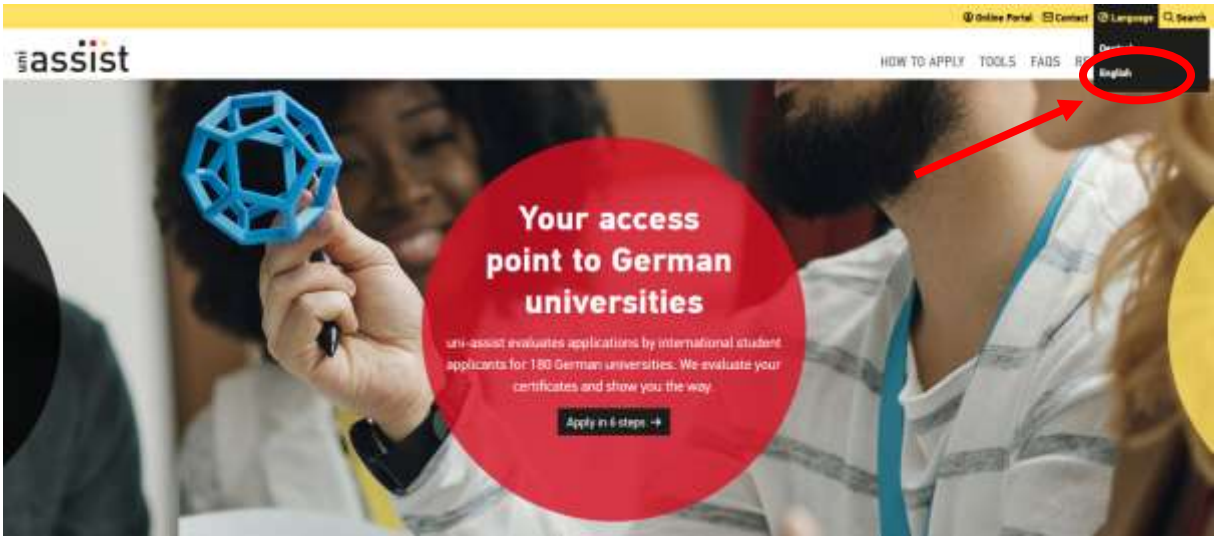
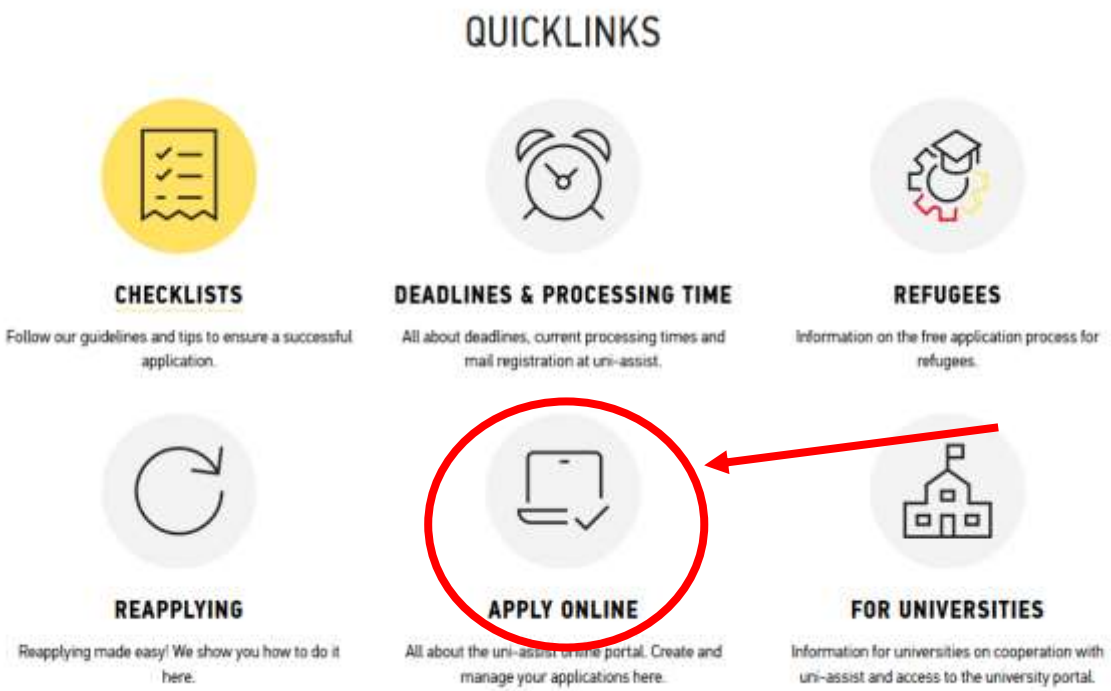
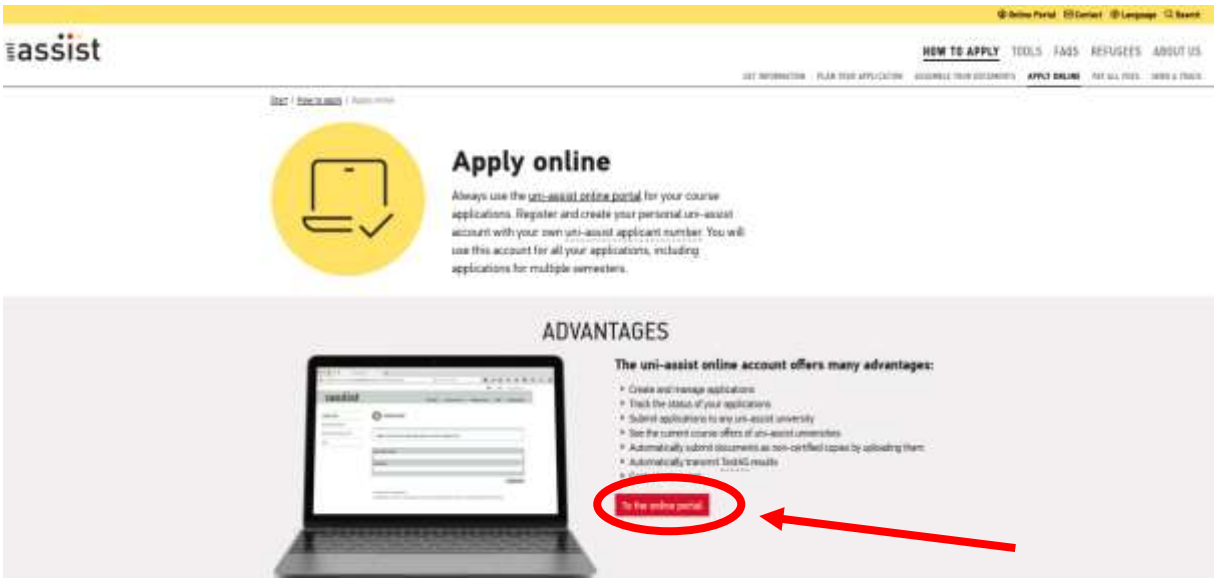
Uni-assist: how to apply for IFBC

1. Visit the uni-assist website www.uni-assist.de and switch to the English version. Scroll down to the Quicklinks. Here you can find an overview of all relevant information. Follow the steps indicated when clicking "**Online portal**".

