

## **The ASSIST Application Procedure for International Applicants to “ASSIST-Universities”**

### **Information Leaflet**

In November 2003 more than 50 German Universities, the Hochschulrektorenkonferenz (HRK) and the German Academic Exchange Service (DAAD) initiated an application services system, the Application Services for International Students (ASSIST). Starting May 1, 2004 the applications for admission of international students to these universities will be checked by ASSIST for the completeness of all required documents, and the applicants' data will be entered into a new computer system.

That means for you as an applicant to an ASSIST-University that your application will be pre-processed from May 1, 2004 **against payment** by ASSIST. In future you will be able to apply simultaneously at different ASSIST universities and must submit one set of authenticated copies only. Your application will be pre-checked by ASSIST and you will receive information if your documents are complete and if you are eligible to study your desired courses in Germany much faster than before. A current list of all ASSIST-universities can be found under [www.uni-assist.de/Hochschulen](http://www.uni-assist.de/Hochschulen)

**To guarantee a quick processing of your application, please pay careful attention to the following points:**

#### **1) Which applications are pre-processed by ASSIST**

ASSIST pre-checks all application documents of international students who acquired their university entrance level certifications (Abitur, A-Levels, High School Diploma, Baccalaureat, Gaocao or else) abroad.

Please, use for your application the “Application Form for International Students” which is available on the website of the Universities of your choice or under [www.daad.de](http://www.daad.de).

Before applying, please, inform yourself carefully about the appropriate admission requirements for the course of studies desired as well as about the documents to be handed in. Should you have any questions, please, do not hesitate to contact the university of your choice.

You can also find information e.g. under the DAAD pages on general proposals at [www.daad.de](http://www.daad.de).

**Please note:** Most ASSIST-Universities have excluded some courses (e.g. certain Master-, PhD- or exchange programmes) from the ASSIST-procedure. Please obtain this information from the university of your choice.

#### **2) Postal address for your applications**

As of May 1, 2004 please send your applications to the following address **only** to:

University of your choice  
c/o ASSIST e.V.  
Helmholtzstr. 2-9  
10587 Berlin  
GERMANY

### **3) Applications (to more than one) ASSIST-University**

If you wish to apply to one (or more than one) ASSIST-University, please check whether those universities are members of ASSIST (at the moment approx. 50 out of 348 German universities are members). A current list of all ASSIST-universities can be found under [www.uni-assist.de/Hochschulen](http://www.uni-assist.de/Hochschulen)

In the case that further universities of your choice are also members of ASSIST you can use the *ASSIST-Application Form Multi* for every further application. On that form you only have to name the university and the course(s) of studies of your choice.

What's more, when you apply to more than one ASSIST university you will have to hand in the required application documents in one set only. PLEASE NOTE: Depending on individual universities/courses of studies the required documents can vary. In addition, please always include a copy of your passport page stating name, date of birth etc... with your application.

**We are sorry that we cannot accept or process applications that do not include all the necessary supporting documents.**

Please mind – when using ASSIST application forms you can only apply to ASSIST universities. Applications for universities that are not members of ASSIST can neither be processed nor forwarded on to those other universities.

### **4) Application Deadlines**

Please check the application deadlines valid for your desired course at the university of your choice! These deadlines are met if your application and a complete set of documents reach ASSIST in time.

In order to be able to eventually clarify open questions within the application deadlines we recommend that you send in your application at six weeks before the latest possible date!

Decisive for the application deadline is the acknowledged receipt of the complete set of documents at ASSIST. Please mind that the deadlines at ASSIST universities can vary from each other. So, you should make sure that your documents for all universities reach ASSIST in time.

In order to clarify open questions and to guarantee quick processing we would recommend you to submit your application six (6) weeks before the final ASSIST deadline(s).

### **5) Payment and Money Transfer**

ASSIST charges € 50 for examining an application to an ASSIST university. Applicants wishing to apply to more than one ASSIST university will be charged an additional € 10 for any further ASSIST university applied to. A current list of all ASSIST universities can be found under: [www.uni-assist.de/Hochschulen](http://www.uni-assist.de/Hochschulen).

*Applicants from EU-countries pay a reduced price of 25€, and 10€ respectively. Applicants from the People's Republic of China who have already undergone application procedures with the 'Akademische Prüfstelle (APS)' in Beijing will only be charged € 20, and € 10 respectively.*

**Your application to ASSIST will only be processed when payments have been made. In order to accelerate the pre-check of your application at ASSIST, please include a copy of**

**the transfer voucher of your bank with the application, indicating the date and the amount of money transferred to ASSIST.**

**Please, transfer your payments into the following account of ASSIST at the same time as sending your documents.**

Account number:	9991488322
Bank code number:	100 200 00
at the:	Berliner Bank
International bank number (IBAN):	DE59100200009991488322
BIC/SWIFT-Code:	BEBEDEBB

For 'Purpose of Payment' on the transfer slip, please state your

citizenship  
date of birth  
family name, and  
first name.

If you transfer the money from a foreign bank account, please, take into consideration any international transaction fees charged by that bank which you have to pay *additionally*.

Alternatively, you can pay by credit card, VISA- or Master Card (please, use form "debit/credit card"). To do so, fill in the form and ask the holder of the card to sign it.

Should you hold a bank account with a German bank, you can use the form 'Single Debit Authorization' (please, use form "debit/credit card") to pay. To do so, the holder of the account has to sign the form.

## **6) Further procedures**

- b) Please, fill in the application form for admission to your preferred course(s) of studies or any further ASSIST application forms respectively, and provide all documents required plus a copy of your passport page stating name, date of birth etc... with your application. Any incomplete application cannot be processed by ASSIST. Please, include your email address in your application, if applicable. ASSIST will then be able to communicate faster and in a more reliable manner with you in clarifying open questions.

Should you have any further questions in completing your application for your university, please, do not hesitate to check the internet or contact the International Office of the university of your choice.

- c) Having checked your application documents, ASSIST will inform you about the result.
- Provided your documents fulfil the formal admission requirements, ASSIST will also inform the universities applied to and forward your documents accordingly. **This alone is not an admission yet, because then the university will check your documents according to content related qualitative criteria.** The university will then inform you whether or not it can offer you a place in the desired programme.

- Should your documents not fulfil the formal admission requirements you will also be notified, and your documents remain with ASSIST. If you still wish to study at the university of your choice, you would have to re-apply with (if need be) new documents at ASSIST in the following year or term respectively.
- Please, be aware that your documents will only remain with ASSIST for one year. After the period of one year those documents will be destroyed. Documents can, in general, not be sent back to you.
- Your file will be saved in a data base for a period of four years, and then deleted. During this period of time your documents will only be made available to the universities you have chosen.
- For remaining questions with respect to this application form, and to the further procedure, please go to: [www.uni-assist.de/bewerbungsbogen](http://www.uni-assist.de/bewerbungsbogen) to look at further hints and sample forms or send an e-mail to [service@uni-assist.de](mailto:service@uni-assist.de).

Many thanks and all the best with your application!

Yourself  
ASSIST Team