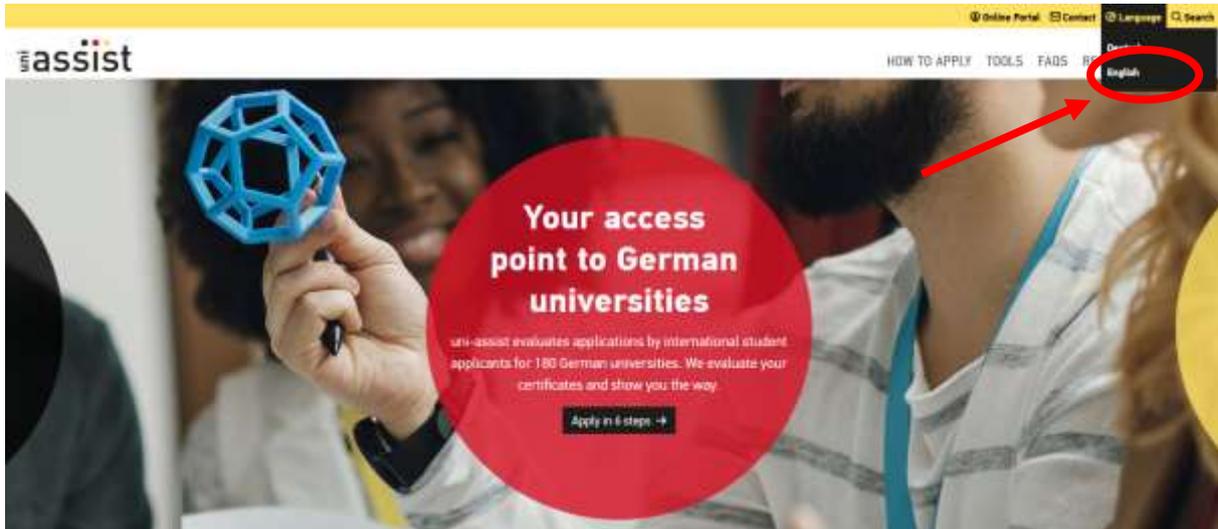


Uni-assist: how to apply for IFBC

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”.



QUICKLINKS



CHECKLISTS

Follow our guidelines and tips to ensure a successful application.



DEADLINES & PROCESSING TIME

All about deadlines, current processing times and mail registration at uni-assist.



REFUGEES

Information on the free application process for refugees.



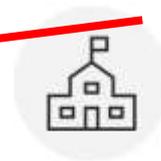
REAPPLYING

Reapplying made easy! We show you how to do it here.



APPLY ONLINE

All about the uni-assist online portal. Create and manage your applications here.



FOR UNIVERSITIES

Information for universities on cooperation with uni-assist and access to the university portal.

- 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"**.

The screenshot shows the uni-assist website header with the logo and navigation links. The main content area features a yellow circle with a laptop icon and the heading "Apply online". Below this, there is a section titled "ADVANTAGES" with a list of benefits and a button labeled "To the online portal" which is circled in red. A red arrow points from the right towards this button.

- 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.

The screenshot shows the uni-assist website's login and registration page. The header includes the uni-assist logo and navigation links. On the left, there is a vertical menu with links for "LOGIN", "REGISTRATION", "CONTACT", and "TERMS AND CONDITIONS". The "REGISTRATION" link is circled in red, and a red arrow points to it. The main content area has a "LOGIN" heading with a user icon, followed by a text box that says "Please enter your login and password". Below this are input fields for "Login:" and "Password:", and a "LOGIN" button. At the bottom, there are two bullet points: "In case you do not remember your password, please click here." and "If you do not have an account in our online application system, please click here."

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**".

uni-assist

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LOGIN

REGISTRATION

CONTACT

TERMS AND CONDITIONS

REGISTRATION

Please do not register multiple times. uni-assist manages all of your applications from all semesters with a single application number.

If you register multiple times, then all of your accounts will be disabled automatically and you will be unable to submit any applications electronically before uni-assist has checked all of the accounts and merged them. This process usually takes several days.

If you have already registered with "Hochschulstart", you may indicate your BID and BAN: Please indicate you BID and BAN here:

Username*:

Password (at least 4 letters long, no spaces)*:

Confirm password*:

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.

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[EDIT ACCOUNT DATA](#)

[BASIC QUESTIONS](#)

[CONTACT](#)

[TERMS AND CONDITIONS](#)

Username
Hwi_Gilles
uni-assist applicant number
1877183
[Logout](#)

You have successfully activated your user account. You are now logged in. Please start by answering the Basic Questions, so that you can apply to a uni-assist university.

