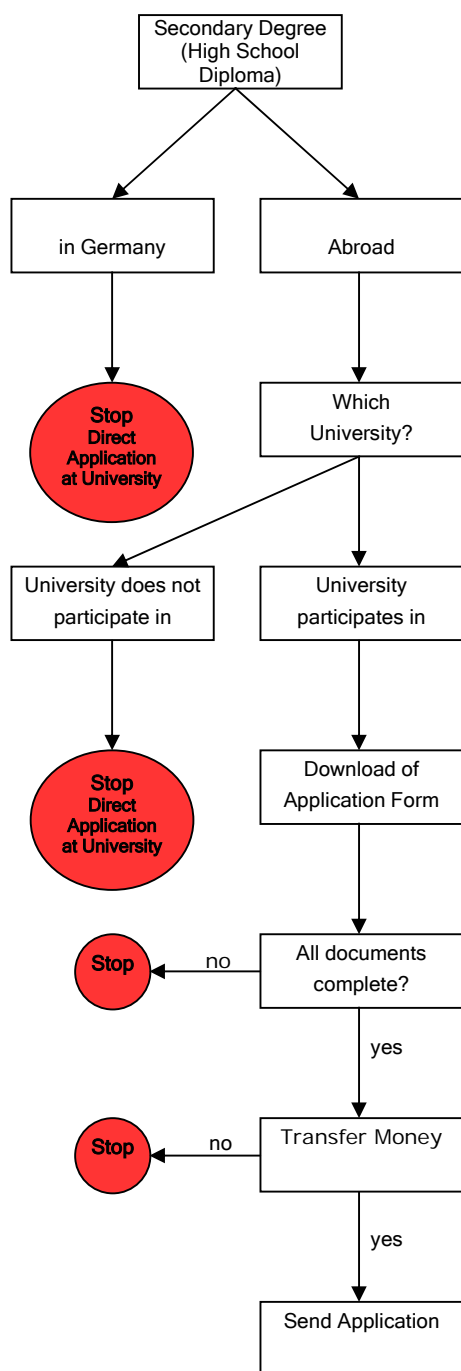


Assistance for Applicants from Abroad

You did not get your Abitur (High School Diploma) in Germany and you want to apply at our university?
Welcome and thank you for your interest in our institution!

Starting 1st of May 2004 our university will be supported by the ASSIST - "Application Services for International Students". The following steps explain this application procedure to you:



1) Which subjects would you like to study?

You will find an overview of the courses of studies offered by us and other German universities in the internet, for example under: www.campus-germany.de or www.hochschulkompass.de. You can check which university - apart from us - participates in the ASSIST application procedure under: www.uni-assist.de/universities.

2) Have you got an application form?

You can download an application form either directly under www.university.de or at the German Academic Exchange Service (DAAD) under www.daad.de. If you want to apply at two or more "ASSIST-Universities", you can use the shorter "ASSIST Application Form-Multi" to specify further universities. This form may be downloaded under: www.uni-assist.de/bewerbungsbogen.

When filling out your application form, please include your email address if available, so that we 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 claim in the application form. We are sorry that we cannot accept or process applications that do not include all the necessary supporting documents.

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 participate in the ASSIST application procedure under: www.uni-assist.de/universities.

4) Money Transfer

ASSIST charges 50€ for examining an application to an "ASSIST-University". Applicants wishing to apply to more than one participating university will be charged an additional 10€ per "ASSIST-University" applied to. Applicants from the Peoples Republic of China, who have already undergone application procedures with the "Akademische Prüfstelle (APS)" in Beijing, will be charged only 20€ and 10€ respectively.

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

Berliner Bank, Account number: 9991488322

Bank Code Number: 100 200 00

BIC/SWIFT-Code: BEBEDEBB

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

First Name
Family Name
Date of Birth
Citizenship

If you transfer the money from a foreign bank account, please take into account the international transaction fees charged by the bank. You can also pay by credit card (VISA or Mastercard, please see the form below).

5) Application Deadline and Further Procedures

Please send your application to:

Name of the University
c/o ASSIST e.V.
Helmholtzstr. 2-9
10587 Berlin

The application deadlines at our university are for each Summer Term and for each Winter Term. These deadlines are met if your application and a complete set of documents reach ASSIST in time.

In order to be able to eventually clarify open questions within the application deadlines we recommend that you send in your application

before ____ (sechs Wochen früher) for the winter term
before ____ (sechs Wochen früher) for the summer term.

ASSIST will then check your application and let you know about the status of your application as soon as possible. If all documents are complete and if you fulfill the conditions of admission, ASSIST will forward your application back 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 fulfill the admission requirements, 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 ASSIST within four weeks at the latest.

6) Do you have further questions?

You will find further details on the ASSIST application procedure within the attached "ASSIST Information Sheet" or in the internet under "www.uni-assist.de/application".

7) Payment by Credit Card or Direct Debit Authorization

If you prefer not to transfer the money to the ASSIST-Account, you can also give us "direct debit authorization" (we will then retrieve the money from your account in Germany) or you may pay by credit card. To do so, please fill out the following form and ask the holder of the account or of the credit card to sign it:

Payment by Credit Card

VISA or Mastercard
Amount in €: _____
Card Holder _____
Card No.: _____
Valid until (month/year): _____

Signature of Card Holder

or

Single Direct Debit Authorization (only for applicants with German bank accounts)

Name of the bank _____
BLZ _____
Account number _____
Owner of the account: _____
Amount in €: _____
Date: _____

Signature of Account Holder

Thank you for your application!

Your ASSIST - Team