

Information on the uni-assist application procedure

Version: October 2021

Inhalt

External preliminary examination of the application by uni-assist	3
1. Which subjects would you like to study?	3
2. How to apply	3
3. Have you enclosed all necessary documents?	3
4. Application Deadline	4
5. Costs and payment	4
5.1 Bank account / information about payment options	4
6. Pre-checking Applications and Further Procedures	6

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. Only when you receive a place at our university do we request certified copies of all your educational certificates. You will be informed about this in your admission letter.

We recommend that you work through the checklist "[Applying in 6 steps](#)" point by point. It will help you not to forget anything and will guide you step by step through the application process.

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 fulfillment 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. Also, please upload a simple copy of the page of your passport where your name and passport photo are located.

All documents submitted online must be translated into English or German and certified. For more information on documents and certifications, 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.

Summer Semester	Winter Semester
All applications January 15*	Undergraduate programs / State Exame / Studienkolleg (one-year preparatory course) / Short-term Studies June 15*
	Master's degree programs July 15*

* The completed application with all documents and the money transfer must have reached uni-assist before the deadline

Please note that the application deadlines at "uni-assist universities" may vary. Make sure that your application for our university is received by uni-assist within our 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

- Payment via bank transfer

Gerne können Sie die Bearbeitungskosten überweisen – auch per Online-Banking.

Uni-assist accepts 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*	Filiale Berlin-Charlottenburg, Leibnizstrasse 100, D-10625 Berlin
International bank code IBAN	DE62100208900019055272
BIC/SWIFT-Code	HYVEDEMM488

* In case 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. SoSe22.

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

1234567, Mustermann, Max, 01.01.1991, SoSe22

Please fill in everything completely and legibly in block letters! As long as payments cannot be assigned because information is missing or illegible, applications are considered as not paid and will not be forwarded to the university.

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.

- 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.

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 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

We wish you good luck with your application!

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

E-Mail: studentsoffice@uni-osnabrueck.de
Telefon: +49 541 969 7777