



The uni-assist Application Procedure for International Applicants

Studies in Human Medicine 2010/2011

In January 2004 the Otto-von-Guericke-University Magdeburg joined an application services system, the Application Services for International Students (**uni-assist e. V.**). Admission applications of international students will be checked for the completeness of all required documents, and the applicants' data will be entered into a new computer system.

This means that your application will be pre-processed by uni-assist e. V. **against payment**. You will be able to apply simultaneously at different uni-assist universities and must submit only one set of authenticated copies. Your application will be pre-checked by uni-assist and you will be notified as to whether your documents are complete and whether you are eligible to pursue your desired courses of study in Germany.

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

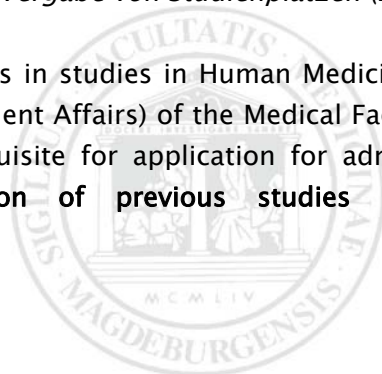
1) Which applications are pre-processed by uni-assist?

Applications of international students (having acquired their university entrance certification abroad) for the following courses are pre-checked by uni-assist:

1. Applications for **Studienkolleg** in Halle (M-course for **Human Medicine**)
2. Applications for **direct admission to First Semester** of studies in **Human Medicine**

Exemptions:

1. Citizens of other EU-member states, applicants from the EEA states Norway, Liechtenstein and Iceland as well as foreign applicants who passed the German Abitur and who want to apply for the admission restricted course in Human Medicine have to send their applications to the *Zentralstelle für die Vergabe von Studienplätzen (ZVS)*.
2. Applications for admission to advanced semesters in studies in Human Medicine can be sent directly to the Studiendekanat (Office of Student Affairs) of the Medical Faculty. Pre-checking by uni-assist is not necessary. Prerequisite for application for admission to advanced semesters is a **official recognition of previous studies** from the *Landesprüfungsamt* in Düsseldorf.



3. Have you been admitted by Magdeburg to the M-course Medicine in the *Studienkolleg* in Halle and successfully passed the *Feststellungsprüfung* there, you can apply directly at the International Office of the Medical Faculty for admission to studies in Human Medicine.

Before applying, please inform yourself carefully on the admission requirements for studies in Human Medicine on this website:

<http://www.med.uni-magdeburg.de/en/ioAdmission.html>

2) Postal address for your application

Please send your application for studies in Human Medicine (Studienkolleg or admission to First Semester) directly to uni-assist:

uni-assist e.V.

E-Mail: service@uni-assist.de
Internet: www.uni-assist.de

uni-assist e.V.
Helmholzstr. 2-9, Aufgang 2
10587 Berlin

3) Applications to more than one university

If you wish to apply to other universities apart from the *Otto-von-Guericke-University Magdeburg*, please check whether those universities are also members of uni-assist. A current list of all uni-assist-universities can be found under www.uni-assist.de/Hochschulen

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/courses of studies the required documents can vary.

We are sorry that we cannot accept or process applications that do not include all the necessary supporting documents.

Please note - when using uni-assist application forms you can only apply to uni-assist universities. Applications for universities that are not members of uni-assist can neither be processed nor forwarded on to those other universities.

4) Online application

Alternatively, you can apply online at <https://www.uni-assist.de/online/index.php?lang=en>
For the online application you need an e-mail address to receive your security link and your individual application number. However, bear in mind that the fee (see below) has to be deposited completely in due time.

Should you get a positive reply by uni-assist e. V. it is absolutely essential for the processing of your application to submit all required documents as well as the signed application form/s in hard copy by post to uni-assist e. V. This has to be done before the expiry of the application deadline.

Please take into account that according to the university or the course of studies different documents might be required and that the application deadlines can differ from university to university.

