Online M.Sc. Wind Energy Systems

uni-assist Guideline
Content

Who should apply to uni-assist for a place at the University of Kassel?.......................................................... 3
How much is the application fee? ..................................................................................................................... 3
Which document do I need to submit my application for WES master program? ......................................... 3
What is a certified copy? .................................................................................................................................. 3
What are the necessary steps for a successful application at uni-assist?...................................................... 4
Step by step through the uni-assist online application ................................................................................ 6
  Step 1: How to obtain a login account for the uni-assist online application? ............................................. 6
  Step 2: How to create and submit the WES application? ......................................................................... 9
Who should apply to uni-assist for a place at the University of Kassel?  
All persons who obtained the first degree (Bachelor’s degree or equivalent) at a university outside Germany and should neither be enrolled at the University of Kassel or any other German university, have to provide an application via uni-assist. Even if you obtained a Bachelor’s or Master’s degree in Germany after obtaining your first degree from a university outside of Germany it will be necessary to apply via uni-assist.

How much is the application fee?  
The application fee for uni-assist is 75€. Your application will only be forwarded after the payment of the application fee. All payment information is received via e-mail after finishing the online application process.

Which document do I need to submit for my application for the WES master program?  
To complete your online application, you have to submit the following documents online and via post to uni-assist within the application deadline:

- School leaving certificate with which you fulfill the entrance requirement for higher education.
- Certificates and transcripts of records of your previous higher education.
- Proof of at least one year of professional work experience after finishing the first degree of higher education. In special cases, the examination board can decide that the work experience (in any field of activity) is accepted before you have finished the first degree of higher education.
- Proof of English language knowledge equivalent to level B2 according to the Common European Framework of Reference for Languages. (You can find a list of examples how to proof your English language knowledge via the following link: https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/applying-with-foreign-certificates/language-certificate/).
- Letter of motivation.
- Applicants from China, Mongolia or Vietnam have to submit the so-called APS as well.

PLEASE NOTICE: uni-assist needs two versions of the above-mentioned certificates: One set of certified copies of the original documents and one set of certified copies of translated versions (English or German language). Please do not submit original documents or simple copies to uni-assist!

What is a certified copy?  
Official certifications must always bear the original seal and signature of the certifier. The official seal can be round or oval and contains an emblem. Authentications that only have a stamp containing only words will not be accepted.

If the copy consists of several individual pages, it must be shown that each page belongs to the same document. It is sufficient if just one page bears the original seal and signature, as long as all pages overlap one another (e.g. imbricative) and are stapled and certified in such a way that each page bears a part of the original seal.

As regards notary certifications (with string and a seal mark), the original seal only needs to appear on one of the pages of the copy.

The following institutions are authorized to certify your documents:
• the schools or universities that issued your documents or the relevant Department of Education in your home country
• the Diplomatic Missions to the Federal Republic of Germany
• the Culture Department at the Embassy of the country in which the certificate was issued
• the public authorities and notaries authorized to carry out official authentications in the respective country

In Germany, any public authority that holds an official seal can carry our official certifications*. These are, for example, Gemeindeverwaltungen, Landkreise and lower administrative authorities (such as an Ortsbürgermeister or Ortsvorsteher, Stadtverwaltung, Bürgeramt, Rathaus, Kreisverwaltung). Courts and notaries are also included.

*Public authorities in Germany are entitled, but not obliged, to certify foreign-language documents. If you are already in Germany and are unable to find a German public authority that will certify your documents, please contact the embassy of your home country.

Kindly bear in mind that translators cannot certify any original-language documents, only the translations they have issued themselves.