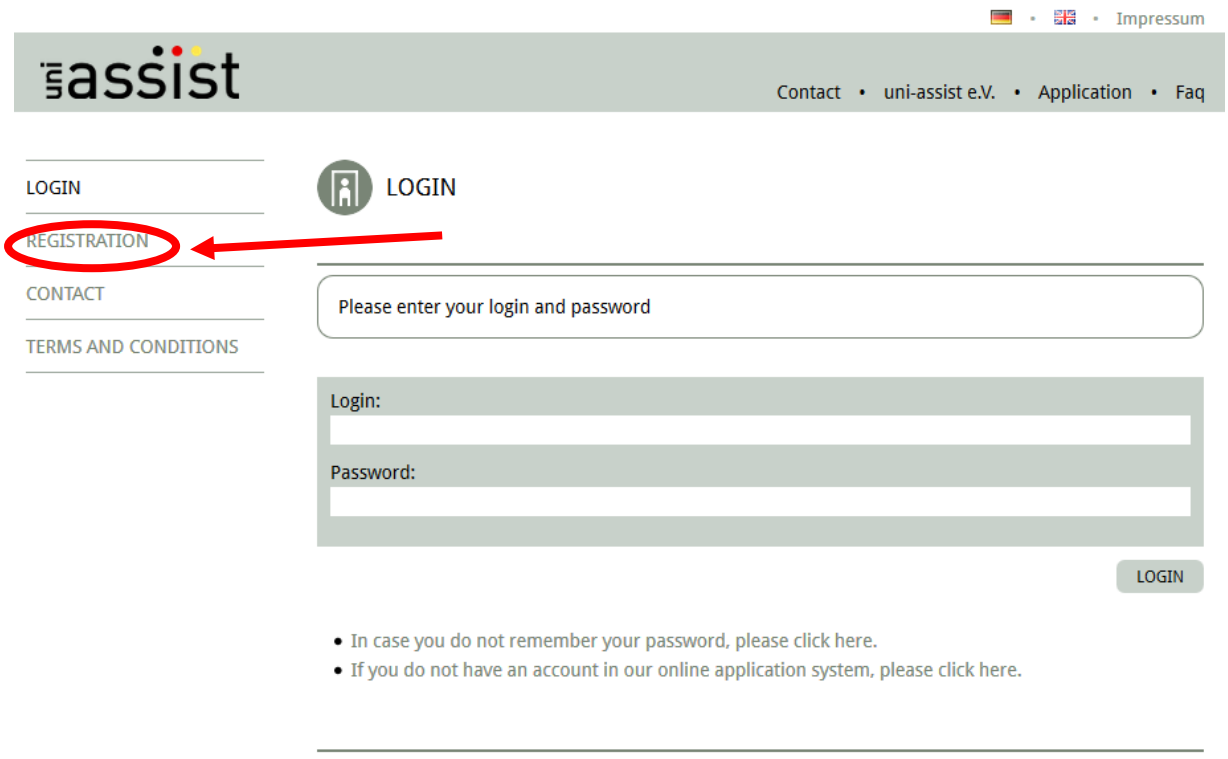




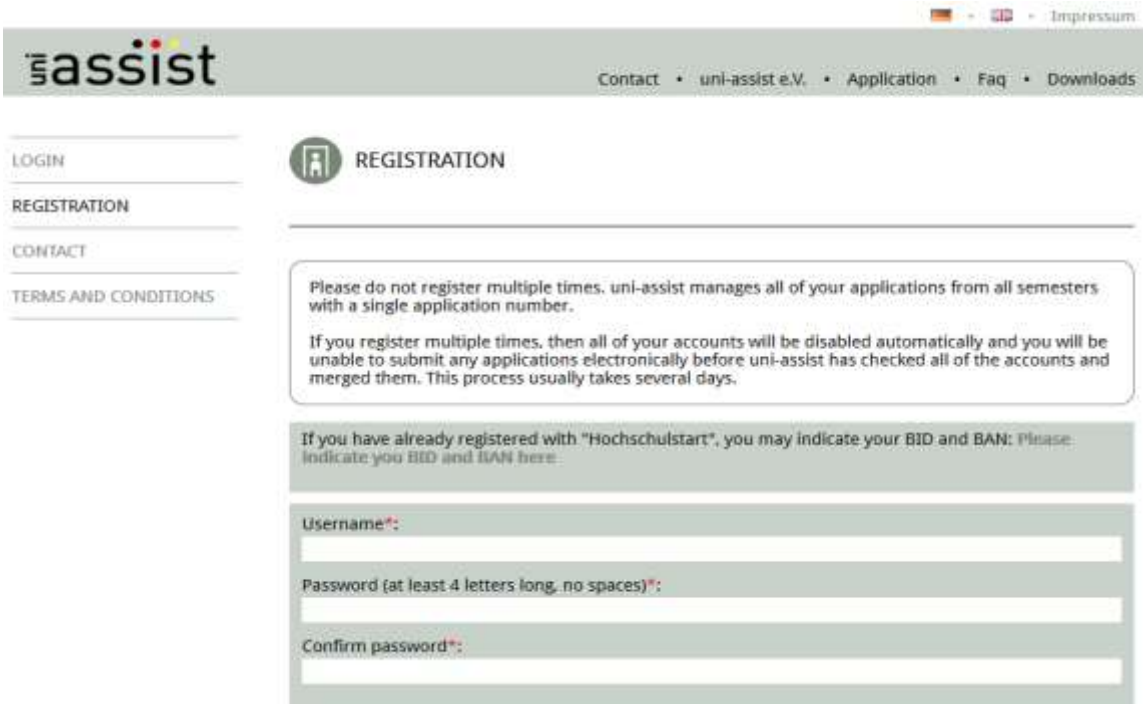
2. In order to proceed to the application form, you need to generate an online-account with your personal login-data as a first step. Therefore, click on "**To the online portal**".



3. Are you using uni-assist online service for the first time? Then please click on "**Registration**". Are you already registered with uni-assist? Then please log in.



4. Fill in your details into the registration form and choose a username and password. Note these down for future log-ins. Do not forget to enter your uni-assist application number if you applied before! Click on "**REGISTER WITH US**".