5) Application Deadlines

The application deadlines for the Otto-von-Guericke-University Magdeburg are as follows:

15 July for the following **winter semester** (direct admission to First Semester and Studienkolleg)

15 January for the following **summer semester** (only Studienkolleg)

Decisive for the application deadline is the acknowledged receipt of the complete set of documents and the payment of the application fee to uni-assist.

6) Payment and Money Transfer

uni-assist charges **€ 55** for examining an application for a uni-assist-university. Applicants wishing to apply to more than one uni-assist-university will be charged an additional **€ 15** for any further uni-assist-university applied to.

Applicants from the People's Republic of China who have already undergone application procedures with the 'Akademische Prüfstelle (APS)' in Beijing will only be charged **€ 25** and **€ 15** respectively.

Your application is only checked by uni-assist e. V. after paying the fee and after the receipt is registered. For that reason please enclose the receipt to your application. The receipt should state that you have paid into the account of uni-assist e. V. or that you have issued a direct debit authorisation for a German account, respectively.

In order to expedite 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 check the amount of the application fee via the uni-assist website before sending your application – the fee amount can change without notice!

Options how to pay the application fee

I. Please transfer the money directly on the account of ASSIST before mailing your application:

Recipient:	uni-assist e. V.
Account number:	9991488322
Bank code:	100 200 00
Bank:	Bank of Berlin
Branch*:	“Direktion Firmenkunden Nord-West”
International bank number (IBAN):	DE59100200009991488322
BIC/SWIFT-Code:	BEBEDEBB

* if required

Please specify the following:

Country of origin

Date of birth (tt.mm.jjjj)

Surname

First name

the semester in which you would like to start studying*

* Use the following abbreviation: WS for winter semester and attach the last two digits of the year you want to study in, e. g. WS10/11

A payment description on the transfer form – as an example – should look like this:

Mongolei, 12.11.1985, Baatur Iwan, WS10/11

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

If you transfer the money from abroad please note that you have to pay the fee of the bank for transferring additionally.

OR

II. Make it possible for ASSIST to debit by VISA or Mastercard using the form “Kreditkarten/Einzugsermächtigung” (= payment via VISA or Mastercard). For that the credit card holder has to fill in the form I. personally.

Please note: Credit cards from some countries have recently been excluded from non-personal money transfer by the respective credit card companies because of safety reasons. Please inform yourself:

<http://www.uni-assist.de/index.php?id=6&ebene=4&lang=en>

OR

III. If you already have an account in Germany please grant ASSIST the payment by direct debit (Einzugsermächtigung). For that the account holder must to complete and sign form II. "Einmalige Einzugsermächtigung/Direct debit authorisation" personally.

OR

IV. Transfer the money with Western Union from abroad. Please learn about the detailed process at

www.uni-assist.de/index.php?id=9&ebene=3&lang=en

or www.westernunion.com

You will find the paying-in forms "Payment via VISA or EURO-/Mastercard" and "Direct debit authorisation" at the end of this information sheet.

7) Further procedures

- a) Please fill out the application form for admission to Human Medicine and provide all documents required as well as a copy of the bank transfer voucher with your application. Incomplete application cannot be processed by uni-assist. Please let us know your email address, if applicable. We will then be able to communicate faster and in a more reliable manner with you in clarifying open questions.
- b) Having checked your application documents, uni-assist will inform you of the result.
 - Provided your documents fulfil the formal admission requirements, the *Otto-von-Guericke-University Magdeburg* will be informed by uni-assist. This alone is **not an admission yet**, because then we will rank all applications according to grade point average and German knowledge. We will then inform you whether or not we can offer you a place at our university.
 - Should your documents not fulfil the formal admission requirements you will be notified by uni-assist, and your documents will 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.

Your file will be saved in a data base 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.

Further information is available here: www.uni-assist.de, service@uni-assist.de.

Best wishes for your application!

Direct debit authorisation (only for applicants with a German bank account)

Name of the bank -----
Bank code -----
Account number -----
Account holder: -----
Date: -----
Amount in Euro: -----