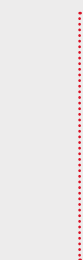




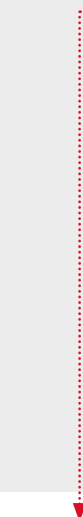
## Get information in advance



## Plan your application



## Assemble your documents



### 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.

### Would you like to reapply?

Please read our guidelines at [uni-assist.de](http://uni-assist.de) under "reapplying". This will make your new application even easier.

### 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 8 weeks before the university's application deadline expires.

- Obtain the documents required by the university.
- Check documents and **information country by country** at [uni-assist.de](http://uni-assist.de).
- Have documents translated by a court-certified translator.
- Obtain certified copies of certificates and of translations etc.
- 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.



## Apply online



## Pay all fees



## Send & Track



uni-assist e. V.  
11507 Berlin  
GERMANY



### Using the uni-assist online portal:

- Register with the online portal.
- Create an online application for each chosen course.
- Upload your documents.
- Submit all online applications electronically.

- Check handling fees and payment options at uni-assist.de.
- Pay the handling fees for all applications.

#### Note:

We are unable to process your application before you have paid the handling fee.

### Send:

- Put all certified document copies into an envelope.
- If paying by credit card: add the signed credit card form to the documents in the envelope.
- Add the required postage and send to uni-assist by post.

### Track:

- After we receive your payment and your application: you will receive confirmation of receipt by e-mail.
- After about 4–6 weeks: the status in the online portal will change and you will receive the result of our evaluation by e-mail and letter.
- Read the evaluation result carefully: is everything in order or are documents missing?
- If documents are missing, please submit them before the application deadline.

#### 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.