HOW TO APPLY FOR A PRELIMINARY REVIEW DOCUMENTATION (VPD) AT UNI-ASSIST E.V.?

INSTRUCTIONS FOR THE UNI-ASSIST ONLINE PORTAL MY ASSIST

NB: These instructions refer to the application for a preliminary review documentation (VPD) for the MA International Business and Sustainability (MIBAS) at Universität Hamburg only. For other study programs, please refer to the information of the respective program.

Information about uni-assist can be found on www.uni-hamburg.de/assist

Please check the information provided by uni-assist on their website: www.uni-assist.de/en/how-to-apply/

Please also check the program website of MIBAS: www.wiso.uni-hamburg.de/mibas

For questions about your uni-assist application status, technical problems with My assist, documents missing, etc. please contact uni-assist directly.

<table>
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<tr>
<th>Step 1a</th>
<th>Go to My assist (uni-assist’s online application portal)</th>
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<td><a href="https://my.uni-assist.de/">https://my.uni-assist.de/</a></td>
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| Step 1b  | Change the website’s language to English, if necessary. |

| Step 1c  | Click on “Sign in”.                                     |
### Step 2
**Sign in**
If you already have an account, sign in with your personal login credentials. Go to Step 6 of this document.

If you do not have an account yet, click on “Create new account” and proceed with Step 3.

### Step 3
**Create new account**
Enter your e-mail address and choose a password to create a new account.

**Check your e-mails!**
Check your e-mail account for an e-mail from uni-assist. You have to activate your My assist account by clicking on the link in the e-mail. (Please also remember to check your spam folder.)
Step 4
Complete your personal information.

Fill the following three sections of the applicant information form with your personal information.

After having filled out the third section of the form, please submit your applicant information.
**Step 5**

Provide information about your educational history.

**School**

Select the country in which you completed your secondary school education (e.g. your ‘High School Diploma’ in the USA, your ‘Higher Secondary School Certificate’ in Pakistan or your ‘Abitur’ in Germany).

**University studies**

Please state if you have already studied at a university or college.

If you apply for MIBAS, this information typically refers to your bachelor’s / undergraduate studies. Thus, the answer should be “Yes” here.

Please select the country in which you have graduated or will be graduating.

If you hold more than one university degrees (e.g. two bachelor’s, one bachelor and one master, etc.), you should choose the one with most relevance to MIBAS.

**TestAS**

TestAS is not required for MIBAS. Thus, you may select “No” here.
Step 6
Upload your documents

Please upload the required documents.

For MIBAS, you have to upload your academic documents; i.e. your full set of degree documents for all university degrees you have, such as: transcripts of records, degree certificates, diplomas, diploma supplements, explanation of grading system, etc.

All documents have to be in English or German or have to be translated to one of those languages.

You do not have to upload you CV, work certificates, letters of motivation, etc.

Please note: In addition to uploading your documents online, you need to send certified copies of the documents to uni-assist e.V. via postal mail (see below).
Step 7
Choose the program from the course catalogue

The easiest way to find and select MIBAS in the course catalogue is to select the upcoming winter semester for the 'Semester' and "Universität Hamburg" as 'University'.

One of the results will be “Master of Arts International Business and Sustainability”.
Click ‘Select’ to add MIBAS to your personal selection list.
Step 8
Pay the handling fee to start your application
Go to your personal selection list.

uni-assist charges a **handling fee** of 75 EUR for the evaluation of your documents for MIBAS.

To start your application, you have to pay this handling fee. Please follow the instructions.
Step 9
Send your documents uni-assist

Please send the following documents to uni-assist e.V.:

- certified copies of your university certificates and transcripts of records
- if applicable, certified translations of all of your university certificates and transcripts

You need to submit all documents in German or English or translated into one of these languages.

Uni-assist can only accept certified translations.

After submitting your application, you can check the status of your application in your My assist account.

Step 10
Apply at Uni Hamburg

The application via uni-assist's online portal is for the purpose of applying for preliminary documentation only (evaluation of your degree certificates and conversion of your GPA). It does not replace the application for MIBAS at Universität Hamburg. This means that after applying for preliminary review documentation, you have to submit your application for MIBAS via Universität Hamburg's online application portal. (Application period: February 15 through March 31)