



HOW TO: APPLY VIA UNI-ASSIST STEP-BY-STEP GUIDE

In Kooperation mit



**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

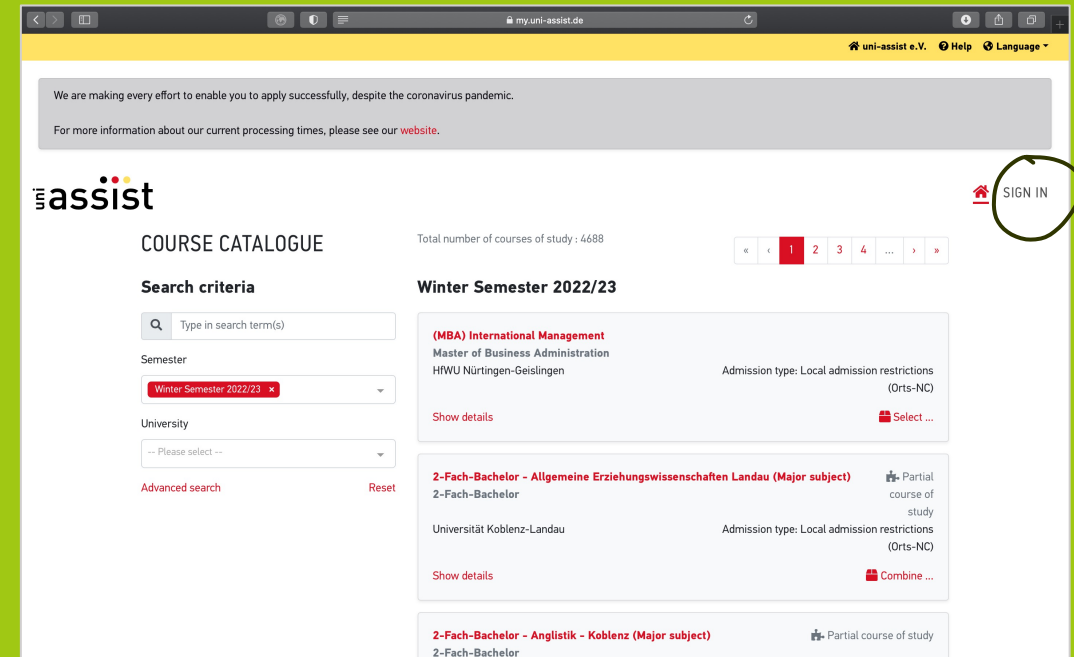
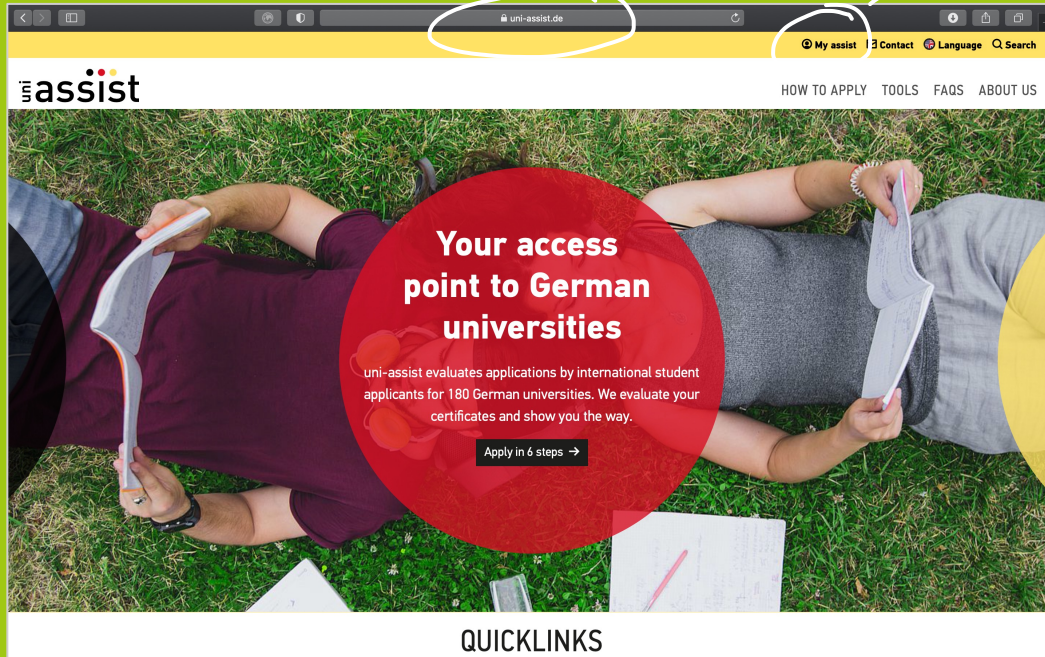
CREATE ACCOUNT3
PERSONAL INFO7
SELECT COURSE12
PAYMENT7

