Hints for uni-assist

Getting started
When you click on the link to uni-assist provided on our web page you will see the following page (maybe you see it in German first – then click on the UK flag in the upper right.

Start by registering. To register, click “Then please click here”. If you are already registered, click “please log in”.

Once you have an activated account and logged in you should see the following page:
Click on Search Study Offers and search for the Master in Finance at Ulm:

You should see the following search results:

After clicking on Uni Ulm Master Finance you should see:

Here leave the 1 as desired semester (you can only apply for the 1st semester here) and click on CREATE APPLICATION.
Answer the basic questions and the questions regarding the application. General Note: Only the fields marked with a * are required. Don’t worry about leaving fields empty that are not marked with a *. We make sure that we get the necessary information through the required fields.

To submit your application, follow the next steps, i.e., (i) upload documents, (ii) submit the application online to uni-assist, (iii) print the application.

Note that you should submit the application online. However, you also need to send in a signed print-out of the application form. We do not require authenticated copies of the documents. The submission of simple copies/scans is sufficient. At the end of the printed application form you will find a checklist. This helps you to make sure that you submitted everything in the correct way.

The postal address to which you should send the application is

uni-assist e.V.
Geneststraße 5
10829 Berlin
Germany

**Processing fee**

Uni-assists charges a processing fee for the application. Please visit

[http://www.uni-assist.de/regulation-fees.html](http://www.uni-assist.de/regulation-fees.html)

for details. Payment instructions are given on:

[http://www.uni-assist.de/methods-payment.html](http://www.uni-assist.de/methods-payment.html)

Please note that if you don’t pay the processing fee in time, your application will not be forwarded to Ulm University.