 **BASIC QUESTIONS**

Here you can enter your personal data and details of education relevant to your study application.
(fields marked with a * are compulsory!)

BID BAN

If you have already registered with "Hochschulstart", you may indicate your BID and BAN here. Your personal data will then be overwritten with the data provided by "Hochschulstart"

Please indicate you BID and BAN here

Further information on "Hochschulstart" can be found here www.hochschulstart.de

PERSONAL DATA

Title*:

Mr

Mrs/Miss

- 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.

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BASIC QUESTIONS

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uni-assist applicant number
1877183
Logout

 **BASIC QUESTIONS**

Please give more details of your Secondary School Certificate here.

SECONDARY SCHOOL CERTIFICATE

Date on certificate (in the following format: DD.MM.YYYY):

Name of certificate (in the original language in latin script!):

- 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.

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EDIT ACCOUNT DATA

BASIC QUESTIONS

SEARCH STUDY OFFERS

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 **BASIC QUESTIONS**

Have you previously studied at a university?:

Yes

No

nicht ausgewählt

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.

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BASIC QUESTIONS

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uni-assist applicant number
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Logout

 **BASIC QUESTIONS**

PERIODS OF UNIVERSITY STUDY

If you have several study certificates, please name the one with the highest value or the most relevance to your Master's Degree.

Country:
Afghanistan

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.

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BASIC QUESTIONS

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 **BASIC QUESTIONS**

UNIVERSITY CERTIFICATE

Please provide more detail on the study course you have already completed

University:

If the university you studied at is not in the list, please enter it here manually:

Type of course (please fill this in even if you did not complete the course):

If the certificate you attained is not in the list, please enter it here manually:

Subject:

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.

EDIT ACCOUNT DATA

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SEARCH STUDY OFFERS

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BASIC QUESTIONS

Please check the information you have provided carefully and confirm it by clicking on "Confirm and Continue" below.

PERSONAL DATA

Title: **Miss/Mrs**

Surname:

Forename:

Date of birth:

Nationality

Place of birth:

CORRESPONDENCE ADDRESS

Street:

Town / City:

Country: **Germany**

TELEPHONE

E-MAIL

E-mail:

HIGHER EDUCATION ENTRANCE QUALIFICATION (HZB)

Country: **Germany**

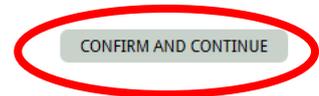
STUDY PERIOD

Country: **Germany**

Did not complete course

EDIT INFORMATION

CONFIRM AND CONTINUE



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

The screenshot shows the 'SEARCH STUDY OFFERS' page on the uni-assist website. The left sidebar contains navigation links: EDIT ACCOUNT DATA, BASIC QUESTIONS, SEARCH STUDY OFFERS, APPLICATION, UPLOAD AND MANAGE FILES, TESTAS, CONTACT, and TERMS AND CONDITIONS. The main content area has the following fields:

- Please choose the semester:** winter semester 2018 (beginning of studies in september/october 2018)
- Please choose your desired qualification:** Master
- And/or choose the university you are interested in:** Kassel, Universität Kassel
- Below you can choose the academic field you are interested in. You can use different search methods:**
 - You can select an academic field from the drop-down menu
 - or in the lower box you can enter the exact course name
 - or you can enter a search term if you are unsure - our system will then display all courses containing this search term.
- And/or choose the academic field you are interested in:** Food Management
- Please enter course name or letters contained in the course name in the original language (e.g. Inf for the German course name Informatik (engl. Information Technology) or Wirt for the German course name Wirtschaftswissenschaften (engl. Economic Science):** (empty field)
- START SEARCH** button

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

The screenshot shows the 'SEARCH STUDY OFFERS - RESULTS' page. The left sidebar is identical to the previous page. The main content area displays the search criteria used:

YOU HAVE SEARCHED FOR

Please choose the semester: **winter semester 2018 (beginning of studies in september/october 2018)**
 Please choose your desired qualification: **Master**
 And/or choose the university you are interested in: **Kassel, Universität Kassel**
 And/or choose the academic field you are interested in: **Food Management**

TO EDIT [CLICK HERE](#)

Please click on one of the offers in order to create an application.
 You can rearrange the list by clicking on the column header(s).

