CHECKLIST

Your application in 6 steps

Get information in advance

At each university of your choice:

- ☐ Find out if uni-assist is responsible for handling your application
- ☐ Get information on courses offered
- ☐ Check admission criteria
- ☐ Check application deadlines
- ☐ Check whether the university accepts an online-only application

Would you like to reapply?

Please read our guidelines at uni-assist.de under "Reapplying."
This will make your new application even easier.

Plan your application

At uni-assist.de:

- ☐ Note information on deadlines and processing times
- ☐ Read notes on special application processes

Note:

Apply **as early as possible**, ideally at least eight weeks before the university's application deadline expires.

Assemble your documents

- ☐ Obtain the documents required by the university
- ☐ Check documents and information country by country at uni-assist.de
- ☐ Have documents translated by a court-certified translator
- ☐ Obtain certified copies of certificates and of translations etc. (except for online-only applications)
- ☐ Make digital copies of application documents

Note:

We need your certificates in their original language. If your certificates were not issued in German or English, we need an additional certified translation into German or English.

You only need to submit your documents once, no matter how many universities you wish to apply to.

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Continued on next page!

Apply online

In My assist:

- ☐ Create an account in My assist
- ☐ Select each chosen course in the “Course catalogue“
- ☐ Upload your documents

Pay all fees

At uni-assist.de:

- ☐ Check handling fees and payment options

In My assist:

- ☐ Pay the handling fees for all applications

Note:

We can only process your application once you paid and submitted the online application.

Send & Track

Send (except for online-only applications):

- ☐ Put all certified document copies into an envelope
- ☐ Add the required postage and send to uni-assist by post

Track:

- ☐ After we receive your payment and your online application: you will receive a confirmation of receipt by email
- ☐ After about 4–6 weeks: the status in My assist will change. We will inform you by email as soon as the evaluation result is available in your My assist account under “My Inbox”
- ☐ Read the evaluation result carefully: is everything in order or are documents missing?
- ☐ If documents are missing, please submit them before the application deadline

uni-assist e. V.
11507 Berlin
GERMANY

Note:

After a positive evaluation, uni-assist automatically forwards your application to the universities in electronic form. The university of your choice decides on your admission and informs you of the decision.

We wish you the best of success!