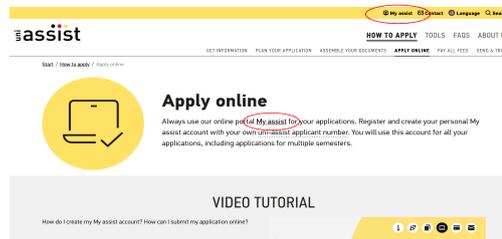# Hints for uni-assist

Getting started

When you click on the link to uni-assist provided on the web page of the admissions department you will see the following page. Next click on the red button `To My assist` It is located right underneath a video tutorial which you can also watch. Alternatively, you can also click on "My assist" in the border on the top right or in the text.

Next you will arrive at the following page (maybe you see it in German first – to switch to English click on "Sprache" in the upper right corner and select English). Start by registering. To register, click on SIGN IN and create a new account. If you are already registered, click on SIGN IN and enter your credentials.

After signing in, you will be led back to the page shown above. Next, type "Finance" in the search field at the top, select "Winter Semester 2026/27" as Semester, and select "Universität Ulm" as University. Press `SEARCH` and you should arrive at the following page. Click on `Select` to proceed.

Now the Master in Finance should have been added to your selection list. Next, you should click on your selection list in the upper right corner:

You should now see your selected program and the handling fee that needs to be paid to uni-assist.

MY SELECTION LIST

Please note the information for the course(s) of study. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Winter Semester 2026/2027

Finance	Application for 1st semester
Master of Science	
Universität Ulm	Admission type: NC-frei

Show additional application-related questions (unanswered mandatory questions)
Show details

🗑 Remove

Handling fees — 75,00 EUR

Based on the information you provided (e.g school-leaving qualification, citizenship, chosen course of study), uni-assist is not responsible for handling your application for this course of study. Please consult the concerned university if uni-assist is responsible in your case. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

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. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

Upload my documents

By clicking on what is highlighted above, you should next
- answer the application-related questions, and
- upload your documents

Note that there are three tabs for the application-related questions:

Additional application-related questions

GENERAL QUESTIONS (0/11)   DEGREE-RELATED QUESTIONS (0/1)   COURSE OF STUDY-RELATED QUESTIONS (0/11)

Here's an example of how you could fill your answers to the "Course of study-related questions"

Achievements in the area of "Probability theory / Statistics"

Introduction to Statistics | 6 Credit points | Grade: 1.0 | Second term
Advanced Statistics | 8 Credit points | Grade: 2.3 | Third term

Total credit points in the area of "Probability theory / Statistics"

14

Don't forget to save your entries by clicking on the save button at the bottom of the page.

If you cannot demonstrate achievements in an area, please enter 'no achievements acquired'.

Once you have answered all application-related questions, make sure to upload all necessary files.

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. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

Upload my documents

It appears that uni-assist displays a red exclamation mark at "Motivation letter and curriculum vitae" under the course of study-related questions even after successful upload. In this case, continue with the application and make sure to upload your documents at "Upload my documents".

MOTIVATION LETTER AND CURRICULUM VITAE

According to the current admission regulations for this master's programme, you must write a motivation letter and provide a curriculum vitae as an entrance requirement. Please refer to the relevant information page of the programme application for the exact requirements regarding the content and form of the evidence required here. https://www.uni-ulm.de/en/study/application-and-enrolment/masters-programmes/finance-master/

Motivation letter and curriculum vitae The following file format is permitted for uploading the certificates: .pdf, .jpg, .png
Select PDF file

Name of uploaded file: Curriculum Vitae.pdf

Online only

Note that you need to submit the application only online. We do not require authenticated copies of the documents for the application, and you do not need to send documents in paper form. (If you get admitted and decide to come to Ulm, you need to show the original documents at the time you enroll, which would be in early October at semester start.)

Processing fee

Please make yourself familiar with the payment options such that you are able to pay the handling fee before the deadline.
Information is provided by uni-assist, see

https://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/