

Welcome to the Step-By-Step Guide for Uni-Assist!

This is to help you as you apply on Uni-Assist.

Please remember to complete the „Pre-Check“ !

When you send your application documents to our e-mail: info@coopdesignresearch.de we can look through your documents and notify you if something is missing!

This saves time for you as you hopefully won't need any further missing documents to complete your application!

Uni-Assist Step 1 Click: Apply Online

https://www.uni-assist.de/en/how-to-apply/ 60% Suchen

How to apply

Start / How to apply

Welcome to our applications page! If you would like to study in Germany and uni-assist handles your application, this is the page for you. We will guide you through the application process, step by step. You will find helpful information and tips for each of the six steps – after all, we want your application to be a success. Let's go!

Layla, Department Evaluation of International Student Applications

GET INFORMATION

First steps on the way to studying at a uni-assist university.

PLAN YOUR APPLICATION

Find out how much time you should allow for your application and what specifics to keep in mind.

ASSEMBLE YOUR DOCUMENTS

Everything about certificates, certified copies and translations.

APPLY ONLINE

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

PAY ALL FEES

You can find out here how to pay the processing fees for the evaluation of your application.

SEND & TRACK

Find out how to submit your application, how to check on its status and how to submit missing documents.

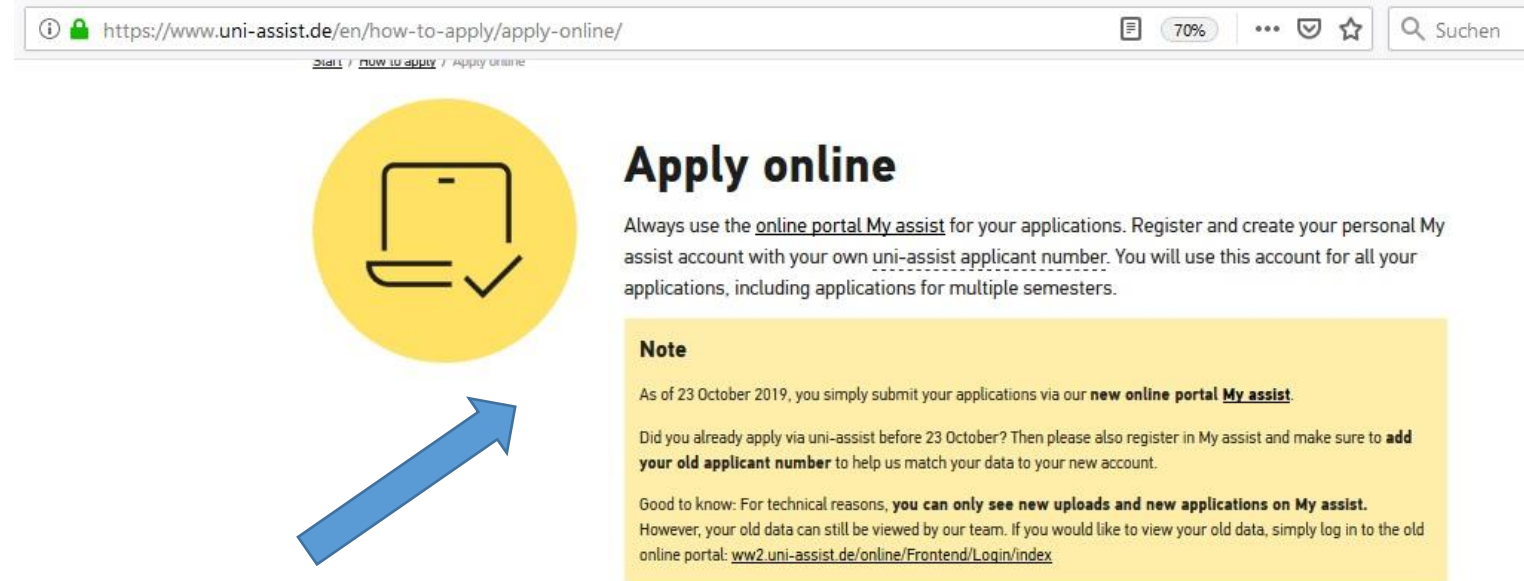
Apply in 6 steps

HOW IT WORKS

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 2

Click: „online portal My Assist“



<https://www.uni-assist.de/en/how-to-apply/apply-online/>

Apply online

Always use the online portal My assist for your applications. Register and create your personal My assist account with your own uni-assist applicant number. You will use this account for all your applications, including applications for multiple semesters.

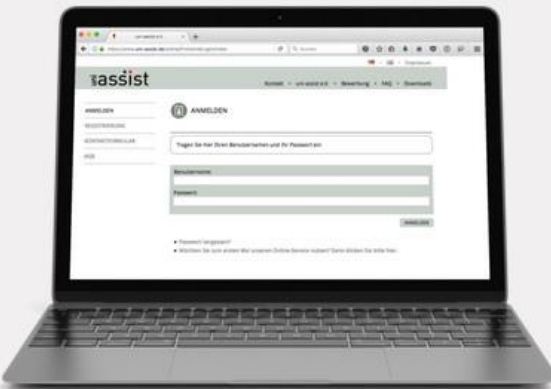
Note

As of 23 October 2019, you simply submit your applications via our **new online portal My assist**.

Did you already apply via uni-assist before 23 October? Then please also register in My assist and make sure to **add your old applicant number** to help us match your data to your new account.