In case of any doubts you can also access the uni-assist guideline to certified copies under the following link:  https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/

**What are the necessary steps for a successful application at uni-assist?**

**Plan your application**
- Inform yourself about the study program, its admission criteria and which documents (see: Which documents do I need to submit for my application for the WES Master program?) will be required for your application and admission after a successful application
- Check application deadlines. It is recommended to apply 8 weeks before the end of the deadline

**Assemble all documents**
- Compile all the documents you need
- Have documents translated by a court-certified translator if they are not already in English or German
- Obtain certified copies of the documents and translations
- Make digital copies of the application documents

**Apply online**
- Complete the online application (You can find a step-by-step to your online application on page 6 to 19 of this document) → upload all required documents → submit it online.
Pay fees
- Pay the handling fees for your application. It is important that you pay the application fee of 75€. Your application will only be processed after the payment of this fee.
  - Important: If you are paying by credit card: add the signed credit card form to the documents in the envelope with the other application documents that you send to uni-assist

Send and track
- After the online submission please also print your application and send it together with all the required documents to uni-assist by post
  - IMPORTANT: uni-assist does not accept original documents or simple copies. All copies have to be certified. Additionally, the certificates have to be translated if they are not in English or German.
- After uni-assist receives your payment and your application, you will receive confirmation of receipt by e-mail. Uni-assist will then evaluate your documents with regard to formal admission criteria for the WES master program
  - IMPORTANT: Please check your e-mail on a regular basis as you will be informed if there are missing documents or formal lacks in your application.
- After about 4-6 weeks: the status in the online portal will change and you will receive the result of the evaluation of uni-assist by e-mail and letter
- Read the evaluation result carefully: is everything in order or are still documents missing?
- If documents are missing, please submit them before the application deadline
Step by step through the uni-assist online application

Step 1: How to obtain a login account for the uni-assist online application?

Visit the uni-assist application portal under [https://www.uni-assist.de/online/](https://www.uni-assist.de/online/)

If you are using the online service for the first time, please click on "Registration". If you are already registered by uni-assist, then please log in by clicking on "Login". Please do not register multiple times. Uni-assist manages all of your applications from all semesters with a single application number.
Now fill in your personal data and then click "Register with us". Do not forget to enter your uni-assist applicant number if you applied before! With your personal uni-assist account, you will be able to submit your online application.
Uni-assist's online portal gives you the following options:

- You can take a look at the courses being offered by uni-ASSIST's universities and choose the one(s) you wish to apply for.
- You can fill in applications to uni-ASSIST's universities, read important messages from the universities regarding certain courses, edit and print your application forms and send your applications to uni-ASSIST in electronic form.
- You can upload documents and allocate them to individual applications.
- You can contact uni-ASSIST.

After successful creation of a user account, you will shortly receive an email with a personal activation link at the address you provided. Open the email and click on the link in the email in order to activate your account. Please make sure to activate your account within 48 hours.

Please check the contents of your spam folder as well.
After activation you will get your personal uni-assist applicant's number if you do not have one by now. From now on, you will be able to access the uni-assist platform with your individual password using this link.
Step 2: How to create and submit the WES application?

After giving all the required information an overview of your data will appear which you have to confirm:

---

**BASIC QUESTIONS**

Here you can enter your personal data and details of education relevant to your study application. (Fields marked with an * 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 your BID and BAN here:

Further information on "Hochschulstart" can be found here [www.hochschulstart.de](http://www.hochschulstart.de).

**PERSONAL DATA**

- **Title**: Mr., Mrs./Miss
- **Surname**:
- **First Name**:
- **Date of birth (in the following format: DD.MM.YYYY)**: 08.06.1987
- **Name (as per birth certificate)**:
- **Nationality**: Brazil
- **Place of birth**:

**CORRESPONDENCE ADDRESS**

- **Address**:
- **House number and street**:
- **Postcode**:
- **Town / City**:
- **Country**:

**PLEASE INDICATE A PHONE NUMBER**

- **Landline** (maximum admissible 15 characters, please do not enter any special characters or blank spaces):
- **Mobile** (maximum admissible 15 characters, please do not enter any special characters or blank spaces):

**EMAIL ADDRESS**

- **Email address**: weis@uni;bremen.de

---
After the form for your personal data, uni-assist ask you about your secondary school certificate. First the information about the country is needed and afterwards you have to give the name of the certificate. If you do not find the name of your certificate in the list, please enter the name in the last row.
After that you need to give the information related to your bachelor study.
After giving all the required information an overview of your data will appear which you have to confirm:

<table>
<thead>
<tr>
<th>BASIC QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check the information you have provided carefully and confirm it by clicking on &quot;Confirm and Continue&quot; below.</td>
</tr>
</tbody>
</table>

**PERSONAL DATA**
- Title: Miss/Mrs
- Surname: Tutor
- Forename: Wes
- Date of birth: 08.06.1987
- Nationality: Brazil
- Place of birth: Kassel

**CORRESPONDENCE ADDRESS**
- Street: Mönchebergstraße
- Town / City: Kassel
- Country: Germany

**TELEPHONE**
- Landline: 0049561845731

**E-MAIL**
- E-mail: wes@uni-kassel.de

**HIGHER EDUCATION ENTRANCE QUALIFICATION (HZB)**
- Date on certificate (in the following format: DD.MM.YYYY): 00.00.0000
- Country: Brazil
- Name: Diploma über den Titulo de Tecnico em ...

**STUDY PERIOD**
- Country: Brazil
- University: Centro de Ensino Superior de Farroupilha
- Type of course (please fill this in even if you did not complete the course): Bacharel
- Study course: Electrical Engineering
- Length of study period from - to (please give the month/year or semester): 10/2005 - 07/2009
- Course successfully completed: Yes
The following site appears where you have to find the "Wind Energy Systems".
Now please click on "Wind Energy Systems".
Now you have to choose in which semester you want to start. This should be "1". After this press on "create application".

CREATE APPLICATION

I would like to create a new application with the following study course:

<table>
<thead>
<tr>
<th>Semester:</th>
<th>winter semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>University:</td>
<td>Kassel, Universität Kassel</td>
</tr>
<tr>
<td>Certificate/qualification:</td>
<td>Master</td>
</tr>
<tr>
<td>Subject:</td>
<td>Wind Energy Systems</td>
</tr>
<tr>
<td>Major/Point of focus:</td>
<td>keine</td>
</tr>
</tbody>
</table>

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.

**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!

1. SUBJECT

Name of course: **Wind Energy Systems**

**Desired course semester** (Applications are accepted only for the specified semester. For higher semester existing coursework must possibly be proven):

1

CREATE APPLICATION
Now you have to choose in which semester you want to start. This should be "1". After this press on "go on the next step". If you would like to pause, please use the "save" button.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>winter semester 2015 (beginning of studies in september/october 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University:</td>
<td>Kassel, Universität Kassel</td>
</tr>
<tr>
<td>Course qualification:</td>
<td>Master</td>
</tr>
<tr>
<td>Subject:</td>
<td>Wind Energy Systems</td>
</tr>
<tr>
<td>Course major:</td>
<td>keine</td>
</tr>
<tr>
<td>Information from the university:</td>
<td></td>
</tr>
</tbody>
</table>

1. SUBJECT

Exact course name: Wind Energy Systems

Please indicate here for which course semester you would like to apply for. If you would like to apply for this subject for the 1st semester and in addition, concurrently, to a higher semester, then please enter "1" and indicate via our contact form that your application is for both the 1st and a higher semester:

1
After clicking on "go the next step" 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 a curriculum vitae, certificates, etc. In between you can save the current status of your application. To open the blocks, please click on the green arrow.
In the next step please upload all necessary documents regarding your application. E.g. CV, bachelor’s degree diploma and language certificates. After uploading the files please press the button “go to next step”.

Each file may not exceed 10 MB. The total size of all files that you upload may not exceed 100 MB.

The following file formats are allowed: avi, flv, jpg, mov, mpg, mp4, ogg, pdf, png, wma, wmv
In the penultimate step you have to agree to the terms and conditions of uni-assist and that you want to submit your electronic application. Afterwards the application will be submitted electronically if you click on the “submit online” button.
In the last step please print your application and press continue.

Print out the PDF file of your application form, sign it and submit it together with certified copies of your certificates to uni-assist to the following postal address:

University of Kassel
c/o uni-assist
Geneststraße 5
D-10829 Berlin
Germany