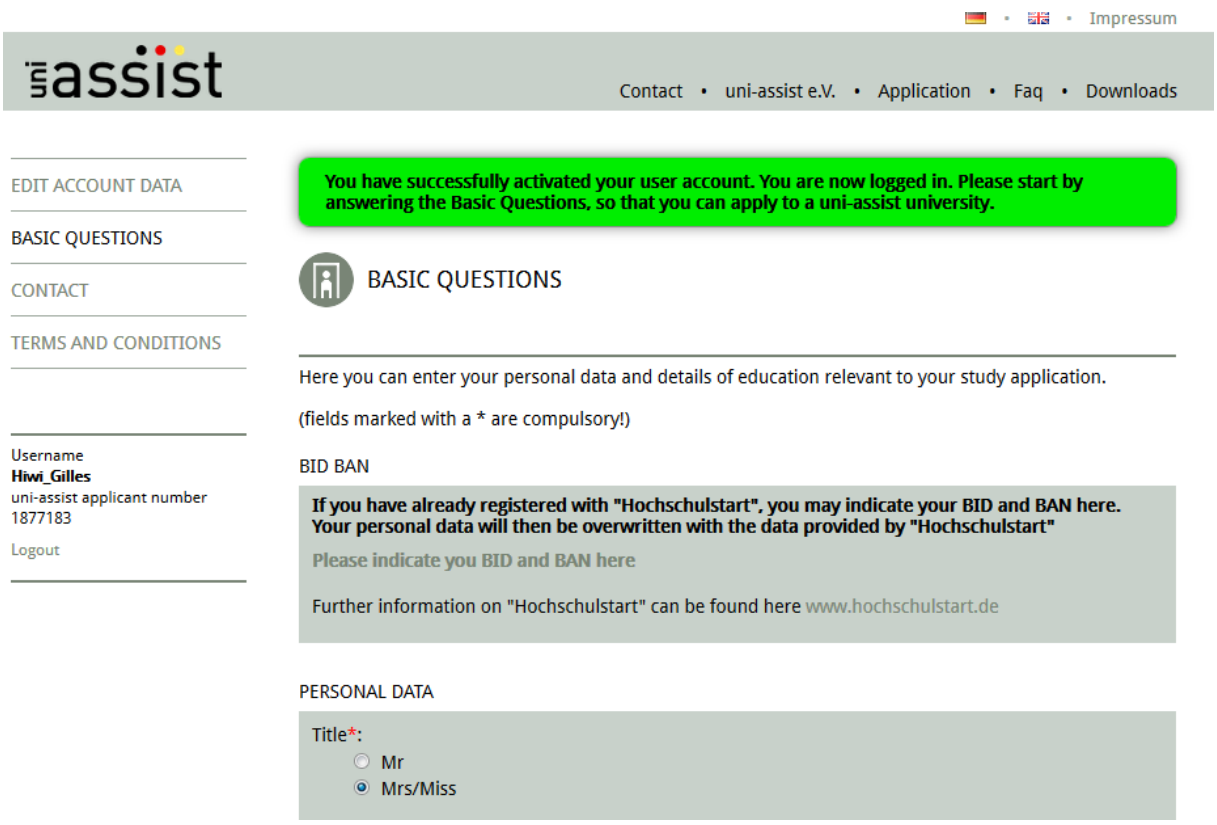


5. After successful creation of a new account, you will receive an email with a personal activation link. Please make sure to activate your account within 48 hours. Check your spam mail folder to avoid deleting the e-mail.

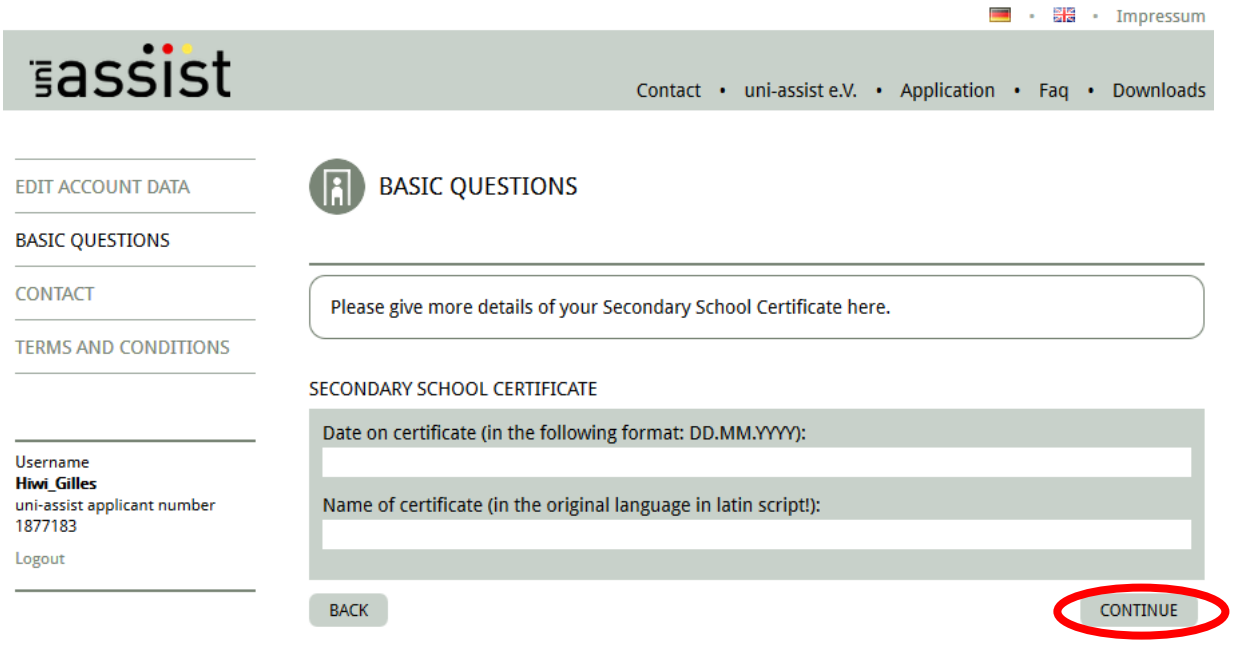
   From now on, you will be able to access the uni-assist platform with your individual password using this link (https://www.uni-assist.de/online/Frontend/Login/index?lang=en).

   Once you have created an account you can login at any time and fill in and edit the application form. You also will be able to submit your online application.
   Your login data will remain valid for future visits and will allow you to
   - trace your application status,
   - change your priorities or
   - check the chances of your application; cf. prognosis.

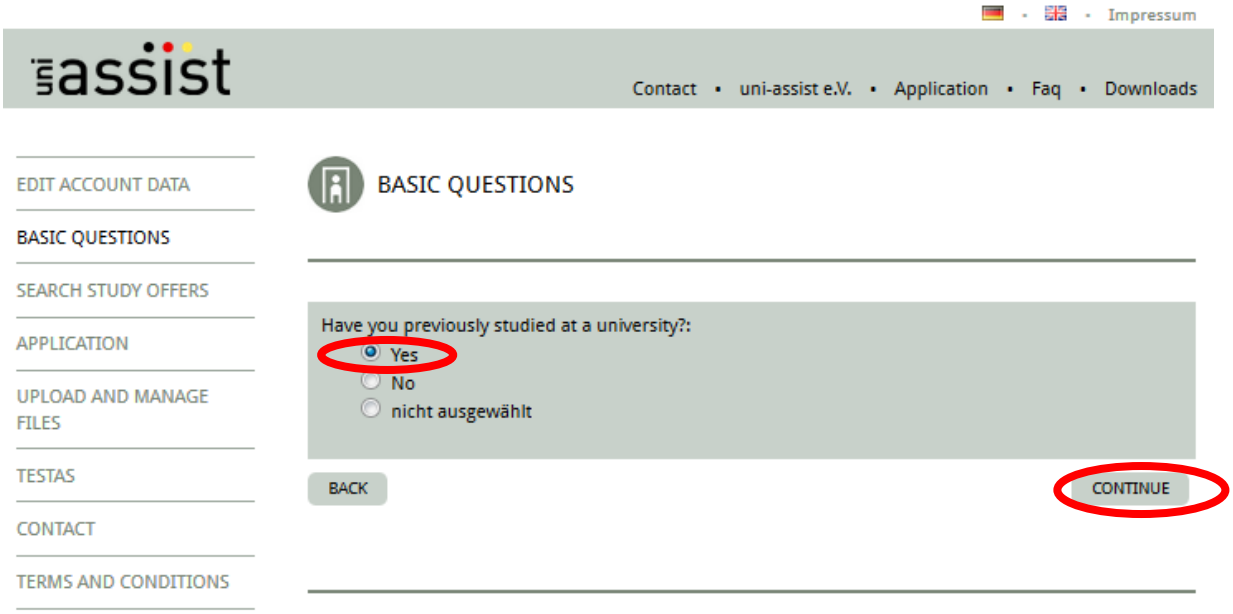
6. After activating your account by using the personal activation link, fill in the form "BASIC QUESTIONS" regarding your personal data and educational background. You have to go to every point of this list and fill in at least the required fields marked with a star (*). Click on "**Continue**" at the end of the page.



