How to apply with Uni-Assist

(A comprehensive Step-by-Step guide)

This guideline refers to all applicants with a **non-German Bachelor degree** for the following study programmes:

a. *"Computer Engineering for IoT Systems (M.Eng.)"*

Link: https://www.hs-nordhausen.de/en/studies/master/computerengineeringforiotsystems/

b. *"Environmental and Recycling Technology (M.Eng.)"*

Link: https://www.hs-nordhausen.de/en/studies/master/computerengineeringforiotsystems/

c. *"Renewable Energy Systems (M.Eng.)"*

Link: https://www.hs-nordhausen.de/en/studies/master/renewable-energy-systems/

Check the desired programmes' website for the application periods, available intake dates and especially the admission requirements <u>before</u> you proceed further.

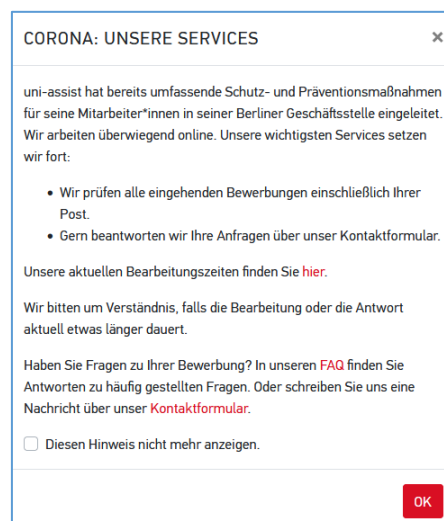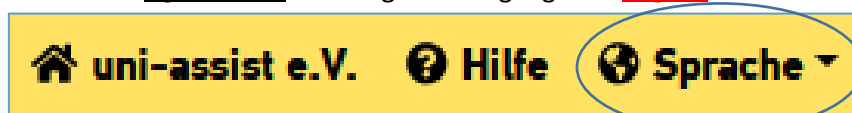**1.** **Please click on the Uni-assist button**

or

open the Uni-Assist Online Application Portal by using the following Link:
https://my.uni-assist.de/

If an information box appears, simply take note of it and close it by clicking on the "OK" button.

The standard set display language on the platform is German. Locate the "**Sprache**" Menu in the <u>top right corner</u> to change the language to "**English**".

Now you should be able to look for the course in the catalogue…:

Search courses of study

🔍 Type in search term(s)

Semester

Summer Semester 2024 ✕

University

-- Please select --

Federal state

-- Please select --

Type of degree

-- Please select --

(Partial) courses of study

🔘 All ⚪ Courses of study ⚪ Partial courses of study

uni-assist responsible

🔘 All ⚪ Yes ⚪ No

Online-only application

🔘 All ⚪ Yes ⚪ No

Reset   Search

The next available Semester (here: "Summer Semester 2024") is pre-selected.

2. Search and select the desired study course and semester in the course catalogue

Before you proceed further, once again carefully check the following:

	1,5 year / 3 Semester M.Eng. Programme total: 90 ECTS access: 210 ECTS Bachelor	2 year / 4 Semester M.Eng. Programme total: 120 ECTS access: 180 ECTS Bachelor
	application period: 1st December 202x to 30th April 202x(+1)	
winter semester	-	qualification semester (30 ECTS)
summer semester	1st semester (30 ECTS)	
winter semester	2nd semester (30 ECTS)	
summer semester	3rd semester (30 ECTS)	

→ *Applicants with a non-German Bachelor degree equivalent to a 3-year/six semester German bachelor degree (total 180 ECTS) must attend and complete an additional qualification semester (30 ECTS) which is only offered in winter semester.*

→ *Applicants with a non-German Bachelor degree equivalent to a 3,5-year/seven semester German bachelor degree (total 210 ECTS) or more, can directly start their studies in the 1st semester = summer semester.*

> Further information about the equivalence of foreign degrees to German degrees can be found in the **anabin database**: https://anabin.kmk.org/anabin.html
> (only available in German)

In general, there is only one application period for the winter <u>and</u> following summer intake. Uni-Assist will evaluate if your Bachelor degree is equivalent to 180 or 210 ECTS German and based on this result, we will automatically assign your application to the appropriate term.

If seats are still available, we might open the application for summer semester separately. Before you apply, you should ensure that your Bachelor degree is equivalent to 210 ECTS, otherwise your

application will be rejected. You will have the possibility to have your application be considered for the following winter semester if you have a 180 ECTS equivalent Bachelor degree.

