How to apply with Uni-Assist (A comprehensive Step-by-Step guide)
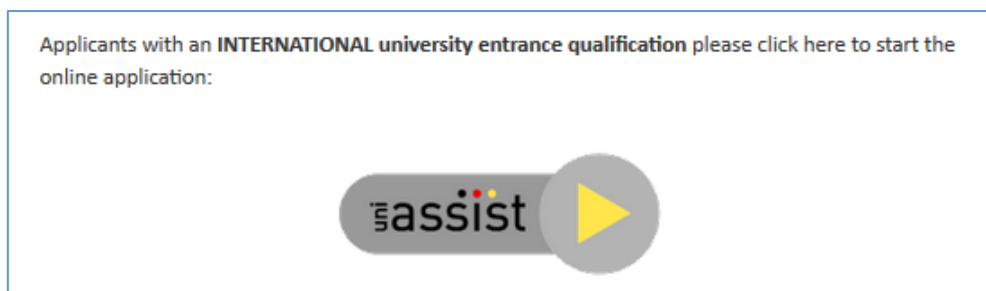
This guideline refers to all applicants for the following study programmes

> a. *"Computer Engineering for IoT Systems (M.Eng.)"*
> b. *"Environmental and Recycling Technology (M.Eng.)"*
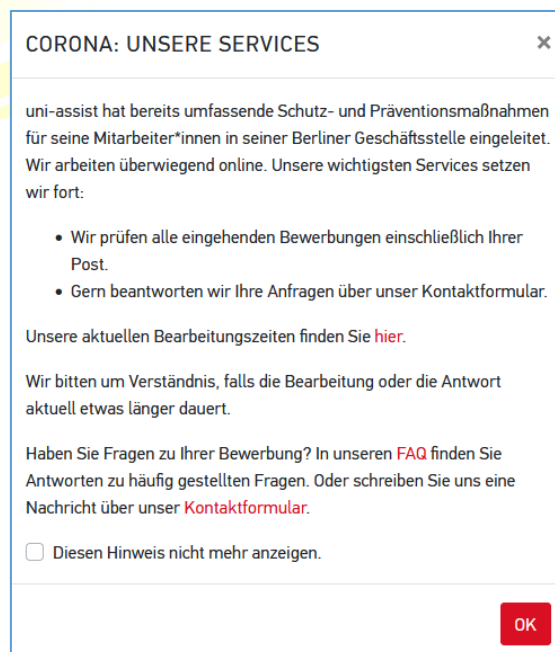> c. *"Renewable Energy Systems (M.Eng.)"*

All applicants with an INTERNATIONAL (non-German) bachelor degree need to click the Uni-Assist button at

a. https://www.hs-nordhausen.de/en/studies/master/computerengineeringforiotsystems/
b. https://www.hs-nordhausen.de/en/studies/master/master-environmental-and-recycling-technology/
c. https://www.hs-nordhausen.de/en/studies/master/renewable-energy-systems/

Applicants with an **INTERNATIONAL university entrance qualification** please click here to start the online application:

2. After clicking the Uni-Assist button you will be referred to: https://my.uni-assist.de/

Please click on the "OK" button to close the information box (if it appears).

CORONA: UNSERE SERVICES

uni-assist hat bereits umfassende Schutz- und Präventionsmaßnahmen für seine Mitarbeiter*innen in seiner Berliner Geschäftsstelle eingeleitet. Wir arbeiten überwiegend online. Unsere wichtigsten Services setzen wir fort:

- Wir prüfen alle eingehenden Bewerbungen einschließlich Ihrer Post.
- Gern beantworten wir Ihre Anfragen über unser Kontaktformular.

Unsere aktuellen Bearbeitungszeiten finden Sie hier.

Wir bitten um Verständnis, falls die Bearbeitung oder die Antwort aktuell etwas länger dauert.

Haben Sie Fragen zu Ihrer Bewerbung? In unseren FAQ finden Sie Antworten zu häufig gestellten Fragen. Oder schreiben Sie uns eine Nachricht über unser Kontaktformular.

☐ Diesen Hinweis nicht mehr anzeigen.

OK

Click on "Sprache" in the top right corner to change the website to "English".
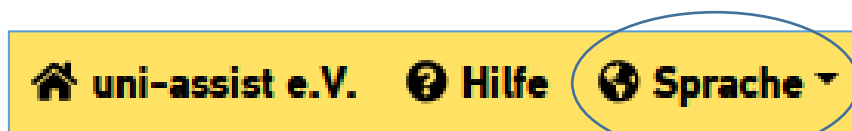
🏠 uni-assist e.V.   ❓ Hilfe   🌐 Sprache ▾

COURSE CATALOGUE

Total number of courses of study : 6184

« ‹ **1** 2 3 4 … › »

Search criteria

🔍 Type in search term(s)

Semester

Summer Semester 2023 ✕ ▾

University

-- Please select -- ▾

Federal state

-- Please select -- ▾

Type of degree

-- Please select -- ▾
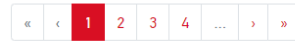
Summer Semester 2023

2-Fach-Bachelor – Anglistik – Koblenz (Major subject)
2-Fach-Bachelor
Universität Koblenz

🗂 Partial course of study

Admission type: No admission restrictions (NC-frei)

Show details   🔲 Combine …

2-Fach-Bachelor – Basiswissen Physik – Koblenz (Major subject)
2-Fach-Bachelor
Universität Koblenz

🗂 Partial course of study

Admission type: No admission restrictions (NC-frei)

Show details   🔲 Combine …

3. **Please search for the desired study course on the left side (Check the screenshot at the end of this page)**

1st step: In the selection field - **Semester -** please select: *"Winter Semester 2023/24"*.