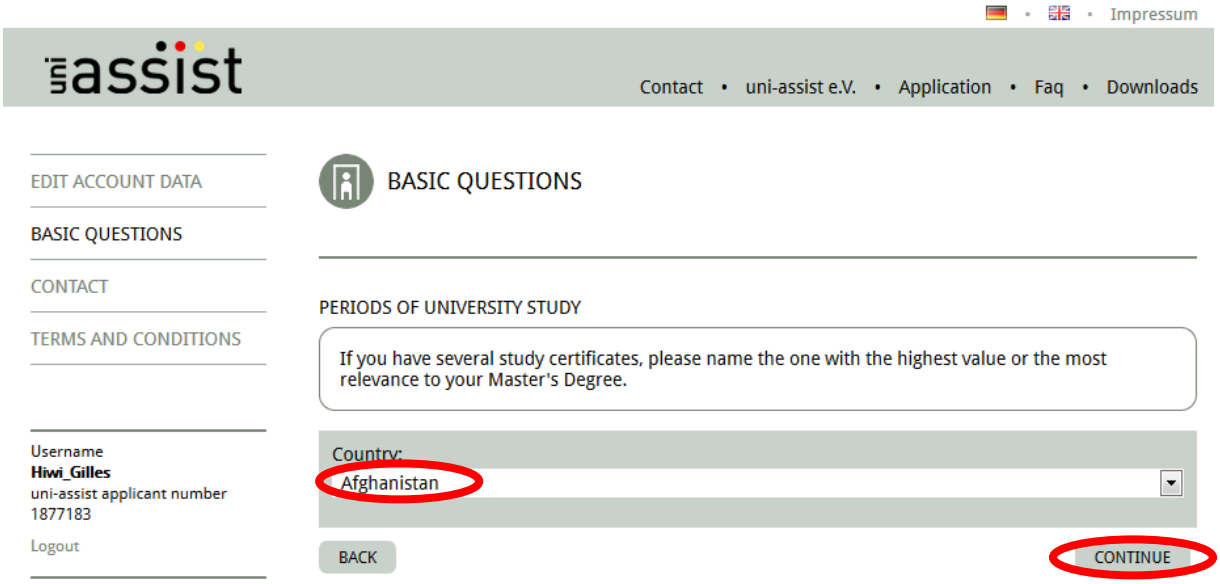
7. After the form for your personal data, uni-assist will ask you about your secondary school certificate. Choose the country where you completed your Secondary Education and click "**Continue**". Afterwards you have to give the date on certificate. Please enter the name of your certificate in the second row.



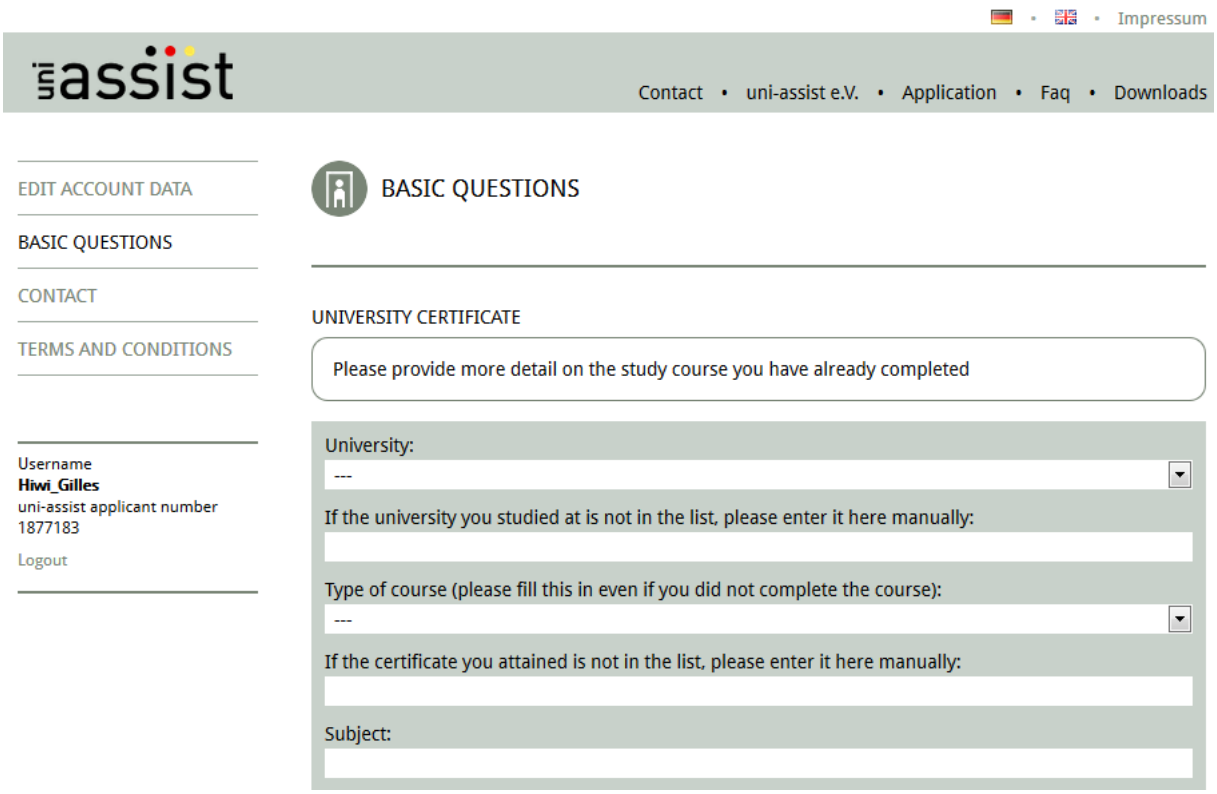
8. Then you will be asked about your higher education background. Applicants for the IFBC programme should hold a previous degree (e.g. BA) and hence tick "**Yes**" here.



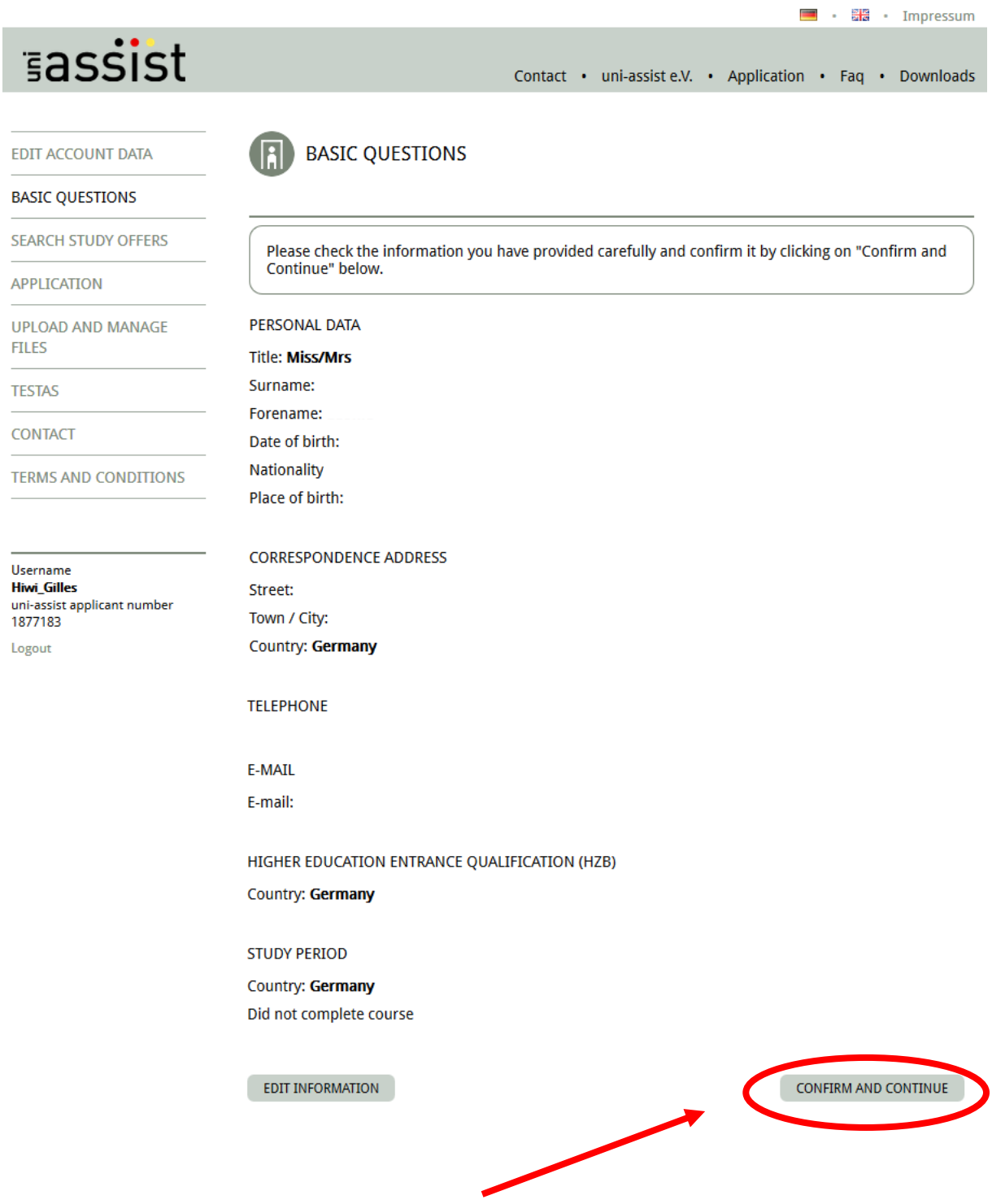
9. In the next step, indicate in which country you acquired your first degree and press "**Continue**". If you have several study certificates name the one with the highest value or the most relevance to your Master's degree.



