

How to apply with Uni-Assist

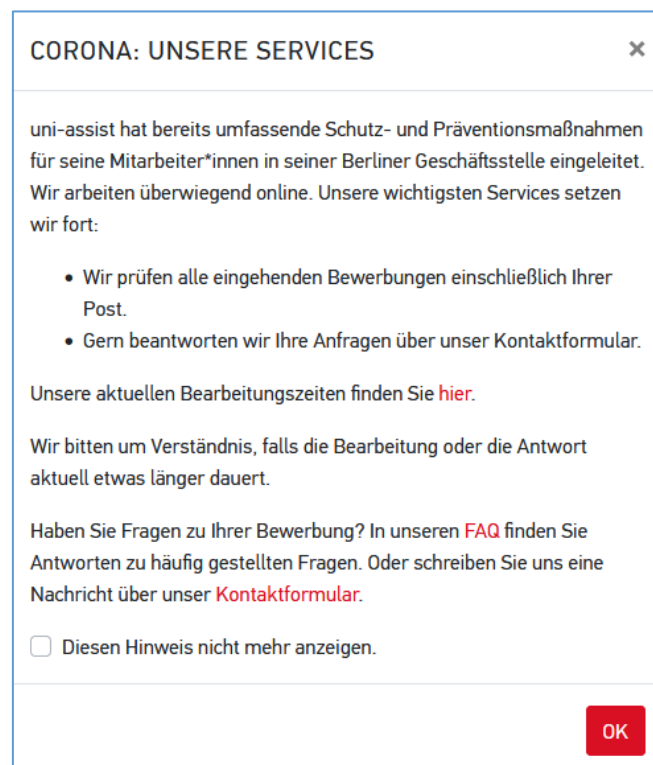
This guideline refers to all applicants for the study programme Renewable Energy Systems (M.Eng.) – regardless of a 180 or 210 ECTS Bachelor's degree.

1. All applicants with an INTERNATIONAL university entrance qualification please click the Uni-Assist button at <https://www.hs-nordhausen.de/studium/ing/renewable-energy-systems/>



2. After clicking the Uni-Assist button you will be referred to: <https://my.uni-assist.de/>

Please click on the “OK” button to close the information box.



Click on “Sprache” in the top right corner to change the website to “English”.



Now the page should look like the one below...

COURSE CATALOGUE

Search criteria

Semester
Summer Semester 2022

University
-- Please select --

[Advanced search](#) [Reset](#)

Total number of courses of study : 5402

« < 1 2 3 4 ... > »

Summer Semester 2022

2-Fach-Bachelor - Anglistik - Koblenz (Major subject) + Partial course of study

2-Fach-Bachelor
Universität Koblenz-Landau

Admission type: No admission restrictions (NC-frei)

[Show details](#) [Combine ...](#)

2-Fach-Bachelor - Anglistik - Landau (Major subject) + Partial course of study

2-Fach-Bachelor
Universität Koblenz-Landau

Admission type: No admission restrictions (NC-frei)

[Show details](#) [Combine ...](#)

2-Fach-Bachelor - Basiswissen Physik - Koblenz (Major subject) + Partial course of study

2-Fach-Bachelor
Universität Koblenz-Landau

Admission type: No admission restrictions (NC-frei)

[Show details](#) [Combine ...](#)

3. Please search for the desired study course on the left side (Check the screenshot at the end of this page)

1st step: In the selection field - **Semester** - please select: *“Winter Semester 2022/23”*.

2nd step: In the selection field - **Type in search term(s)** - please type in: *Renewable Energy Systems*

3rd step: The study course *“Renewable Energy Systems”* will appear on the right side. Click the *“Select”* button.

Please Note: Students with 210 ECTS Bachelor's Degree also have to select the course start in Winter Semester 2022/23.

COURSE CATALOGUE

Search criteria

Semester
Winter Semester 2022/23 Add to selection

-- Please select --

[Advanced search](#) [Reset](#)

Total number of courses of study : 1

Winter Semester 2022/23


Renewable Energy Systems

Master
Hochschule Nordhausen

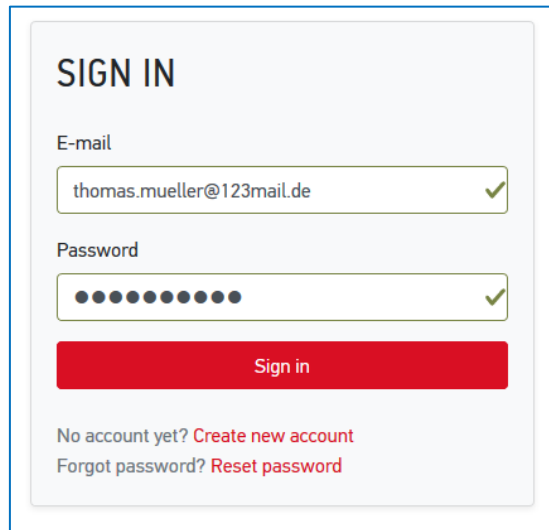
Admission type: Local admission restrictions (Orts-NC)