« < 1 > »

AND/OR CHOOSE THE UNIVERSITY YOU ARE INTERESTED IN	PLEASE CHOOSE YOUR DESIRED QUALIFICATION	AND/OR CHOOSE THE ACADEMIC FIELD YOU ARE INTERESTED IN	APPLYING VIA
Uni Kassel	Master	International Food Business and Consumer Studies	

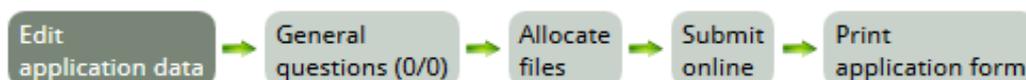
14. On the next page you have to choose in which semester you want to start, which should be "1" and to press "CREATE APPLICATION".

The screenshot shows the uni-assist application interface. On the left is a sidebar with navigation links: EDIT ACCOUNT DATA, BASIC QUESTIONS, SEARCH STUDY OFFERS, APPLICATION, UPLOAD AND MANAGE FILES, TESTAS, CONTACT, and TERMS AND CONDITIONS. Below these is the user's profile: Username **Hivi Gilles**, uni-assist applicant number 1877183, and a Logout link. The main header contains the uni-assist logo and navigation links: Contact, uni-assist e.V., Application, Faq, and Downloads. The main content area is titled 'CREATE APPLICATION' and includes a 'Back to search results' link. It states: 'I would like to create a new application with the following study course:'. Below this is a table with the following details:

Semester:	winter semester 2018
University:	Kassel, Universität Kassel
Certificate/qualification:	Master
Subject:	International Food Business and Consumer Studies
Major/Point of focus:	keine

Below the table is a note: 'If you have chosen a combined degree course (Bachelor degree with two major subjects OR a major subject and two minor subjects), please choose the compatible subjects here.' An important note follows: 'Important: our system will not alert you if your chosen combination is not available. Please refer to your chosen university for information on available combined courses!'. The next section is '1. SUBJECT', showing the course name 'International Food Business and Consumer Studies' and a dropdown menu for 'Desired course semester' with '1' selected. A red circle highlights the '1' in the dropdown. A red arrow points to the 'CREATE APPLICATION' button, which is also circled in red.

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!**

uni-assist

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EDIT ACCOUNT DATA

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1877183
Logout

SUBMIT APPLICATION ONLINE

winter semester 2018 (beginning of studies in september/october 2018) - Kassel, Universität Kassel - Master - International Food Business and Consumer Studies - keine

Edit application data → General questions (0/0) → Allocate files → **Submit online** → Print application form

Important notice:

A online application on its own is not sufficient in most cases. You also need to send a copy in paper form. If you are not sure of what to do, please ask your chosen university if you need to send a paper copy as well.

How do I proceed?

For each study course that you wish to apply for, please send a printed and personally signed application together with all required documents to uni-assist by post. Please contact the university for information on the format and range of documents required.

If any universities ask for officially authenticated copies, then a simple file upload is not sufficient. All uploads - including uploads of authenticated copies - will be treated as simple colour copies. The seal of authentication must be sent to uni-assist in its original form!

The signed application and all required paper documents must reach uni-assist by the end of the application deadline. Write the name of the university you are applying for in the top line and below the address:

uni-assist e.V.
11507 Berlin
GERMANY

I have read the important notice and checked all the information that I have provided in my application form. I would now like to send this application bindingly to Uni-assist e. V. for processing.

Yes, I do accept the current terms and conditions (AGB) and the therein included data protection regulations of uni-assist.

GO BACK

SUBMIT ONLINE

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.

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Username
Hivi Gilles
uni-assist applicant number
1877183

Logout

Your application has been submitted successfully to uni-assist for further processing.

 **PRINT APPLICATION**

winter semester 2018 (beginning of studies in september/october 2018) - Kassel, Universität Kassel - Master - International Food Business and Consumer Studies - keine

Edit application data → General questions (0/0) → Allocate files → Submit online → **Print application form**

PRINT APPLICATION

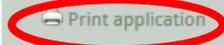
Clicking on "Print application" will generate a PDF file of your application that you can preview and print out.

Please print a separate form for each course you wish to apply for, since the questions regarding each course can vary.

Send the printed and signed form together with all the required paper documents to uni-assist by post (unless the university accepts simple uploads).

Information regarding the scope and format of the required documents can be obtained from the university. For most universities, a simple online upload is not sufficient.

The signed form and all required paper documents must reach uni-assist before the application period expires.

 **Print application** ←

CANCEL CONTINUE

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. Save 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.

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


 Deutscher Akademischer Austausch Dienst
 German Academic Exchange Service

powered by PHP2AIR - 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.