

## **The UNI-ASSIST Application Procedure for International and German Applicants with Foreign Entrance Qualification**

The Brandenburg University of Technology (BTU) Cottbus has joined the "Application Services for International Students" (UNI-ASSIST e.V.)

BTU Cottbus asks all applicants with foreign entrance qualification to send their applications for admission to UNI-ASSIST. Applicants with German high entrance qualification apply directly at BTU Cottbus. At UNI-ASSIST all applications will be pre-checked for the completeness of all required documents as well as for the fulfilling of all entrance qualification requirements. If the applicants meet the Application requirements the application packages will be forwarded to BTU Cottbus.

That means for you as an applicant that your application will be pre-processed against payment by UNI-ASSIST. You will be able to simultaneously apply at multiple UNI-ASSIST universities by submitting just one set of certified copies. You will then be informed much faster than before whether your documents are complete and whether you are eligible to study your desired course.

**Service hotline:           UNI-ASSIST**  
**Phon.: 0049 (0) 30 666 44 345**  
**e-mail: [service@uni-assist.de](mailto:service@uni-assist.de)**

For BTU that means that in future we will be able to better take care of our international students.

More information:       <http://www.uni-assist.de>

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

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

The BTU Cottbus has all application documents of international students pre-checked who acquired their university entrance level certifications (A-Levels, High School Diploma, Baccalaureat, Gaocao or else) abroad.

Please, use for your application the right form which is available on BTU's website at [www.tu-cottbus.de/environment](http://www.tu-cottbus.de/environment) or write an e-mail to [erm.administration@tu-cottbus.de](mailto:erm.administration@tu-cottbus.de) / [kathryn.prouty@tu-cottbus.de](mailto:kathryn.prouty@tu-cottbus.de). **Please note that the application forms for the English-taught international degree courses differ from the ones for the degree courses in German.**

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. Information can be obtained on the Internet from:

- <http://www.tu-cottbus.de/cms/Internationales.23.0.html?L=1>
- <http://www.daad.de/deutschland/index.en.html>
- You can also find information e.g. under the DAAD pages on international applications at [www.daad.de](http://www.daad.de).

Should you have any questions concerning the application procedure for the BTU Cottbus, please, do not hesitate to contact [kathryn.prouty@tu-cottbus.de](mailto:kathryn.prouty@tu-cottbus.de)

## 2) Postal address for your applications

For all other applications please send your applications to the following address **only**:

BTU Cottbus  
c/o UNI-ASSIST e.V.  
Helmholtzstr. 2-9  
10587 Berlin  
GERMANY

## 3) Applications to more than one university

If you wish to apply to other universities apart from BTU Cottbus, please check whether those universities also require the ASSIST procedure (at the moment approx. 80 out of 348 German universities). A current list of all UNI-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 also ask for a pre-check by UNI-ASSIST, you can use the [UNI-ASSIST-Bewerbungsbogen 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 UNI-ASSIST university you will have to hand in the required application documents in one set only. PLEASE NOTE: depending on individual universities or courses of studies the required documents can vary.

In addition, please include a copy of your passport with your application (only the page stating name, date of birth etc... is required).

**Please note that UNI-ASSIST cannot accept or process applications that do not include all the necessary supporting documents.**

Please mind - when using UNI-ASSIST application forms you can only apply to UNI-ASSIST universities. Applications for universities that do not require the UNI-ASSIST procedure can neither be processed nor forwarded on to those other universities.

## 4) Application Deadlines

The application deadlines for the ERM Study Programme at the BTU Cottbus are as follows:

### for ERM Master Programme

- Foreign or German applicants with a foreign entrance qualification (e.g. Bachelor degree)

Prospectively - June 1<sup>st</sup>\*

### for ERM Bachelor Programme

- Foreign or German applicants with a foreign entrance qualification (e.g. Higher school degree)

Prospectively - June 1<sup>st</sup>\*

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\* Please consider the time you need to apply for the German Student-visa-if it is necessary- after receiving the letter of admission from the BTU Cottbus.

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

Decisive for the application deadline is the acknowledged receipt of the complete set of documents and payment at UNI-ASSIST. Please mind that the deadlines at ASSIST universities can vary. Therefore, you should make sure that your documents for all universities reach ASSIST in time.

## 5) Payment and Money Transfer

UNI-ASSIST charges 55 € for examining an application to UNI-ASSIST's University. For your application to be processed by **UNI-ASSIST**, you have to pay the following fees:

for one or for the first of several applications, applicants are charged in general **55 €**  
applicants from EU countries are charged **35 €**  
applicants from People's Republic of China who have already undergone the application procedure with the Akademische Prüfstelle (APS) in Beijing are charged **25 €**

for every additional application for admission at a further university applicants are charged per university **15 €**. A current list of all UNI-ASSIST universities can be found under: [www.uni-assist.de/Hochschulen](http://www.uni-assist.de/Hochschulen) .

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

**Please, transfer your payments into the following account of UNI-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 the payment description on the transfer form, please give the following information:

country of origin

**your birthday (dd.mm.yyyy)**

**your family name**

**your first name**

**the semester in which you would like to start studying\***

\*use following abbreviations: WS for winter semester and SS for summer semester and attach the last two numbers of the year you want to study in, for example SS05 or WS05/06.

A payment description on the transfer form - as an example - should look like this: *Mongolei, 12.11.1985, Baatur Iwan, WS 06/07.*

If you already have an application number for uni-assist, please include it with the information specified above!

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

### “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 [Form “debit/credit card”](#)) to pay. To do so, the holder of the account has to sign the form.

## 6) Procedures

Please, fill in the application form for admission to your preferred course(s) of studies or any further UNI-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 can not be processed by UNI-ASSIST. Please let UNI-ASSIST know your email address, if applicable. UNI-ASSIST will then be able to communicate faster and in a more reliable manner with you in clarifying open questions.

Having checked your application documents, UNI-ASSIST will inform you about the result.

- Provided your documents fulfil the formal admission requirements, UNI-ASSIST will inform and forward your documents to us. **This alone is not an admission yet, because then we will check your documents according to content related qualitative criteria.** After so doing, we will inform you whether or not we can offer you a place at the international degree courses of our university.
- Should your documents not fulfil the formal admission requirements you will also be notified, and your documents remain with UNI-ASSIST. If you still wish to study at our university, you would have to re-apply with (if need be) new documents at UNI-ASSIST for our university in the following year or term respectively.
- Please, be aware that your documents will only remain with us or with UNI-ASSIST for one year, provided you do not enrol. 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 database for a period of four years, and then deleted. During this period of time your documents will only be made available to UNI-ASSIST and the universities you have chosen.

For remaining questions with respect to the application forms and to the further procedure, please go to: [www.uni-assist.de/bewerbungsbogen](http://www.uni-assist.de/bewerbungsbogen) to look for further advice or send an e-mail to [service@uni-assist.de](mailto:service@uni-assist.de) .

Many thanks and all the best with your application!