaria, Lithuania, Kazakhstan, Ukraine and the Balkan States (former Yugoslavia)

Western Europe: Great Britain and the Netherlands