1st step: In the selection field - **Semester -** please select the desired semester
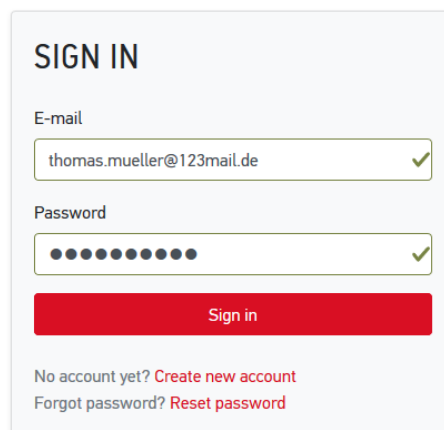
"Winter Semester 202x/2x" or "Summer Semester 202x"

Attention! If you select a semester which is currently not open for application, the study programme will not appear in the list and application will not be possible!!

2nd step: In the selection field - **Type in search term(s) -** please type in the course you would like to study:

    a. *Computer Engineering for IoT Systems*
    b. *Environmental and Recycling Technology*
    c. *Renewable Energy Systems*

3rd step: The study course, which you have selected, will appear on the right side. Click the *"Select"* button.

4. **After selecting the correct course please sign in to continue…**

If you don't have an Uni-Assist account yet, register first…

CREATE NEW ACCOUNT

E-Mail

abc@abc.de ✓

Re-enter e-mail address

abc@abc.de ✓

Password

●●●●●● ✓
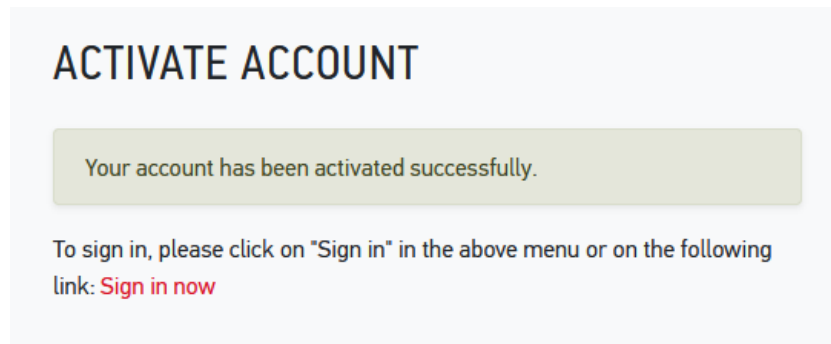
Re-enter password

●●●●●● ✓

☑ I have read and do accept the current terms and conditions as well as uni-assist's privacy policy.

Create a new account.

Don't forget to **activate** your new Uni-assist account by clicking on the activation link you receive via e-mail. Make sure to **check your Spam folder** in case you haven't received it.
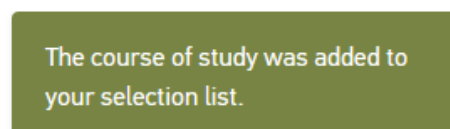
ACTIVATE ACCOUNT

Your account has been activated successfully.

To sign in, please click on "Sign in" in the above menu or on the following link: Sign in now

5. **If you log-in for the first time, you will need to fill in your** Personal Information, Contact Information, Other Information **(if necessary) and** Educational history**. Fields marked in red are mandatory.**

Important! Please fill your personal information with utmost care and your name in the correct fields (e.g. first/given and surname) just as written in your passport. Failing to do so, can lead to faulty admission letters and visa rejections by the German mission.

Make sure that your e-mail address is correct, all information and the admission result will be sent to this e-mail address only!

6. **After log-in and selecting the study course (see Step 3), the following text will appear on the bottom right corner for approximately 5 seconds …**

The course of study was added to your selection list.

7. **Now please click on the basket at the upper right corner** (as below)**.**

🏠 MY ACCOUNT ▾   MY APPLICATIONS ▾   MY INBOX 🎒(1)

8. **In your selection list, your study course will be listed as follows:**

MY SELECTION LIST

Winter Semester 2023/2024

Environmental and Recycling Technology Master Hochschule Nordhausen	Application for 1st semester
Show additional application-related questions **(no unanswered mandatory questions)**	Admission type: Further admission requirements (manueller NC)
Show details	
	🗑 Remove

Handling fees   **EUR 75.00**

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account – even without official certification. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

Upload my documents

1st step: Fill in additional application-related questions by clicking the particular sentence.
2nd step: Afterwards upload your documents by clicking on "Upload my documents"…

9. **The following webpage appears - here you need to upload your files for the application.**

MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please sort documents with several pages before uploading them (e.g. transcript).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Please note: uploaded files cannot be deleted.

