Information on the uni-assist application procedure

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External preliminary examination of the application by uni-assist

Dear applicant,

You belong to the application group that has to have your application checked by uni-assist e.V.? In this case, send your application to uni-assist and be sure to comply with the following points.

1. Which subjects would you like to study?

Before you apply, find out about our range of courses and decide which degree program you would like to apply for. You can get an overview of the study programs we offer on our website “first orientation”.

2. How to apply

You apply via the portal https://my.uni-assist.de/. There you enter your personal data as well as information about the desired study program online and upload all required documents.

The assist application procedure is online-only. Please upload all documents in the application portal my-assist.

For the Master's program in Cognitive Science, an additional application form is available on their website. Fill it out and upload it to my-assist as well.

Be sure to check whether your desired degree program requires special documents or the fulfilment of additional admission requirements (e.g., letter of motivation, aptitude test). You will find the necessary information in the respective admission regulations (mostly in German).

Attention: Remember to register for the aptitude test for the artistic and artistic study programs.

Please enter your e-mail address. We can then communicate with you more quickly and reliably and clarify any remaining questions.

3. Have you enclosed all necessary documents?

All educational information on your application form (educational qualifications, language skills) must be accompanied by supporting documents in the language of origin and translations into German or English.

All documents submitted online must be translated to English or German. For more information on documents, please see how to assemble your Documents here.

An incomplete and unpaid application cannot be processed.
4. **Application Deadline**

We recommend that you apply as early as possible via uni-assist, preferably about 6-8 weeks before the application deadline, as there may be longer processing times.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Winter Semester</th>
</tr>
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<tbody>
<tr>
<td>All applications</td>
<td>December 15*</td>
</tr>
<tr>
<td>All applications</td>
<td>June 15*</td>
</tr>
</tbody>
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* The completed application with all documents and the money transfer must have reached uni-assist before the deadline

Applications for admission to the University of Osnabrück that reach uni-assist after the above application deadline cannot be accepted.

5. **Costs and payment**

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. The amount you have to pay will be displayed in the my-assist portal when you apply. Plan enough time for the money transfer so that the money arrives with uni-assist before the application deadline.

If you are depositing the money for more than one person, please make a separate deposit for each person.

5.1 **Bank account / information about payment options**

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.

In the uni-assist portal you will receive a personal IBAN. Use it for the bank transfer and enter your applicant number, name and date of birth as the reason for payment.

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!

Important information can be found on the uni-assists pages.
2. Sofortüberweisung (pay now)

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.

3. Credit Card §D Secure (VISA and 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.

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 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 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

We look forward to your application!

If you have further questions or need assistance, please feel free to contact us:

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