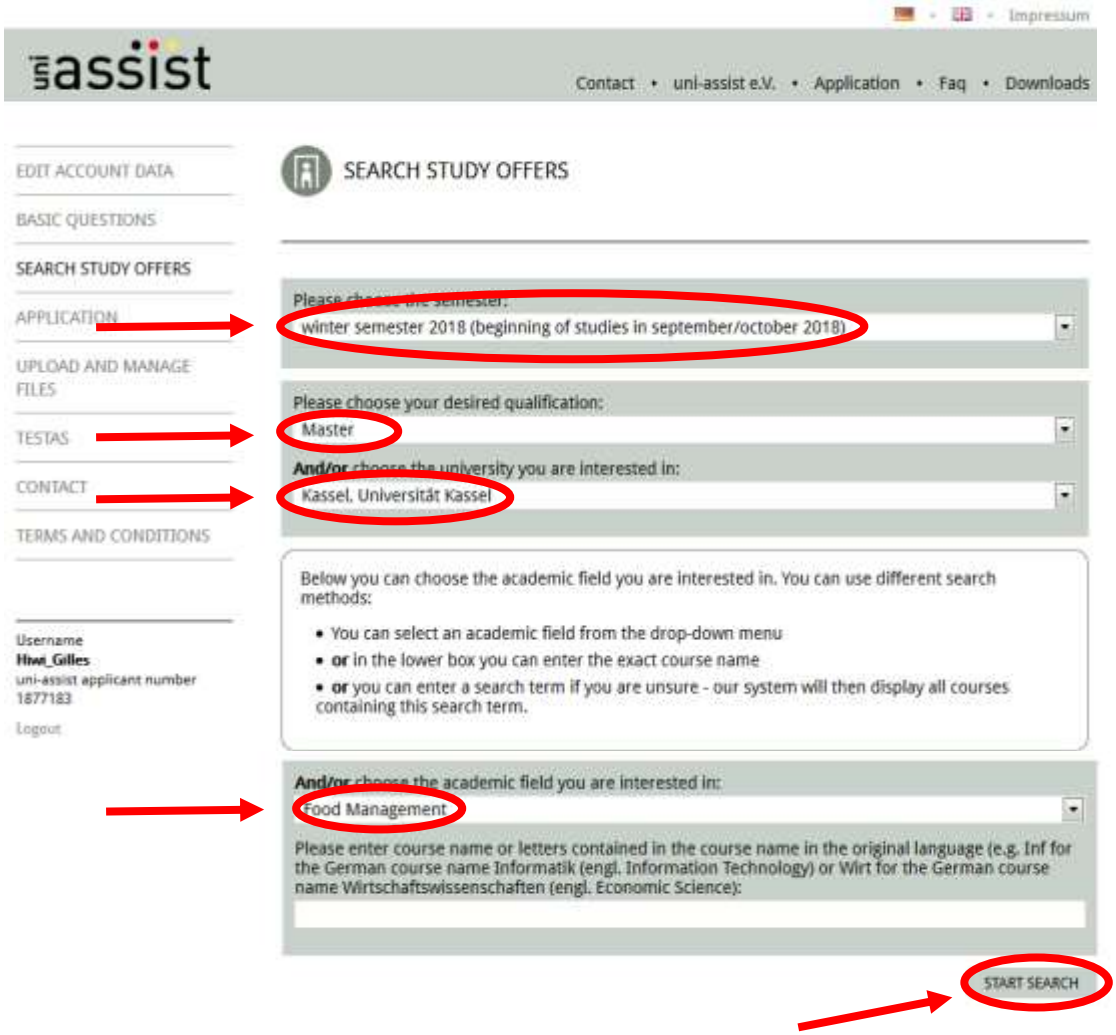
10. After that you need to give the information related to your first degree which may be in Food Science, Food Technology, Agriculture or related fields. Click on "**Continue**" after filling in all required information.



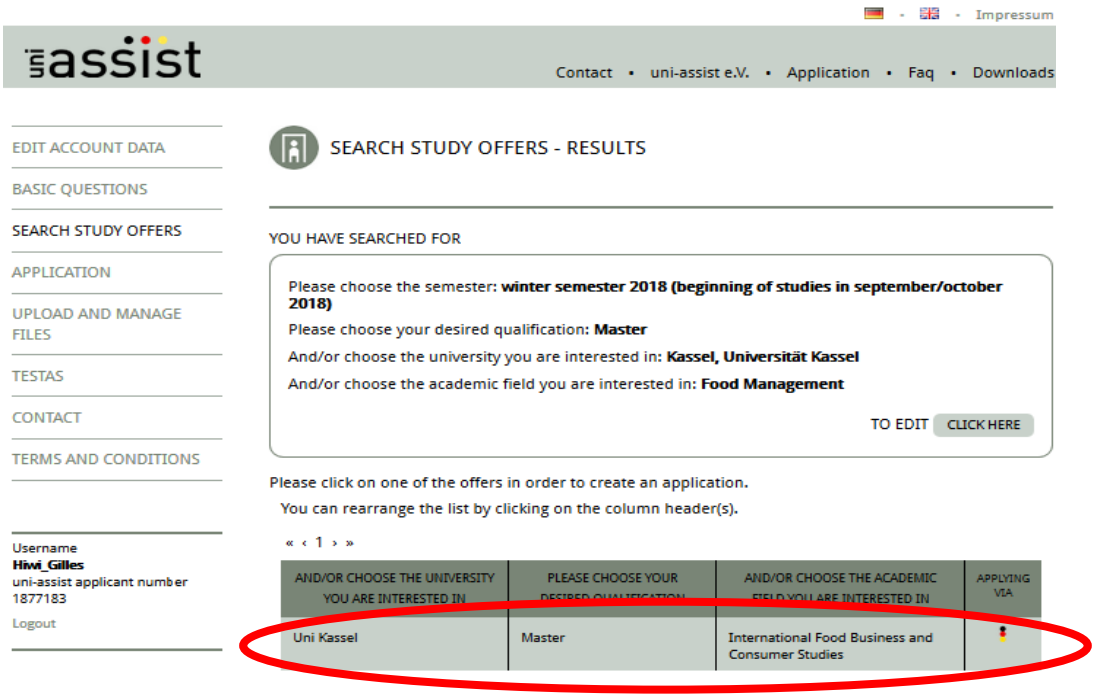
11. After giving all the required information, an overview of your data will appear where you have to confirm personal data, correspondence address, telephone number, e-mail and higher education entrance qualifications, if it is correct.