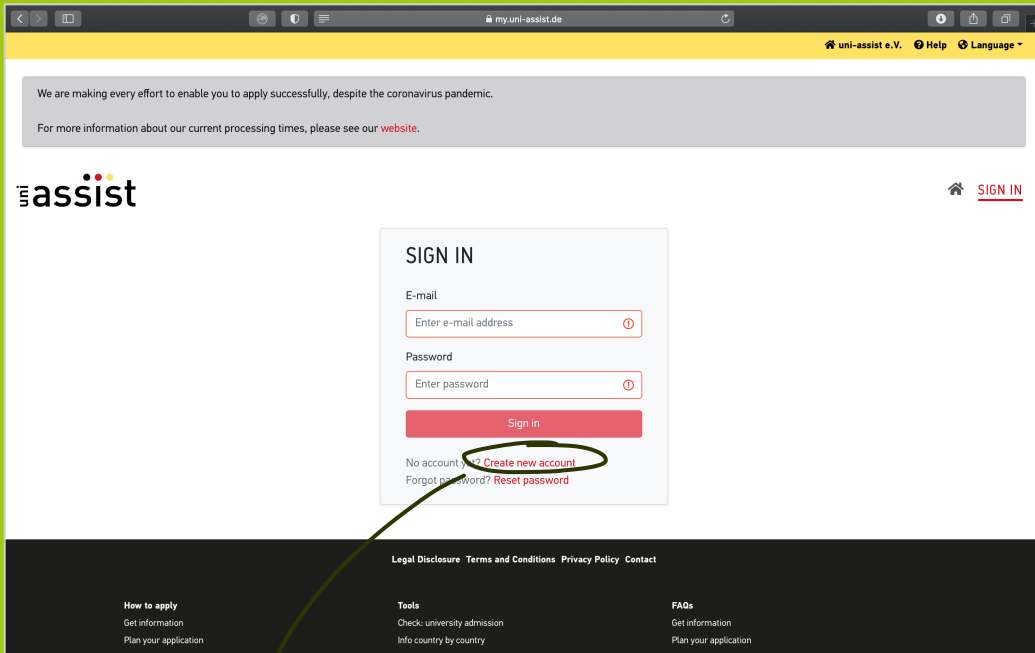
Kindly note that this is a supportive document, with no liability assumed as uni-assist is not associated with Goethe-Institut and all information are subject to correction.

1. uni-assist.de

2. Click "My assist"

3. Click "SIGN IN"





CREATE NEW ACCOUNT

E-Mail

robin.specht.extern@goethe.de ✓

Re-enter e-mail address

robin.specht.extern@goethe.de ✓

Password

..... ✓

Re-enter password

..... ✓

I have read and do accept the current **terms and conditions** as well as uni-assist's privacy policy.

Create a new account.

1. Click "Create a new account"

2. Enter valid e-mail address and secure password, confirm that you accept the terms and conditions

3. Click "Create a new account."

CREATE NEW ACCOUNT

Thank you for creating a new account.

You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 24 hours. If you don't receive an e-mail from us, please check your spam folder.



1. Check your Email for an activation link:

SIGN IN

E-mail



Password



Sign in

No account yet? [Create new account](#)

Forgot password? [Reset password](#)

Dear applicant,

We have received your registration. Please activate your account by clicking the link below:

- Account: robin.specht.extern@goethe.de
- Activation Link: <https://my.uni-assist.de/aktivieren/fcebd6797587816d9bbd593ae9819ab5>

If you are having any issues with your account, please visit <https://my.uni-assist.de/hilfe> to contact us.

Thank you.

You're receiving this e-mail because you registered for "My assist". If you are not sure why you're receiving this e-mail, please contact us. If you didn't register for "My assist", please ignore this e-mail.

