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](http://www.uni-osnabrueck.de). Information on other German universities can be found at [www.daad.de/deutschland/studienangebote/en/](http://www.daad.de/deutschland/studienangebote/en/) or [www.hochschulkompass.de](http://www.hochschulkompass.de). You may also check which universities - apart from ours - participate in the uni-assist application procedure under [https://www.uni-assist.de/en/tools/uni-assist-universities/](https://www.uni-assist.de/en/tools/uni-assist-universities/).

2. **How to apply?**

Please insert your personal data as well as the information about your desired study program directly in the online application: [https://my.uni-assist.de/](https://my.uni-assist.de/)

Please note that for completing your application you **always have to** send your paper documents to uni-assist before the application deadline. Otherwise, your application will not be considered.

Here you can find information about the uni-assist online application: [https://www.uni-osnabrueck.de/en/prospective_students/degree_seeking_students/application/application_information.html](https://www.uni-osnabrueck.de/en/prospective_students/degree_seeking_students/application/application_information.html)

We highly recommend you to make use of the checklist “Your application in 6 steps”. Please follow it step by step. It will guide you through the application process and helps you not to forget anything important. [https://www.uni-assist.de/fileadmin/Downloads/Tools/Checklisten/EN/UA-Checkliste-Standard-Verfahren-EN.pdf](https://www.uni-assist.de/fileadmin/Downloads/Tools/Checklisten/EN/UA-Checkliste-Standard-Verfahren-EN.pdf)

For particular **Master's Programs** (e.g. Cognitive Science) 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). More information can be found in the Zugangsordnungen [https://www.uni-osnabrueck.de/studium/im_studium/zugangs_zulassungs_und_pruefungsordnungen.html](https://www.uni-osnabrueck.de/studium/im_studium/zugangs_zulassungs_und_pruefungsordnungen.html)

Please include your **e-mail address**, 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.

More information about required documents, translations and certified copies can be found here [https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/](https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/)
We cannot process applications that do not include all the necessary supporting documents.

If you want to apply to multiple universities that participate in the uni-assist procedure, you only need to enclose one set of documents.

4. **Money Transfer**

The following handling fees apply: Costs for the first desired course of study 75.00 EUR
For each additional desired course of study: 30.00 EUR.

If you apply successfully, get admission and then enroll as a student at Osnabrück University we will reimburse 75 Euro. These are the costs for the first desired course of study.

Refugees can apply for an exemption from the uni-assist fee: [www.uni-assist.de/refugees.html](http://www.uni-assist.de/refugees.html)

► 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 **June 15** for undergraduate studies (Bachelor). For Master’s Programs, applications must be submitted until **July 15** at the latest.

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

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

**Note: We recommend applying as early as possible, ideally 6 to 8 weeks before the application deadline, due to processing time.**

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 Osnabrück University that arrive after the deadlines specified above, cannot be processed.

Please send your application to:

uni-assist e.V.
11507 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 fulfills 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 fulfill 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 documents kept until the end of the year following the receipt of your documents. Uni-assist can reuse in stock documents for new applications. 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 period.

*For any other unanswered questions the team from uni-assist is at your service:* [www.uni-assist.de/contact-en.html](http://www.uni-assist.de/contact-en.html)
Thank you and good luck for your application!

Osnabrück University and the uni-assist team

Osnabrück/Berlin, December 2019

► Information on payment details

After you have informed yourself as to the total amount of fees, please make separate money transfers for each semester.

Please remember to leave enough time for the payment to go through to us before the application deadline.

If you are paying for several applicants, please transfer the money separately for each applicant.

We recommend separate transfers for fees per semester. Otherwise, a money transfer for several semesters at once could cause problems in the processing.

Detailed information can also be found here: https://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/

- **Payment by Bank Transfer**

Uni-assist is happy to accept bank transfers - including by online banking.

There are two options to pay via bank transfer.

1. Bank transfer

If you transfer the money from a foreign bank, please take into account the international transaction fees charged by the bank. You have to pay the transaction fees as well, since uni-assist can only process your application if the processing fee has been paid completely!

**Important information for bank transfers:** Please tell your bank, that you want to use the OUR transfer to pay your handling fees. This ensures that the full amount of the transfer is paid by you.

If you transfer the money from a German bank, the international transaction fees will not be charged.

It is of course possible for your friends and relatives who have a bank account in Germany to transfer the processing fee for you.

It is important that the transfer form is filled in completely, legibly and in block letters! If we are unable to assign a payment to an application because some information is missing or it is not legible, the payment cannot be registered and therefore the application will not be processed!

The bank account details of uni-assist:

Beneficiary: uni-assist e.V.
Name of the bank: HypoVereinsbank
Branch* Filiere Berlin-Charlottenburg, Leibnizstrasse 100, D-10625 Berlin
International bank code IBAN DE62100208900019055272
BIC/SWIFT-Code HYVEDEMM488

* if your bank needs this information

Include the following information in the reference field:

- Your uni-assist applicant number,
- Your family name (as written in your passport),
- Your given name (as written in your passport),
• Your date of birth (dd.mm.yyyy),
• The semester in which your course starts, e.g. SoSe18 or WiSe19/20.

*Please use the following abbreviations: WS for winter semester and SS for summer semester and attach the last two numbers of the year you want to study in, for example SS17 or WS18/19.

This is what the reference field could look like on your transfer order:

1234567, Mustermann, Max, 01.01.1991, WiSe 19/20

2. Sofortüberweisung

If using Pay now, you may make your payment using your uni-assist online account.

From there, we will redirect you to the Pay now site. You can then pay using your online banking data and a TAN.

You can currently use the Pay now option with a bank account from the following countries: Austria, Belgium, Germany, Italy, Netherlands, Poland, Spain, Switzerland, and United Kingdom.

• Payment by Credit Card using 3 D Secure (VISA or Mastercard)

If using a 3D Secure credit card, you can make your payments easily with your uni-assist online account. Both Visa and MasterCard are accepted.

Payments with 3D Secure offer increased security for credit card transactions. In order to use this system, you need to be already signed up for the 3D Secure system. For further information, please contact your bank.

NOTE!: Sometimes, payments with credit cards from certain countries may not be accepted by the bank for security reasons. In addition, transfers to us may be rejected. Ask your bank about international transactions.