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.

Students with apparently more than 180 credits in their Bachelor's Degree also have to select the course start in Winter Semester 2023/24. Uni-Assist will evaluate if your Bachelor degree is equivalent to 180 OR 210 ECTS and your application will automatically be assigned to the appropriate term.

Please Note: Credits obtained outside of Europe are generally not equivalent to German/ European ECTS credits system!

COURSE CATALOGUE

Total number of courses of study : 1

Winter Semester 2023/2024

Search criteria

1. 🔍 Computer Engineering for IoT Systems

Semester

2. Winter Semester 2023/2024 ✕ ▾

University

-- Please select -- ▾

Reset   Advanced search

Computer Engineering for IoT Systems
Master
Hochschule Nordhausen

Admission type: Further admission requirements (manueller NC)

Show details   3.   🔲 Select

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

SIGN IN

E-mail

thomas.mueller@123mail.de ✓

Password

●●●●●●●●● ✓

Sign in

No account yet? Create new account
Forgot password? Reset password

OR create a new Uni-Assist account in case you don't have one yet...

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 <u>Personal Information</u>, <u>Contact Information</u>, <u>Other Information</u> (if necessary) and <u>Educational history</u>. 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.

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	Application for 1st semester
Master	
Hochschule Nordhausen	Admission type: Further admission requirements (manueller NC)
Show additional application-related questions **(no unanswered mandatory questions)** 1.	
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   2.

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"…

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. transcipt).
- 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 and complete transcript of records 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 an official translation of it
- High school diploma/certificate of higher education entrance qualification
- Complete Transcript of Records (with overall grade, grading system)
- Proof of English proficiency (TOEFL iBT 79, IELTS 6.0 or Bachelor's Medium of Instruction is English)
- APS certificate (mandatory for students from India, China and Vietnam)

You can also upload more documents.

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

Please note, that you need to send original documents by mail **only 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).

CHOOSE PAYMENT OPTION

⦿ Credit card
○ Sofortüberweisung (Pay now)

CREDIT CARD

You can pay online with Visa or MasterCard using 3D Secure. To do so, you need to be already signed up for the 3D Secure system. For further information, please contact your bank.

TOTAL *(VAT included)*   **€ 75.00**

You can find further information about payment options here.

Back   Proceed to checkout

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

INFORMATION ON THE PAYMENT PROCESS

WHAT HAPPENS NEXT?

In the next step you will be redirected to our payment service provider. Please have your payment information ready.

WHAT HAPPENS IF I CANCEL THE PAYMENT BEFORE PROCESSING?

You will be redirected to the application overview. The status of your application is "Payment pending". If you still want to apply, you have to withdraw your application, then add the course of study to your selection list again and start the payment process once more.

WHAT HAPPENS WHEN THE PAYMENT PROCESS IS FULLY COMPLETED?

You will be redirected to the application overview. The status is "Payment pending". As soon as the payment is processed successfully, the status changes to "Payment received" and your application is "In evaluation".

FURTHER INFORMATION

To find out more, please see our FAQs.

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.

Useful Advice: You can update your application by uploading additional documents to the Uni-Assist website in the drop down menu: **MY APPLICATIONS / Documents**. For example, when Uni-Assist is requesting another document, confirmation or file from you, it can be uploaded here.
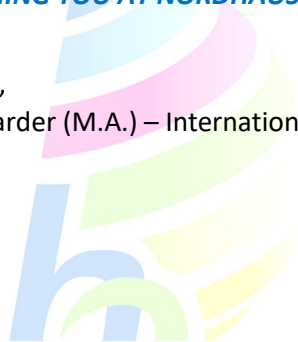
After uploading all relevant and required documents your application is accomplished! The application period starts from **December 1, 2022 and will close on <u>March 31, 2023</u>**. It does not matter on which date before the deadline you submit your application – **all proper applications will be reviewed after March 31st**. We will send to you an e-mail concerning admission or rejection as soon as possible, <u>approximately in June 2023</u>.

We are kindly requesting all applicants to refrain from status inquires, since they will further delay the whole screening and admission process. Thank you for your patience!

_____

If you have further questions or doubts, you can send an e-mail to <u>res@hs-nordhausen.de</u>.

WE WISH YOU A LOT OF SUCCESS FOR YOUR APPLICATION AND WE ARE LOOKING FORWARD TO WELCOMING YOU AT NORDHAUSEN UNIVERSITY OF APPLIED SCIENCES SOON! ☺

Sincerely,
Daniel Harder (M.A.) – International Student Coordinator