2. Click the Link, sign in with your credentials



CREATE ACCOUNT3
PERSONAL INFO7
SELECT COURSE12
PAYMENT7

Personal information

Gender

Male ✓

First name

Mohamad ✓

Last name

Mustermann ✓

Name affix

✓

Birth name

✓

Date of birth

Donnerstag, 9. September 1999 ✓

Place of birth

Cairo ✓

Nationality

Egypt

Stateless

I have come to Germany as a refugee and am interested in further information for refugee applicants.

The Names used should match the names written in your passport/ID

Only one 'First name', all other names under 'Last name'

Only fill out if applies to you

Applicants from the Palestinian Territories who do not hold a Passport from another country are considered stateless

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3

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Contact information

c/o (Please enter information as follows: "c/o Name")

Street name, house number

Address continued

Postal Code

City/Province/Region

Country

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Other information

Are you married to a citizen of the European Union?

Yes No

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de ('B' and 12 digits)

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de (6 digits)

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Educational history

SCHOOL-LEAVING QUALIFICATION

Have you graduated from school?

Yes No

In which country have you graduated from school or will be graduating shortly?

Egypt

Name of your highest school-leaving certificate

General Secondary Education Certificate (ab ca. 2013), mathematisch-technischer Zweig

Other school-leaving certificate

Have you passed the **Feststellungsprüfung** at a Studienkolleg?

Yes No

DEGREES

After graduating from school, have you completed or will you soon complete a first degree programme of at least three years?

Yes No

TESTAS

Do you want to enter TestAS information? (Please note: Updating your information may take a few moments.)

Yes No

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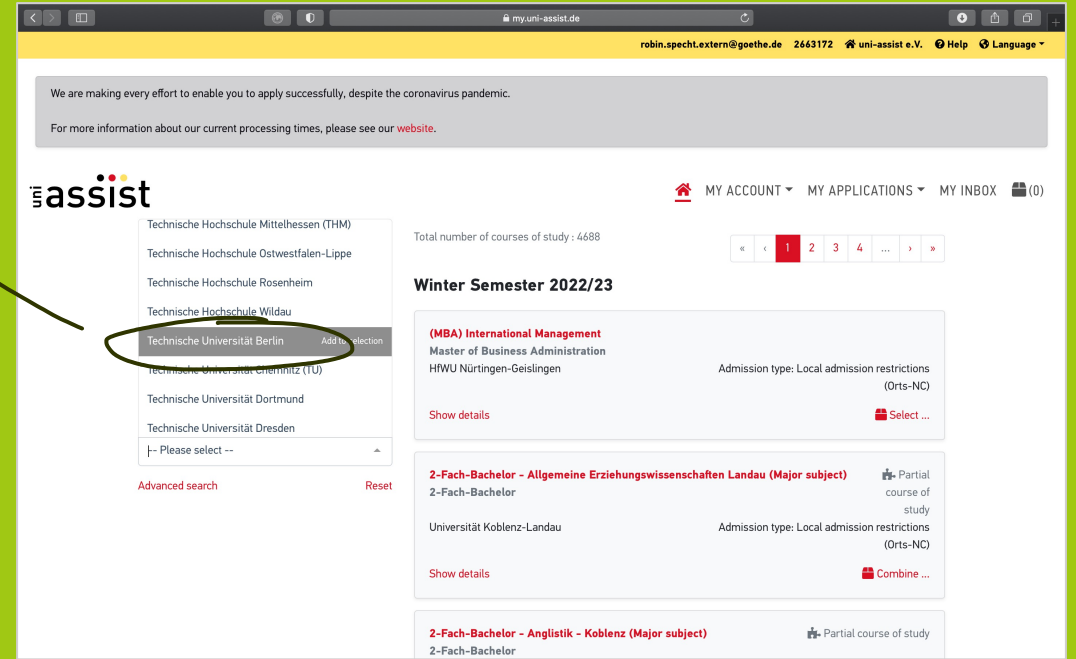
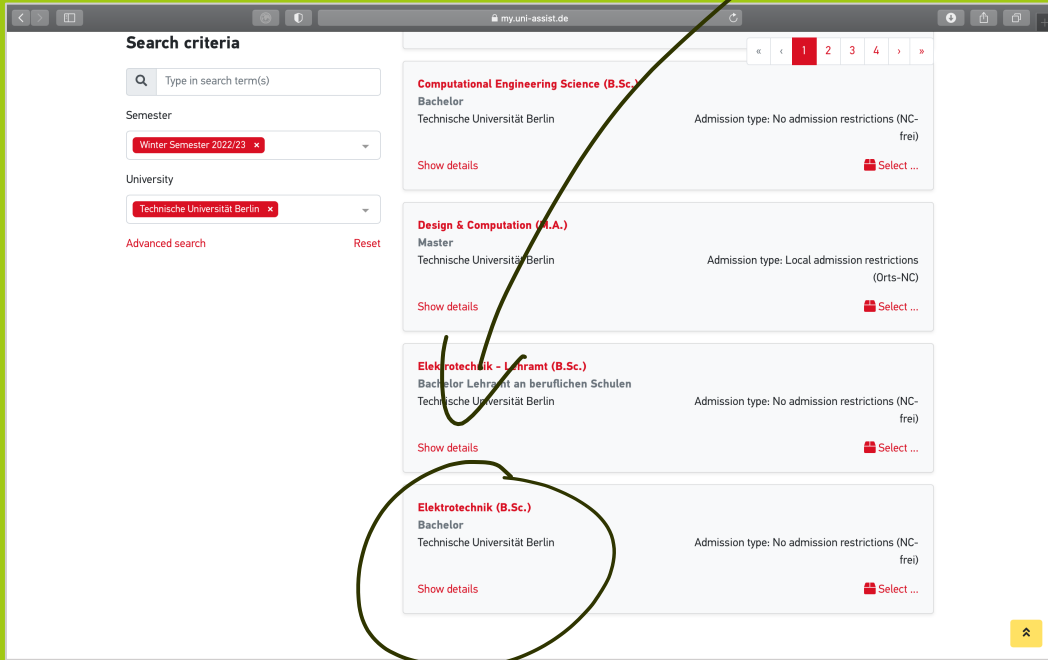
Thanaweya Amma in mathematical/technical subjects or science is necessary for Studienkolleg