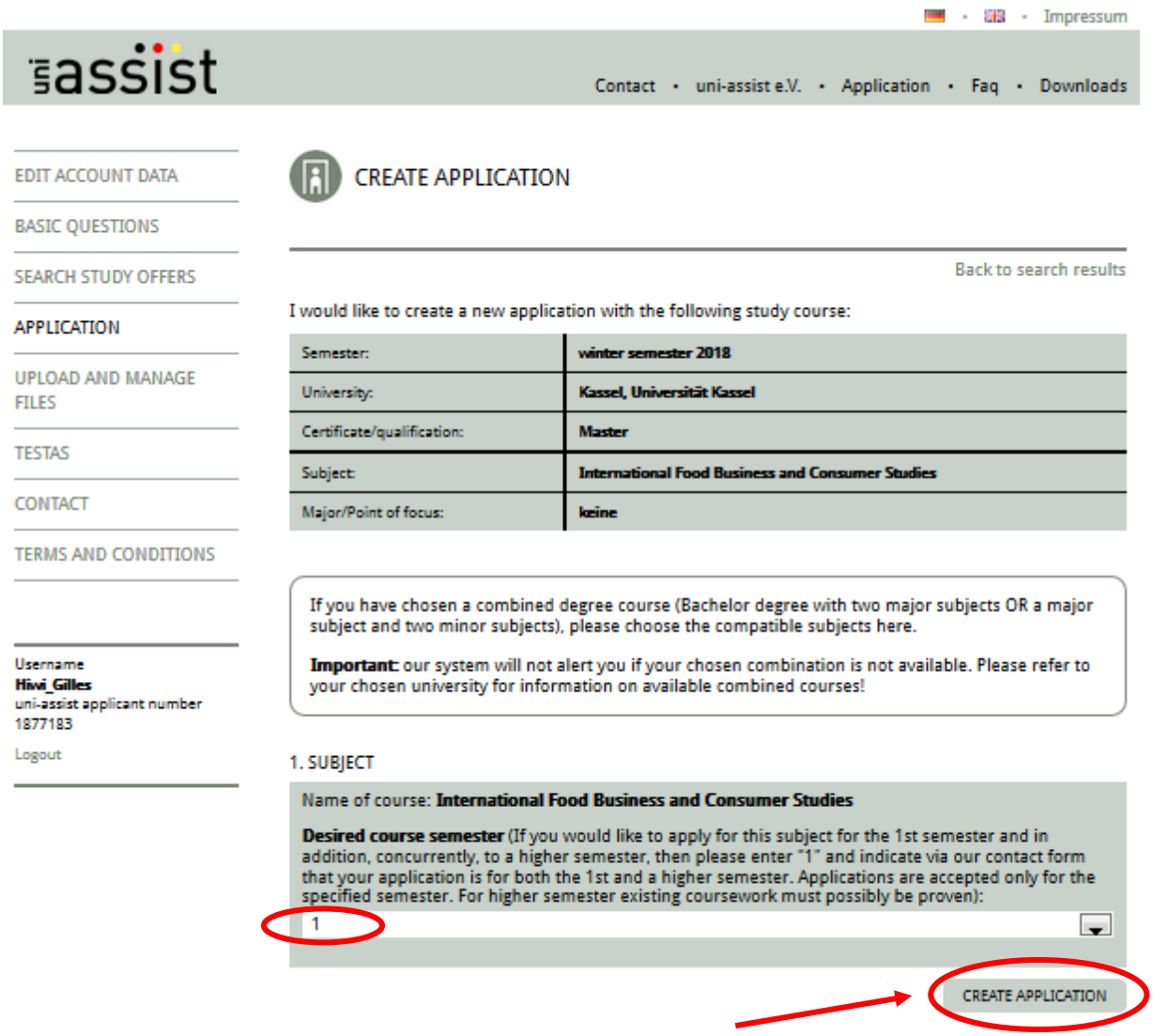
12. You will be redirected to **“Search Study Offers”**. Type in the information as follows (leave the line at the bottom “course name” blank):



13. Click on “**Start Search**” and a short list of programmes will appear. Click on “**International Food Business and Consumer Studies**"

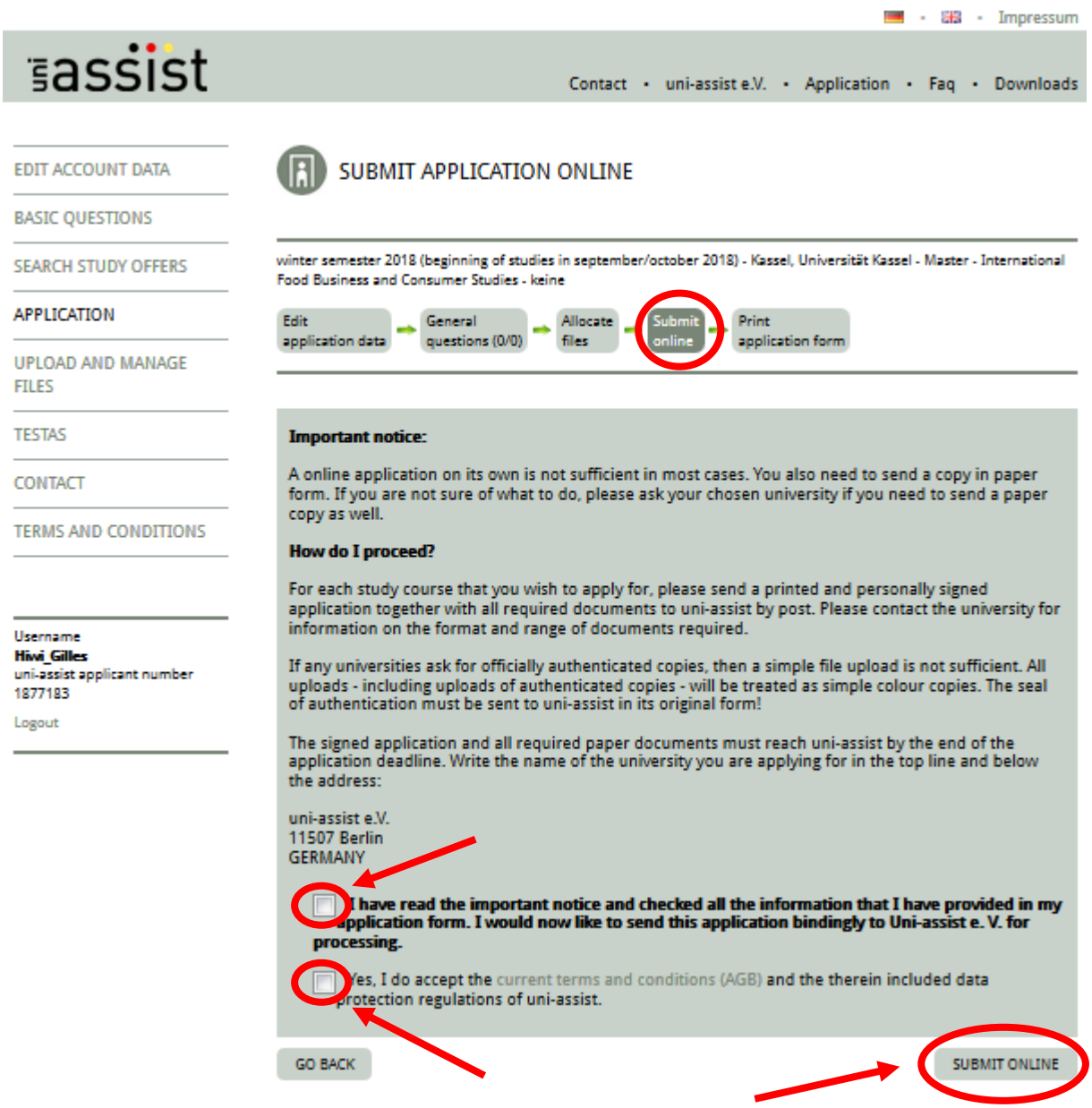


14. On the next page you have to choose in which semester you want to start, which should be "**1**" and to press "**CREATE APPLICATION**".