Select or drop a file here	Select	Choose category ▼

Upload file

Please check that your document list contains <u>as a minimum</u> the following:

- Bachelor's degree certificate with final GPA grade
  (proof that Bachelor degree has been successfully completed)
  → in case your certificate is not in English, German or French, please upload your original certificate and a translation by an officially acknowledged translator
- Bachelor's degree complete transcript of records including grading system
- High school diploma/certificate of higher education entrance qualification
- Proof of English proficiency (TOEFL iBT 79, IELTS 6.0 or Bachelor's Medium of Instruction is English)
- APS certificate (mandatory for graduates from universities in India, China and Vietnam)

  APS India: we allow a later submission of the APS-certificate. Kindly be aware that it is still your obligation to apply for it as early as possible and you won't be able to receive a student visa without it.

You can also upload more documents, but note that they won't necessarily be considered for admission.

It is sufficient to upload simple scans/copies to the Uni-Assist portal. You should be aware Uni-Assist or our university might reserve the right to ask you for additional documents.

Sending original documents by mail is **only necessary if** uni-assist or Hochschule Nordhausen asks you to do so!

10. **After you have uploaded your files, proceed with the payment (bottom right corner "Choose Payment Option").**

You can either pay by **Credit Card** (only Visa and MasterCard are accepted) *or* by "**Sofortüberweisung (Pay Now)**" (please note that a European bank account is needed for this option).

The "**Information on the Payment Process**" box will appear. Please check the content and click "**Acknowledged**".

Make sure to select all three boxes (as seen in the screenshot below) to unlock the "**To payment process"** button…

CHECKOUT

Winter Semester 2023/2024

Hochschule Nordhausen

Environmental and Recycling Technology — Master - Application for 1st semester   EUR 75.00

SUBTOTAL *(VAT INCLUDED)*   EUR 75.00

Credit   EUR 0.00

TOTAL *(VAT included)*   EUR 75.00

☑ When you click on the button "Continue", you will be redirected to the payment service provider Novalnet AG. For the processing of the payment, uni-assist e.V. transfers the following data to the payment service provider: e-mail-address, applicant number, order number and payment amount incl. currency. To complete the processing of the payment, depending on the payment option this data will also be transferred to the respective online payment services, credit institutions, banks and credit card institutions, which will also process the data. For more information, see our privacy policy.

☑ I have read and do accept the current terms and conditions , the right of revocation as well as uni-assist's privacy policy. I would now like to send this application bindingly to uni-assist e.V. for processing.

☑ I assure in all conscience that all the information I have given on this form is complete and accurate. I confirm that I did not conceal any asked university studies at home and abroad. I am aware that giving false information may lead to exclusion from the admissions procedure or to the cancellation of my admission or enrollment by the university.

[Back]   [To payment process]

After a successful payment of the Uni-Assist fee, you will receive an e-mail with further information.

10. What happens/ do I have to do next?

Lay back and wait… Uni-Assist will start to check your application and documents soon.

Useful Advice: During the application period, you can update your application by uploading additional documents to the Uni-Assist website in the drop down menu: **MY APPLICATIONS / Documents**.

Should Uni-Assist find your application is incomplete or faulty and the application period has not expired yet, you have to chance to upload the missing or fix the faulty documents/ your application in the Uni-Assist portal. Kindly note that any documents sent by e-mail directly to the university without our request will not be considered!

In case your application is proper and complete, Uni-Assist will forward your application for final consideration to our university where it will be finally checked by the admission committee. It does not matter on which date before the deadline you submit your application – **all proper applications will be reviewed after the application deadline** and all applicants will be informed about the admission results approx. 1-2 months after the deadline.

We are kindly requesting all applicants to refrain from individual status inquires to avoid further delays in the admission process. If your application was forwarded, you will soon receive login data from us and you can check the status of your application in the HISinOne Portal. Thank you for your patience and understanding!

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WE WISH YOU GOOD LUCK FOR YOUR APPLICATION AND ARE LOOKING FORWARD TO WELCOMING YOU AT OUR UNIVERSITY SOON! ☺

Sincerely,
Hochschule Nordhausen – University of Applied Sciences