With American Diploma: at least 2 semesters of university (also STEM-subjects) are required before you can apply for Studienkolleg

The Feststellungsprüfung can only be taken once

CREATE ACCOUNT3
PERSONAL INFO7
SELECT COURSE12
PAYMENT7

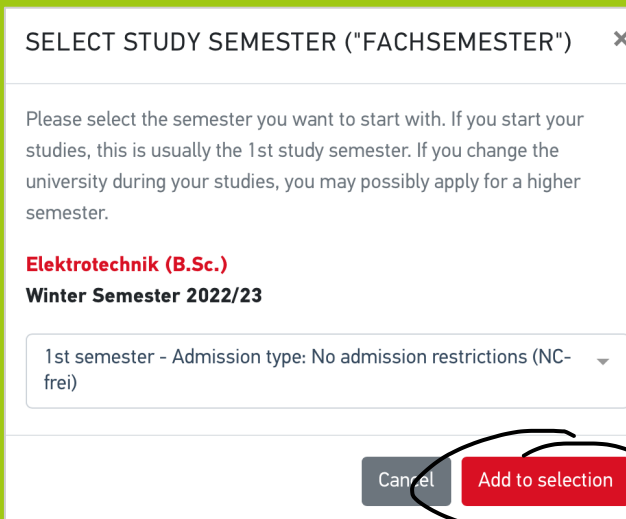
1. Select TU Berlin



2. Select a study course from STEM-topics
! No admission restrictions
! Bachelor, 1st semester

e.g., Elektrotechnik (B.Sc.)

Course can be changed later!



3. Add to selection

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We are making every effort to enable you to apply successfully, despite the coronavirus pandemic.
For more information about our current processing times, please see our [website](#).

assist MY ACCOUNT MY APPLICATIONS MY INBOX (1) To selection list

COURSE CATALOGUE

Total number of courses of study: 78

« 1 2 3 4 »

Search criteria

Type in search term(s)

Semester: Winter Semester 2022/23

University: Technische Universität Berlin

Advanced search Reset

Winter Semester 2022/23

Arbeitslehre - Lehramt (B.Sc.)
Bachelor Lehramt an integrierten Sekundarschulen
Technische Universität Berlin
Admission type: Local admission restrictions (Orts-NC)
Allocation possibly via DoSV ([hochschulstart.de](#))
Show details Select ...

Architecture - Typology (M.Sc.)
Master
Technische Universität Berlin
Admission type: Local admission restrictions (Orts-NC)
Show details Select ...

