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:

<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>COURSE TYPE</th>
<th>FIELD OF STUDY</th>
<th>APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni Ulm</td>
<td>Winter</td>
<td>Finance</td>
<td></td>
</tr>
</tbody>
</table>

After clicking on Uni Ulm Master Finance you should see:

I would like to create a new application with the following study course:

- **Semester:** Winter semester 2015
- **University:** Ulm, Universität Ulm
- **Certificate/qualification:** Master
- **Subject:** Finance
- **Major/Point of focus:** keiser
- **Information from the university:** Check list
- **Downloads from the university:**

If you are looking to study a combined course, please add the other compatible courses here.

**Important:** Our system will not alert you if your chosen combination is not available. Please refer to your chosen university for information on available combined courses.

1. **SUBJECT**

   **Name of course:** Finance

   **Desired course semester:** If you would like to apply for this subject for the 1st semester and in addition, concurrently, to a higher semester, then please enter “1” and indicate via our contact form that your application is for both the 1st and a higher semester.

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. Remember that you also need to upload a scan of the 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.

In case there are any documents which you want to send by regular mail instead of uploading them to uni-assist, you can send them to:

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

for details. Payment instructions are given on:

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.