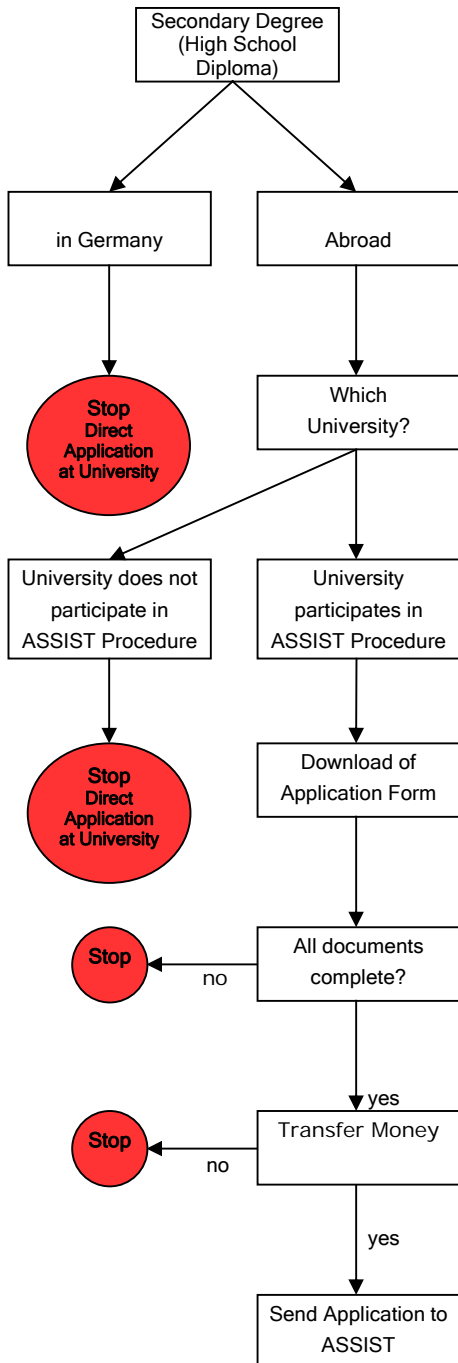


INFORMATION ABOUT UNI-ASSIST

You did not get your Abitur (High School Diploma) nor your university degree (for master programs) in Germany and you want to apply at our university? Welcome and thank you for your interest in our courses of study!
Our university works together with UNI-ASSIST – "Application Services for International Students". The following steps explain this application procedure:



1) Which subjects would you like to study?

You will find an overview of the courses of study offered at the Eberswalde University for sustainable Development (University of Applied Sciences of Eberswalde) under: www.hnee.de and by other German universities for example under: www.campus-germany.de or www.hochschulkompass.de. You can check which university - besides us - participates in the ASSIST application procedure under: <http://www.uni-assist.de/hochschulen.html>

2) Have you got an application form?

Please apply online on the website of ASSIST: <https://www.uni-assist.de/online/?lang=en>
Please include your email address, so that Uni-ASSIST can communicate with you quickly and clarify any remaining questions in a timely manner.

3) Have you attached all necessary documents?

Please attach officially authenticated and officially translated documents to support the achievements (i.e. certificates, awards, internships and/or practical training) that you add to the application form. We are sorry that we cannot accept or process applications that do not include all the necessary supporting documents. In addition please include a copy of your passport: of the page stating your name, date of birth etc, and a copy of the money transfer to Uni-ASSIST.

If you want to apply at two or more universities which participate in the ASSIST-procedure you need attach only one set of documents. ASSIST will copy and forward them to each of these universities. Please check to see whether your universities require the ASSIST application procedure under: <http://languages.uni-assist.de/universities.html>

If you pass the TOEFL test you can use ASSIST code number: 2727

4) Money Transfer

ASSIST charges € 75 for examining an application to an "ASSIST-University". Applicants wishing to apply to more than one university which ask for the ASSIST pre-check will be charged an additional € 15 per "ASSIST-University" applied to.

Please transfer/deposit the total sum to ASSIST as follows:

Beneficiary: uni-assist e.V.
International bank code IBAN: DE62100208900019055272
BIC/SWIFT-Code: HYVEDEMM488
at the bank: HypoVereinsbank, Filiale Berlin-Charlottenburg
Leibnizstrasse 100, D-10625 Berlin

For "Purpose of Payment" on the transfer slip, please specify your:

Date of Birth (dd.mm.yyyy)

Family Name

First Name

Semester in which you would like to start studying (e.g. WS16 or SS17)

Your uni-assist applicant number (if you already have one)

Your application to ASSIST will only be processed when payments have been made. In order to accelerate the pre-check of your application at ASSIST, please include a copy of the money transfer of your bank together with the application, indicating the date and amount of money transferred to ASSIST.

If you transfer the money from a bank account abroad, please take into account that you have to pay additionally all fees charged by the bank for international money transfer. You can also pay by credit card (VISA or Mastercard, please use the form "debit/credit card").

5) Application Deadline and Further Procedures

Please send your application to:

Hochschule für nachhaltige Entwicklung Eberswalde
c/o uni-assist e.V.
11507 Berlin
Germany

The application deadline at the Eberswalde University for sustainable Development for the winter semester is July 15. Because ASSIST needs 6 to 8 weeks for pre-checking applications, all applications with foreign certificates should reach Uni-ASSIST before **May 1**. The Eberswalde University for sustainable Development enrolls first year students only in the winter semester with the exception of the master program Management in Organic Agriculture which also enrolls new students in the summer semester.

The ASSIST-procedure will take place before the actual application procedure starts at our university. Uni-ASSIST will pre-check your application and let you know about the result of this pre-check as soon as possible. If all documents are complete and if you fulfil the formal conditions of admission, ASSIST will forward your application to us (and possibly other ASSIST-Universities you applied to) for final consideration. We will then let you know if you rank high enough for your desired field of study.

If you do not yet fulfil the admission requirements, Uni-ASSIST will inform you accordingly and ask you to try and provide the missing document(s) for an eventual (re)application the coming year. You should receive information about the status of your application from Uni-ASSIST within four weeks at the latest.

6) Do you have further questions?

You can find details on the ASSIST application procedure in the internet under:

<http://languages.uni-assist.de/applicants.html>