Architektur (B.Sc.)
Bachelor



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MY SELECTION LIST

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Winter Semester 2022/23

Elektrotechnik (B.Sc.)
Bachelor
Technische Universität Berlin
Application for 1st semester
Admission type: No admission restrictions (NC-frei)
Show additional application-related questions: **(unanswered mandatory questions)**
Show details Remove

Handling fees € 75.00

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account – even without official certification. In some cases, you will need to submit further documents and/or officially certified copies to the university later.
Upload my documents



ADDITIONAL APPLICATION-RELATED QUESTIONS

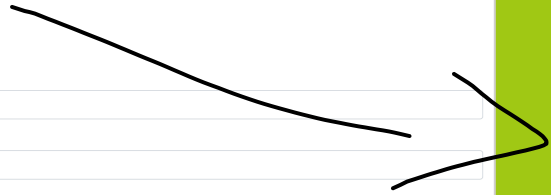
General questions (0/0) **The university's questions (0/16)**

EDUCATIONAL DATA

Please enter the details of all schools that you have attended:

1st School: Attended MM/YY - MM/YY

Name and place of school



The university's questions are mandatory!

ADDITIONAL APPLICATION-RELATED QUESTIONS

General questions (0/0)

The university's questions (0/16)

ATTENTION: IF YOU HAVE ONLY OBTAINED A GERMAN ABITUR OR A GERMAN UNIVERSITY DEGREE, UNI-ASSIST IS NOT RESPONSIBLE FOR YOUR APPLICATION! INFORMATION ABOUT APPLICATION AND ENROLLMENT WITH GERMAN EDUCATIONAL CERTIFICATES CAN BE FOUND HERE: [HTTPS://WWW.TU.BERLIN/EN/GO2279/](https://www.tu.berlin/en/go2279/)

Application with FOREIGN university entrance qualification certificates via uni-assist:

All essential information for your application can be found on the TU Berlin website: <https://www.tu.berlin/en/go2342/>. Please carefully read through the information there.

A paperless online application is sufficient. You do NOT need to submit any paper application documents to uni-assist. Instead, you will be required to upload documents as a PDF file to the uni-assist application portal by the relevant application deadline. In certain cases you may be required to submit original documents directly to TU Berlin when enrolling, for example in cases of justified suspicion or as random spot checks.

Additional information for prospective students uploading an APS certificate, a subsequent certification, or an identity verification for Chinese DSD students "211": If you are admitted, you must submit the original paper copy directly to TU Berlin.

It is not possible to extend the application deadline or submit documents after the end of the application deadline. Incomplete applications or applications that have not been submitted in due form by the end of the application period cannot be considered and will be rejected.

If your foreign educational qualification certificates were issued with a name that differs from that in your current passport, please include official proof of the name change.

UNIVERSITY EDUCATION

I am or was previously enrolled at **Technische Universität Berlin/TU Berlin**.

Yes

No

If yes, please enter your TU Berlin matriculation number AND complete the following record of your studies!

Please note: If you were previously enrolled in the same degree program with the same study and examination regulations at TU Berlin, then you are considered a re-registrant. As a re-registrant you can apply for the next or even a higher degree semester. You must have been placed in the respective semester by the TU Berlin examination board!

I am or was previously enrolled at a university in **Germany** (including TU Berlin)

Yes

No

If yes, please complete the following record of your studies in full. You must also include any periods of study at TU Berlin, exchange semesters in Germany, and semesters at a preparatory school in Germany. Providing only your TU Berlin matriculation number is NOT sufficient. If you were enrolled at more than 2 universities and/or in more than 2 degree programs, please include a separate list of these with your application.

First university attended in Germany from Month/Year (MM.YYYY) to Month/Year (MM.YYYY)

Must be answered

unanswered mandatory questions
are highlighted

In case the questions are in German even though the selected language is English, try reloading the page or use this PDF as a guide

UNIVERSITY EDUCATION

I am or was previously enrolled at **Technische Universität Berlin/TU Berlin**.

- Yes
 No

If yes, please enter your **TU Berlin matriculation number** AND complete the following record of your studies!

Please note: If you were previously enrolled in the same degree program with the same study and examination regulations at TU Berlin, then you are considered a re-registrant. As a re-registrant you can apply for the next or even a higher degree semester. You must have been placed in the respective semester by the TU Berlin examination board!

I am or was previously enrolled at a university **in Germany** (including TU Berlin)

- Yes
 No

If yes, please complete the following record of your studies in full. You must also include any periods of study at TU Berlin, exchange semesters in Germany, and semesters at a preparatory school in Germany. Providing only your TU Berlin matriculation number is NOT sufficient. If you were enrolled at more than 2 universities and/or in more than 2 degree programs, please include a separate list of these with your application.