[Show details](#) [Select ...](#)

3



4. After selecting the correct study course “**Renewable Energy Systems**” please sign in...



SIGN IN

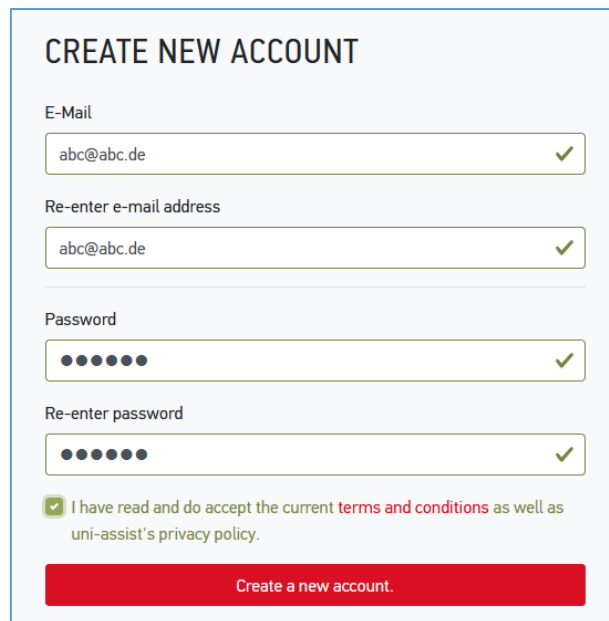
E-mail
thomas.mueller@123mail.de ✓

Password
●●●●●●●● ✓

Sign in

No account yet? [Create new account](#)
Forgot password? [Reset password](#)

or create a new Uni-Assist account in case you don't have one yet...



CREATE NEW ACCOUNT

E-Mail
abc@abc.de ✓

Re-enter e-mail address
abc@abc.de ✓

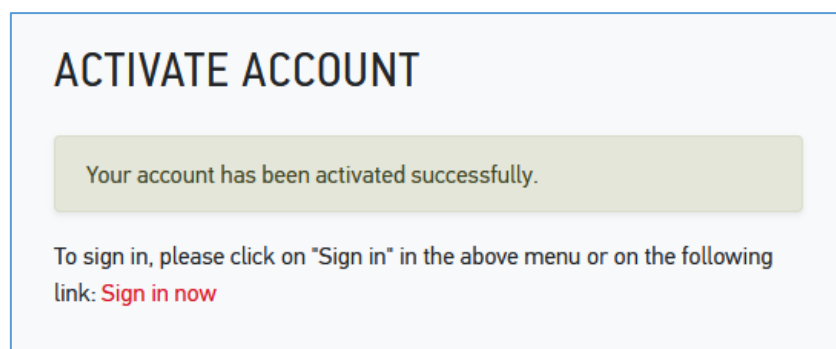
Password
●●●●●● ✓

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.

Don't forget to activate your new Uni-assist account by clicking on the activation link you receive via e-mail. Make sure to check your Spam folder in case you haven't received it.



ACTIVATE ACCOUNT

Your account has been activated successfully.

To sign in, please click on "Sign in" in the above menu or on the following link: [Sign in now](#)

5. If you log-in for the first time, you will need to fill in your Personal Information, Contact Information, Other Information (if necessary) and Educational history. Fields marked in red are mandatory.

6. After log-in and selecting the study course (see Step 3), the following text will appear:

SELECT STUDY SEMESTER ("FACHSEMESTER") ✕

Please select the semester you want to start with. If you start your studies, this is usually the 1st study semester. If you change the university during your studies, you may possibly apply for a higher semester.

Renewable Energy Systems
Winter Semester 2022/23

1st semester - Admission type: Local admission restrictions (Orts-NC) ▾

Cancel **Add to selection**

Please choose "1st semester" (as above) and click the button: "Add to selection".

7. On the bottom right corner, the following text will appear for approximately 5 seconds...

The course of study was added to your selection list.