15. Your application has been filed in the uni-assist's data bank. Now, you have to go through a chain of steps in order to have a complete application. In each step, you have to give detailed information about previous studies, language skills, etc. and you can upload files like curriculum vitae, certificates, etc. Click on **all subject blocks** in the drop-down menu and be careful not to miss out any of the required information. You can save the current status of your application in between and continue filling in later. In order to switch between the steps click "**Continue**" or "**Go to next step**".

16. Please read this page about printing and sending in a hard copy of your application carefully, note the address and confirm that you have read all the important notices and information as well as that you accept the current terms and conditions (tick the two boxes). After that you can click "**SUBMIT ONLINE**" – **Please keep in mind that once you click on this button, your application will be submitted to uni-assist and you will not be able to make any more changes to your application!**



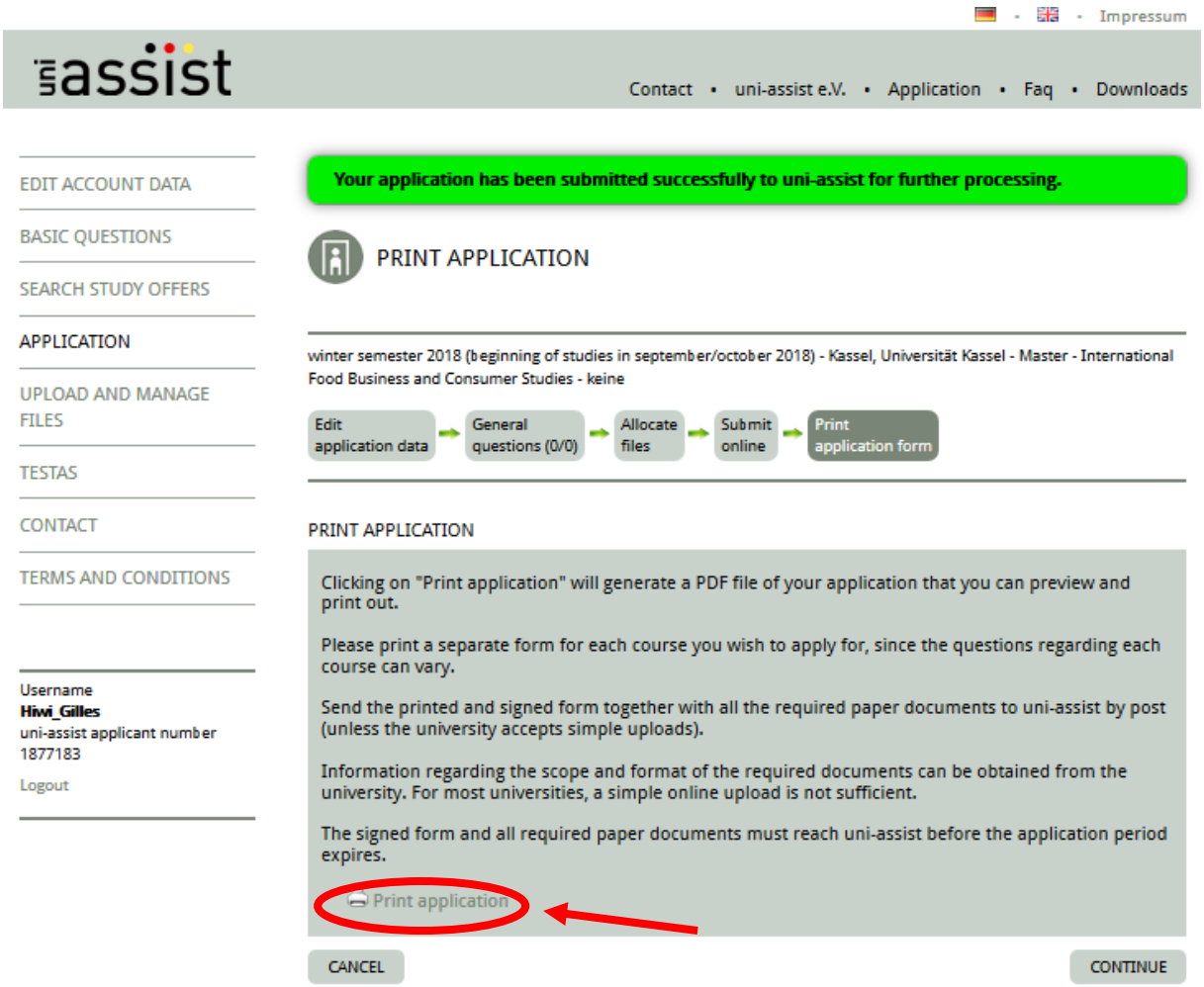
17. Read the following information carefully. Then click in the "**Print application**"-button at the bottom of the text box. A pdf-file of your application will be created. **Print this form, sign it where required and send a scanned copy thereof along with all authenticated copies of your certificates to uni-assist to the following postal address:**

uni-assist e.V.
11507 Berlin
GERMANY

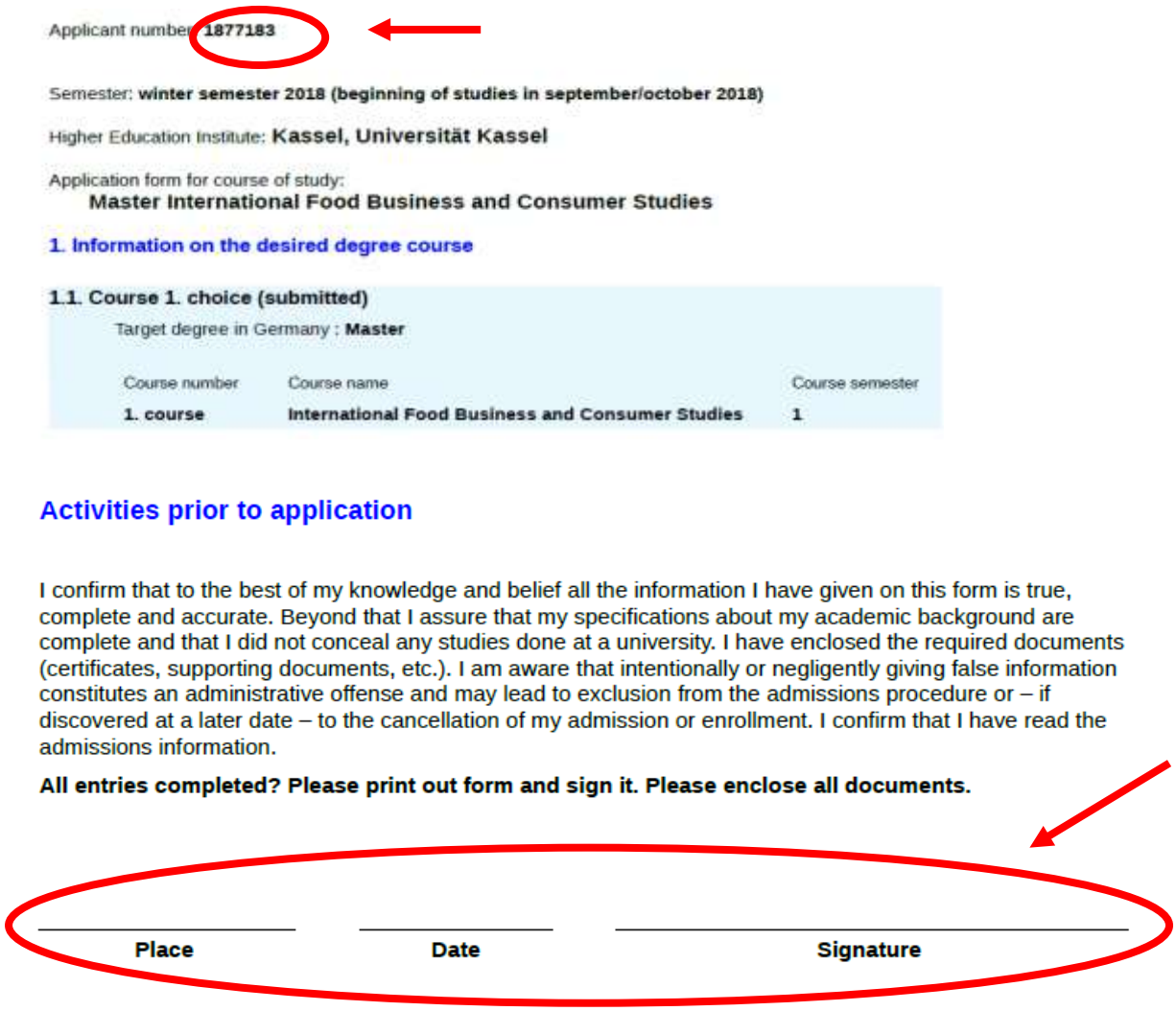
If your mail service does not accept the address above, please send your documents to:

uni-assist e.V.
Geneststrasse 5
10829 Berlin

instead. This should not extend the delivery time.



Note that the PDF file contains your applicant number which identifies your application.



Applicant number: **1877183**

Semester: **winter semester 2018 (beginning of studies in september/october 2018)**

Higher Education Institute: **Kassel, Universität Kassel**

Application form for course of study:
Master International Food Business and Consumer Studies

1. Information on the desired degree course

1.1. Course 1. choice (submitted)

Target degree in Germany : **Master**

Course number	Course name	Course semester
1. course	**International Food Business and Consumer Studies**	**1**

Activities prior to application

I confirm that to the best of my knowledge and belief all the information I have given on this form is true, complete and accurate. Beyond that I assure that my specifications about my academic background are complete and that I did not conceal any studies done at a university. I have enclosed the required documents (certificates, supporting documents, etc.). I am aware that intentionally or negligently giving false information constitutes an administrative offense and may lead to exclusion from the admissions procedure or – if discovered at a later date – to the cancellation of my admission or enrollment. I confirm that I have read the admissions information.

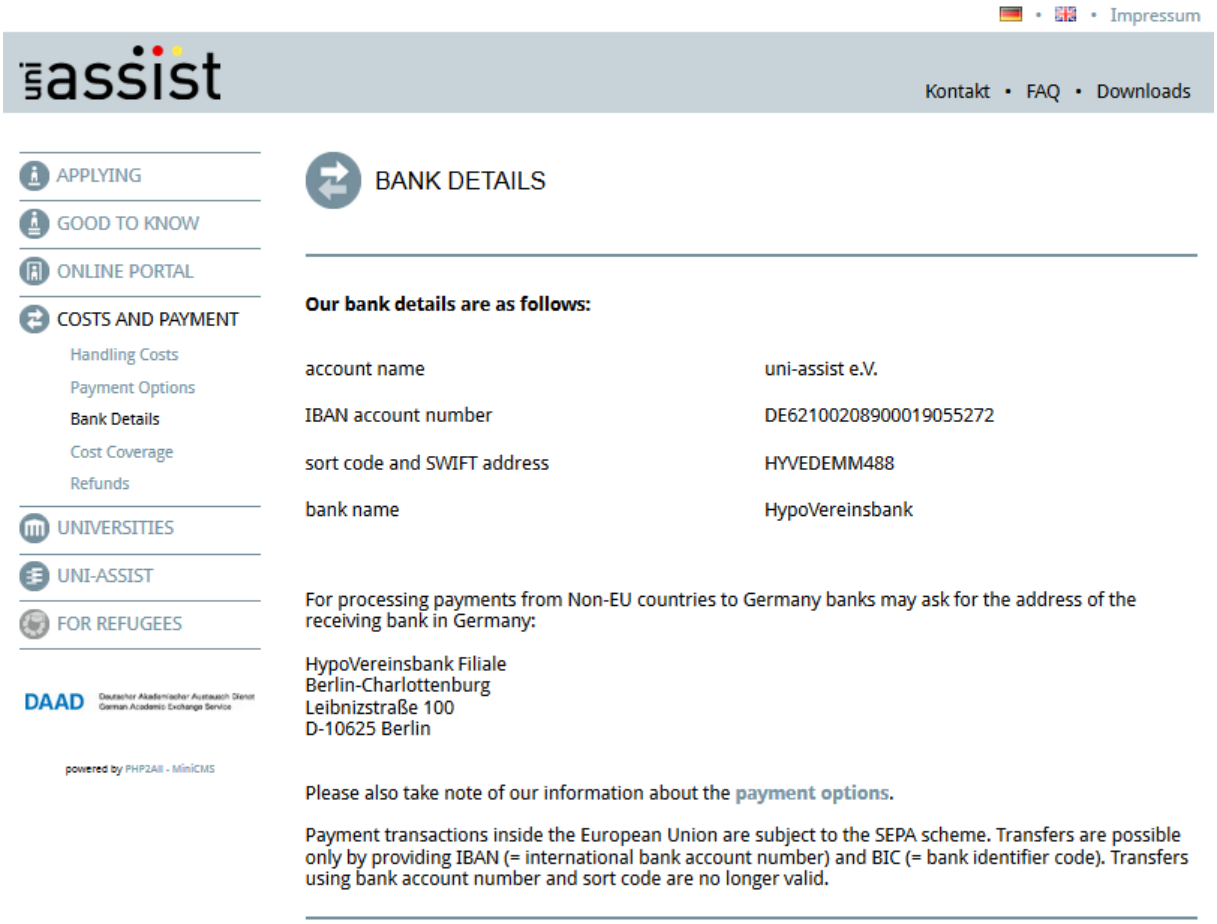
All entries completed? Please print out form and sign it. Please enclose all documents.

Place	**Date**	**Signature**

The above information will be stored and processed by the higher education institutions. They are fully subject to the data protection regulations currently in force.

18. Safe the file for later use (cf. comments below for submission of hard copy application documents)!

19. Lastly, your list of applications appears, as well as the status of your application. Please note, that uni-assist does not start processing your application until the fee of 75€ are paid.
    The processing fees (cf. e-mail sent to you by uni-assist for the amount) can be transferred to the bank account given in the screenshot below.



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Kontakt • FAQ • Downloads

APPLYING
GOOD TO KNOW
ONLINE PORTAL
COSTS AND PAYMENT
Handling Costs
Payment Options
Bank Details
Cost Coverage
Refunds
UNIVERSITIES
UNI-ASSIST
FOR REFUGEES

DAAD Deutscher Akademischer Austausch Dienst German Academic Exchange Service

powered by PHP2All - MiniCMS

BANK DETAILS

Our bank details are as follows:

account name	uni-assist e.V.
IBAN account number	DE62100208900019055272
sort code and SWIFT address	HYVEDEMM488
bank name	HypoVereinsbank

For processing payments from Non-EU countries to Germany banks may ask for the address of the receiving bank in Germany:

HypoVereinsbank Filiale
Berlin-Charlottenburg
Leibnizstraße 100
D-10625 Berlin

Please also take note of our information about the payment options.

Payment transactions inside the European Union are subject to the SEPA scheme. Transfers are possible only by providing IBAN (= international bank account number) and BIC (= bank identifier code). Transfers using bank account number and sort code are no longer valid.

20. Upon reception of your application documents and the processing fees, uni-assist will check the formal criteria for eligibility for the IFBC program. Given you are eligible, the application is forwarded to the IFBC admission board of the University of Kassel which will check the compliance of the application with the IFBC programme requirements. In case of acceptance, you will be informed via e-mail about the next steps and will receive an admission letter.