First university attended in Germany from Month/Year (MM.YYYY) to Month/Year (MM.YYYY)

at the following university

in the degree program

intended degree

Second university attended in Germany from Month/Year (MM.YYYY) to Month/Year (MM.YYYY)

at the following university

in the degree program

intended degree



These questions can be ignored as you did not study in a German university before



Same goes for the questions regarding other European universities

I am or was previously enrolled at a university **outside of the EU**, Iceland, Liechtenstein or Norway.

Yes

No

If yes, please complete the following record of your studies in full. If you were enrolled at more than 2 universities and/or in more than 2 degree programs, please include a separate list of these with your application.

First university attended outside the EU from Month/Year (MM.YYYY) to Month/Year (MM.YYYY)

at the following university

in the following country

in the degree program

intended degree

Second university attended outside the EU from Month/Year (MM.YYYY) to Month/Year (MM.YYYY)

at the following university

in the following country

in the degree program

intended degree

Should you have studied before, e.g.,
in Egypt, even if you did not complete
your studies, answer these questions

ACADEMIC DEGREES AT UNIVERSITIES. INCOMPLETE INFORMATION MAY LEAD TO THE REJECTION OF YOUR APPLICATION.

Please note: Successfully completing a degree at a university in Germany automatically provides you with a German educational qualification. In such cases Undergraduate Admissions Office "National" at TU Berlin may be responsible for your application. Please note that different procedures apply depending on whether you possess a German or a non-German educational qualification. If you apply using the incorrect procedure, your application will be rejected. Please read the information on the TU Berlin website carefully before you continue with your application via uni-assist: <https://www.tu.berlin/en/go164/>

I have already successfully completed studies at a university in **another member state of the European Union (excluding Germany), Iceland, Liechtenstein or Norway.**

- Yes
- No

If yes, please complete the following in full: Name of university

Country where university is located

Date (DD.MM.YYYY)

Degree program

Intended degree type (for example a bachelor's or Diplom)

Applicant group Z: Second degree advance quota? Your application will be considered for the second degree advance quota if you have already completed a degree at another university in a member state of the European Union, Iceland, Liechtenstein, or Norway and are applying for the first degree semester of a restricted admission degree program (with NC). Please refer to the information for applicant group Z on the TU Berlin website: <https://www.tu.berlin/en/go4094/>

I am submitting my application for inclusion in the second degree advance quota. I have registered with the hochschulstart.de application portal **and** have included proof of my successfully completed first degree **as well as** the signed and completed form "Reasons for applying for a second undergraduate program."

- Yes
- No

I completed studies at another university **outside the EU**

- Yes
- No

Persons with completed studies do not require a Studienkolleg in order to study in Germany

↓

You can ignore these questions

LANGUAGE SKILLS

You can find all recognized and non-recognized forms of proof of language skills on TU Berlin's website: <https://www.tu.berlin/en/go4034/>

I acquired the following proof of **German** language skills:

Applicants to **Focus Course W** at the Preparatory School in preparation for the assessment test for undergraduate programs in social and economic science: I acquired the following proof of **English** language skills:



Studienkolleg Egypt requires level B1 language skills



If you do not possess B1-level German yet, please let us know (B1-level must be acquired before Studienkolleg starts)

APPLICANT GROUPS A AND B (PREPARATORY SCHOOL AND PRECOURSE)

Applicant group A (Preparatory School/assessment test) Uni-assist will automatically process your application to the Preparatory School if your foreign educational qualification is assessed as an "indirect university entrance qualification" for the requested degree program and respective focus course and you provide proof of German language skills at proficiency level B2 or higher. TU Berlin Preparatory School offers the following subject-specific focus courses: T and W. You can also take the assessment test externally, for which you need German language skills at proficiency level C1. If you would like to apply for a supplementary entrance exam, your completed assessment test in German at your previous preparatory school serves as sufficient proof of language skills.

Applicant group B (preparatory language course/precourse) Uni-assist will automatically process your application for the preparatory language course/precourse at the Preparatory School if your foreign educational qualification is assessed as a "direct university entrance qualification" for technical, mathematical, natural science, economic and social science degree programs (degree programs allocated to focus courses T and W) and you provide proof of German language skills at proficiency level B2 or higher.