8. Now please click on the basket at the upper right corner (as below).



9. In your selection list, your study course will be listed as follows:

MY SELECTION LIST

Winter Semester 2022/23

Renewable Energy Systems Application for 1st semester

Master Admission type: Local admission restrictions (Orts-NC)

Hochschule Nordhausen

Show additional application-related questions **(no unanswered mandatory questions)** ➔ 1

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 ➔ 2

SUBTOTAL (VAT included)	€ 75.00
Credit	€ 0.00
TOTAL (VAT included)	€ 75.00

Selected courses of study: 1 More about fees and payment

Choose payment option

1st step: Fill in additional application-related questions by clicking the particular sentence.

2nd step: Afterwards upload your documents by clicking on “Upload my documents” ...

MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please sort documents with several pages before uploading them (e.g. transcript).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Please note: uploaded files cannot be deleted.

Select or drop a file here

Select

Choose category ▼

Upload file

Please check that your document list contains as a minimum the following papers

- Bachelor's degree certificate and transcript of records (in English or German language)
→ In case your certificate is not in English or German, please upload your original certificate and a notarized translation of it

- Proof of English language proficiency (e.g.: TOEFL iBT 79, IELTS 6.0 certificate or a statement that your Bachelor program was taught in English)

You can upload also more documents. Uni-Assist might ask you for additional documents.

Please note, that you need to send original documents by mail only if uni-assist or Hochschule Nordhausen asks you to do so!

11. After you have uploaded your files, proceed with the payment (bottom right corner “Choose Payment Option”).

You can either pay by **“Sofortüberweisung (Pay Now)”** (please note that a European bank account is needed for this option) *or* by **Credit Card** (Visa and MasterCard are accepted only).

CHOOSE 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](#)

The **“Information on the Payment Process”** box will appear. Please check the content and click **“Acknowledged”**.

INFORMATION ON THE PAYMENT PROCESS

WHAT HAPPENS NEXT?

In the next step you will be redirected to our payment service provider. Please have your payment information ready.

WHAT HAPPENS IF I CANCEL THE PAYMENT BEFORE PROCESSING?

You will be redirected to the application overview. The status of your application is "Payment pending". If you still want to apply, you have to withdraw your application, then add the course of study to your selection list again and start the payment process once more.

WHAT HAPPENS WHEN THE PAYMENT PROCESS IS FULLY COMPLETED?

You will be redirected to the application overview. The status is "Payment pending". As soon as the payment is processed successfully, the status changes to "Payment received" and your application is "In evaluation".

FURTHER INFORMATION

To find out more, please see our [FAQs](#).

[Acknowledged](#)

Make sure to select all three boxes (as seen in the screenshot below) to unlock the “To payment process” button...

CHECKOUT

Winter Semester 2022/23

Hochschule Nordhausen

Renewable Energy Systems — Master - Application for 1st semester € 75.00

SUBTOTAL (VAT INCLUDED) € 75.00

Credit € 0.00

TOTAL (VAT included) € 75.00

- When you click on the button "To payment process", you will be redirected to the payment service provider Novalnet AG. For the processing of the payment, uni-assist e.V. transfers the following data to the payment service provider: e-mail-address, applicant number, order number and payment amount incl. currency. To complete the processing of the payment, depending on the payment method this data will also be transferred to the respective online payment services, credit institutions, banks and credit card institutions, which will also process the data. For more information, see our privacy policy.
- I have read and do accept the current **terms and conditions** as well as uni-assist's privacy policy. I would now like to send this application bindingly to uni-assist e.V. for processing.
- I assure in all conscience that all the information I have given on this form is complete and accurate. I confirm that I did not conceal any asked university studies at home and abroad. I am aware that giving false information may lead to exclusion from the admissions procedure or to the cancellation of my admission or enrollment by the university.

After a successful payment of the Uni-Assist fee, you will receive an e-mail with further information.

Useful Advice: You can update your application by uploading additional documents to the Uni-Assist website in the drop down menu: **MY APPLICATIONS / Documents**. For example, when Uni-Assist is requesting another document, confirmation or file from you, it can be uploaded here.

After uploading all relevant and required documents your application is accomplished! The application period starts from **January 1, 2022 and will close on April 30, 2022**. It does not matter on which date before the deadline you submit your application – all proper applications will be reviewed after April 30. We will send to you an e-mail concerning admission or rejection approximately in the beginning of July 2022. We are kindly asking for your patience until then.

If you have further questions, you can send an e-mail at res@hs-nordhausen.de

WE WISH YOU A LOT OF SUCCESS FOR YOUR APPLICATION AND WE ARE LOOKING FORWARD TO WELCOMING YOU AT UNIVERSITY OF APPLIED SCIENCES NORDHAUSEN SOON! 😊

Sincerely,
Daniel Harder (M.A.) – International Student Advisor