I am applying for admission to the **Preparatory School in preparation for the assessment test**

- For focus course T
- For focus course W

I am applying to the **external assessment test** (without admission to the Preparatory School)

- For focus course T
- For focus course W

I am applying to the **supplementary examination** (without admission to the Preparatory School)

- For focus course T
- For focus course W

I am applying to the **preparatory language course/precourse**

- Yes
- No

I have already taken an admission test at the TU Berlin Preparatory School

- Yes
- No

If yes - how many times?

And when? Month/Year (MM.YYYY)



For Studienkolleg Egypt, you can only apply for course T!



These should not be answered

APPLICANT GROUP E: CITIZENS OF THE EU, ICELAND, LIECHTENSTEIN, AND NORWAY APPLYING FOR THE FIRST DEGREE SEMESTER OF A DEGREE PROGRAM WITH RESTRICTED ADMISSION

Please refer to the information for applicant group E on the TU Berlin website: <https://www.tu.berlin/en/go4091/>

I have performed military, civilian, development, volunteer or a similar service.

- Yes
- No

I was admitted to the degree program I am applying for at the start of or during my service but was unable to take up my studies while completing my service. For this reason, I am applying for "preferential admission" pursuant to Section 10 (1) BerlHZVO. I am including suitable proof of my service and my deferment letter from TU Berlin with my application.

- Yes
- No

I will remain a minor until the application deadline and live with a legal guardian in Berlin or Brandenburg.

- Yes
- No

I am including a supplemental application with my formal application:

Application for improvement of grade point average

- Yes
- No

Application for adjustment due to delayed university entrance qualification

- Yes
- No

Application for consideration due to exceptional circumstances

- Yes
- No

Application for inclusion in an advance quota as a member of the German Olympic Sports Confederation

- Yes
- No

APPLICANT GROUP C: CITIZENS OF COUNTRIES OTHER THAN THE EU, ICELAND, LIECHTENSTEIN, AND NORWAY &

These questions should not be answered as you are not from the listed countries

APPLICANT GROUP C: CITIZENS OF COUNTRIES OTHER THAN THE EU, ICELAND, LIECHTENSTEIN, AND NORWAY & STATELESS PERSONS APPLYING FOR THE FIRST DEGREE SEMESTER OF A DEGREE PROGRAMS WITH RESTRICTED ADMISSION

If you would like to make use of the following special conditions when applying, please submit appropriate proof.

I am in receipt of a study scholarship from a German institution and am including suitable proof thereof including the funding period together with my application.

- Yes
- No

I have been granted asylum in the Federal Republic of Germany pursuant to Section 25 (1) of the Resident Act (Aufenthaltsgesetz) and am including suitable proof thereof (residence permit or letter) with my application.

- Yes
- No

APPLICANT GROUP D: APPLICATION FOR A HIGHER DEGREE SEMESTER. YOU MUST COMPLETE ALL MANDATORY QUESTIONS EVEN IF YOU ARE NOT A MEMBER OF APPLICANT GROUP D.

Your application can only be considered for a higher degree semester if you have already earned study and examination credits at university and have these formally recognized. To apply, you require a decision of the TU Berlin examination board placing you in the respective semester. This decision is documented in the "Application for Recognition of Previously Obtained Credits (Part A)/Antrag auf Überprüfung bisher erbrachter Leistungen (Teil A)" that is completed and signed by the TU Berlin examination board.

If you indicate that you are applying for a higher degree semester but do NOT submit a decision placing you in that semester, your application will be rejected!

The TU Berlin website provides information about how to request placement in a higher degree semester: <https://www.tu.berlin/en/go4052/>

I understand that if I CANNOT select the first degree semester when creating my application, then a first degree semester is not offered during this application period. Some degree programs only begin each winter semester and only offer a second degree semester or higher during the summer semesters. To apply for a higher degree semester (2nd, 3rd, 4th, 5th, 6th), I additionally require official placement in a degree semester. If I select a higher degree semester when applying and apply without placement in a higher degree semester, TU Berlin will reject my application.

- Yes

I am applying for a higher degree semester **and** am including the completed and signed "Application for Recognition of Previously Obtained Credits (Part A)/Antrag auf Überprüfung bisher erbrachter Leistungen (Teil A)", **including** the decision, signature, and stamp of the TU Berlin examination board with my application.

- Yes
- No

Re-enrollment at TU Berlin:

If you were previously enrolled in the same degree program with the same study and examination regulations at TU Berlin, then you are considered a re-registrant. As a re-registrant you can apply for the next or even a higher degree semester. You must have been placed in the respective semester by the TU Berlin examination board.

I am applying as a re-registrant. I am applying for the next or a higher degree semester **and** am including the completed and signed "Application for Recognition of Previously Obtained Credits (Part A)/Antrag auf Überprüfung bisher erbrachter Leistungen (Teil A)", **including** the decision, signature, and stamp of the TU Berlin examination board with my application.

- Yes
- No

CONCLUDING AND STATUTORY DECLARATIONS - PLEASE READ CAREFULLY!

I am applying for admission (allocation of a study place) on the basis of the details provided here.

Yes

I understand that - I am responsible for ensuring the accuracy and completeness of my application documents and their submission within the deadline. - I can find all essential information about the application and the documents to be submitted as well as the application deadlines on the current web pages of the TU Berlin Office of Student Affairs and that only information provided by TU Berlin Team Bachelor International regarding the completion of applications as well as the form and extent of documents to be submitted is valid. Conflicting information provided elsewhere should be ignored. - My application is only correctly submitted if it and all necessary documents are received by uni-assist by the application deadline. - It is not possible to extend the application deadline or submit documents after the end of the application deadline. Additionally, incomplete applications or applications that have not been submitted in due form by the end of the application period cannot be considered and will be rejected. - It is in my interest to ensure that I have access to the contact information provided (in particular my email address) during the entire process.

Yes

I am aware that - If I am a national of another country as well as Germany, I MUST register with uni-assist and apply to TU Berlin as a GERMAN citizen. - The number of degree programs I can apply for depends upon my nationality, my previous educational qualifications and the type of degree (first degree or second degree). - I am required to submit an online application (application for admission) via uni-assist for each degree program I am interested in. My preferences will be assessed in the sequence in which I enter them in my selection list in uni-assist and according to whether I meet the requirements or not.

Yes

I am aware that - If I apply for more programs than permitted, only those programs up to the permitted limit will be considered. This means if I apply for more programs than permitted, only the last choice(s) entered in my selection list in uni-assist for which I meet the admission requirements and for which I applied for admission in full and before the specified deadline will be considered (application with the highest number).

Yes

I am aware that - My application will be checked on the basis of the information I have provided in the online application (application for admission) and incomplete applications, in particular missing statements regarding my school education, higher education or language skills, may lead to a rejection. - Attached documents or CVs cannot replace the information required to complete the online application (application for admission). - My application will only be considered in the allocation procedure if the supporting documents are submitted correctly and in full. - Providing false information can result in legal prosecution and my exclusion from the process of allocating places or should this only become clear after enrollment the withdrawal of my admission and the revocation of my admission. - The details provided will be saved and processed for and by TU Berlin (They are fully subject to the currently valid data protection provisions).

Yes

Statutory declaration: I affirm in lieu of oath the information provided in my application above, in particular regarding my university education at a German university or a university of a member state of the European Union, Iceland, Liechtenstein, or Norway, as well as any any previous university degrees is true and complete.

Yes

Cancel

Save

CREATE ACCOUNT3
PERSONAL INFO7
SELECT COURSE12
PAYMENT7

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Winter Semester 2022/23

Elektrotechnik (B.Sc.) Application for 1st semester
Bachelor Technische Universität Berlin Admission type: No admission restrictions (NC-frei)
Show additional application-related questions (no unanswered mandatory questions)
Show details Remove

Handling fees € 75.00

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account – even without official certification. In some cases, you will need to submit further documents and/or officially certified copies to the university later.
Upload my documents

SUBTOTAL (VAT included) € 75.00

Credit € 0.00

TOTAL (VAT included) € 75.00

Selected courses of study: 1 [View about fees and payment](#)
Choose payment option

Payment is only possible with a credit card

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SELECT PAYMENT OPTION

Credit card
 Sofortüberweisung (Pay now)

CREDIT CARD

You can pay online with Visa or MasterCard using 3D Secure. To do so, you need to be already signed up for the 3D Secure system. For further information, please contact your bank.

TOTAL (VAT included) € 75.00

You can find further information about payment options [here](#).

Back **Proceed to checkout**

Legal Disclosure Terms and Conditions Privacy Policy Contact

How to apply
Get information
Plan your application

Tools
Check university admission
Info country by country

FAQs
Get information
Plan your application

Finalise the payment process