Good to know: For technical reasons, **you can only see new uploads and new applications on My assist**. However, your old data can still be viewed by our team. If you would like to view your old data, simply log in to the old online portal: ww2.uni-assist.de/online/Frontend/Login/index

ADVANTAGES



The My assist online account offers many advantages:

- ▶ Create and manage applications
- ▶ Track the status of your applications
- ▶ Submit applications to any uni-assist university
- ▶ Automatically submit documents as non-certified copies by uploading them
- ▶ Automatically transmit TestAS results
- ▶ Contact uni-assist

[To My assist](#)

HOW TO USE THE ONLINE PORTAL MY ASSIST

1. **Register** for the My assist online portal.
2. Fill in your **applicant information and educational history**.
3. Select your university and the chosen course under **course catalogue**.
4. **Choose your desired course of study**. Make sure that you answer all questions without omissions.
5. Please upload each document **only once**. Give your documents an unambiguous name in German or English.



COOP Design Research Uni-Assist Step-By-Step

Search Criteria:

Search Bar: Design Research

Semester: Winter Semester 2020/21

University: Hochschule Anhalt

https://my.uni-assist.de 90% Suchen

COURSE CATALOGUE

Total number of courses of study : 1

Winter Semester 2020/21

Search criteria

Semester

Winter Semester 2020/21 x

University

Hochschule Anhalt x

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

Design Research
Master
Hochschule Anhalt
[Show details](#)

Admission type: Manueller NC
[Select](#)

COOP Design Research Uni-Assist Step-By-Step

Course Details Overview

Please remember to complete the „Pre-Check“ !
When you send your application documents to our e-mail: info@coopdesignresearch.de we can look through your documents and notify you if something is missing!



https://my.uni-assist.de

Search criteria

Type in search term(s)

Semester

Summer Semester 2020

University

Hochschule Anhalt

Advanced searchReset

weitere Informationen entnehmen Sie bitte der [Verpage](#) des Studiengangs.

Less

Hide detailsSelect

Design Research

Master

Hochschule Anhalt

Admission type: Manuetler NC

Federal state:

Sachsen-Anhalt

Campus:

Dessau

Major or minor (subject):

Major subject

Form of studies:

-

Course category:

In-Class Study Course

Course type:

Full-time

Focus:

-

Specialisation:

-

Information provided by the university:

University: Anhalt University of Applied Sciences and Bauhaus Dessau Foundation in cooperation with Humboldt Universität zu Berlin.

Location:
The programme is conducted at Gropius` Bauhaus in Dessau. Some lectures take place at Humboldt Universität zu Berlin.

Degree: Master of Science

Subject: Design Research

Language: English

Requirements:
University degree in a Bachelor or Master course in Architecture or Design, Cultural Sciences or comparable courses after a regular study time of at least four years and the evidence of at least 240 credits according to the European Credit Transfer System (ECTS).
Proficiency in the English language according to level C1 of the Common European Reference Framework (CERF).
Professional experience of one year minimum after the completion of the first university degree.
Application with a letter of intent and a portfolio.

Course website: <http://www.coopdesignresearch.de>

Application deadline: 15. April

Accreditation: Accredited by ASIIN until 2021.

Academic subject adviser: Prof. Stephan Pinkau

Please note:
For this study course that you wish to apply for, please send a printed and personally signed application together with

- the certified paper-copy of your last university degree (higher education entrance qualification) and
- the paper-copy of the language certificates, if required in your case (please see "Questions about your course of studies Nr. 7)

to uni-assist by post.

Less

Hide details

This course of study is not open for application yet.

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 3 Register your new account.

CREATE NEW ACCOUNT

E-Mail

Enter e-mail

Please enter a valid e-mail address.

Re-enter e-mail address

Re-enter e-mail address

This e-mail address must match the above e-mail address.

Password

Please enter the desired password.

Passwords must be at least 6 characters.

Re-enter password

Re-enter password

This password must match the above password.

☐ Yes, I accept the Terms and Conditions in their current version as well as uni-assist's privacy policy.

Create a new account.

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 4 Account Registration Complete.

Translation:
„Thank you for registering. Please
check your e-mail address for an
activation link.“

https://my.uni-assist.de/registrierung

uni-a

REGISTRIERUNG

Vielen Dank für Ihre Registrierung.

Sie erhalten einen Aktivierungslink an die von Ihnen angegebene E-Mail-Adresse. Um Ihr Kundenkonto zu aktivieren, klicken Sie bitte innerhalb der nächsten 7 Tage auf den Aktivierungslink. Bitte überprüfen Sie auch Ihren Spam-Ordner, sollten Sie keine E-Mail von uns erhalten.

[Impressum](#) [AGB](#) [Datenschutz](#) [Kontakt](#)

Bewerben	Tools	FAQ
Vorab informieren	Check: Hochschulzugang	Vorab informieren
Bewerbung planen	Länderhinweise	Bewerbung planen
Dokumente sammeln	uni-assist Hochschulen	Dokumente sammeln
Online bewerben	Checklisten	Online bewerben
Kosten zahlen	Links	Kosten zahlen
Abschicken & Verfolgen	Glossar	Abschicken & Verfolgen

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COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 5

Example: Activation E-Mail from
Uni-Assist. Click the activation link.

uni-assist - My assist - Account Activation

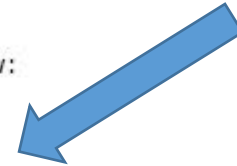
Von: onlineportal@uni-assist.de

Dear applicant,

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

Account: [redacted]@web.de

Activation Link: [https://my.uni-assist.de/aktivieren/9\[redacted\]6](https://my.uni-assist.de/aktivieren/9[redacted]6)



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.

Guten Tag,

wir haben Ihre Registrierung erhalten. Bitte aktivieren Sie nun Ihren Account, indem Sie auf den folgenden Aktivierungslink klicken:

Account: [redacted]@web.de

Aktivierungslink: [https://my.uni-assist.de/aktivieren/9\[redacted\]6](https://my.uni-assist.de/aktivieren/9[redacted]6)

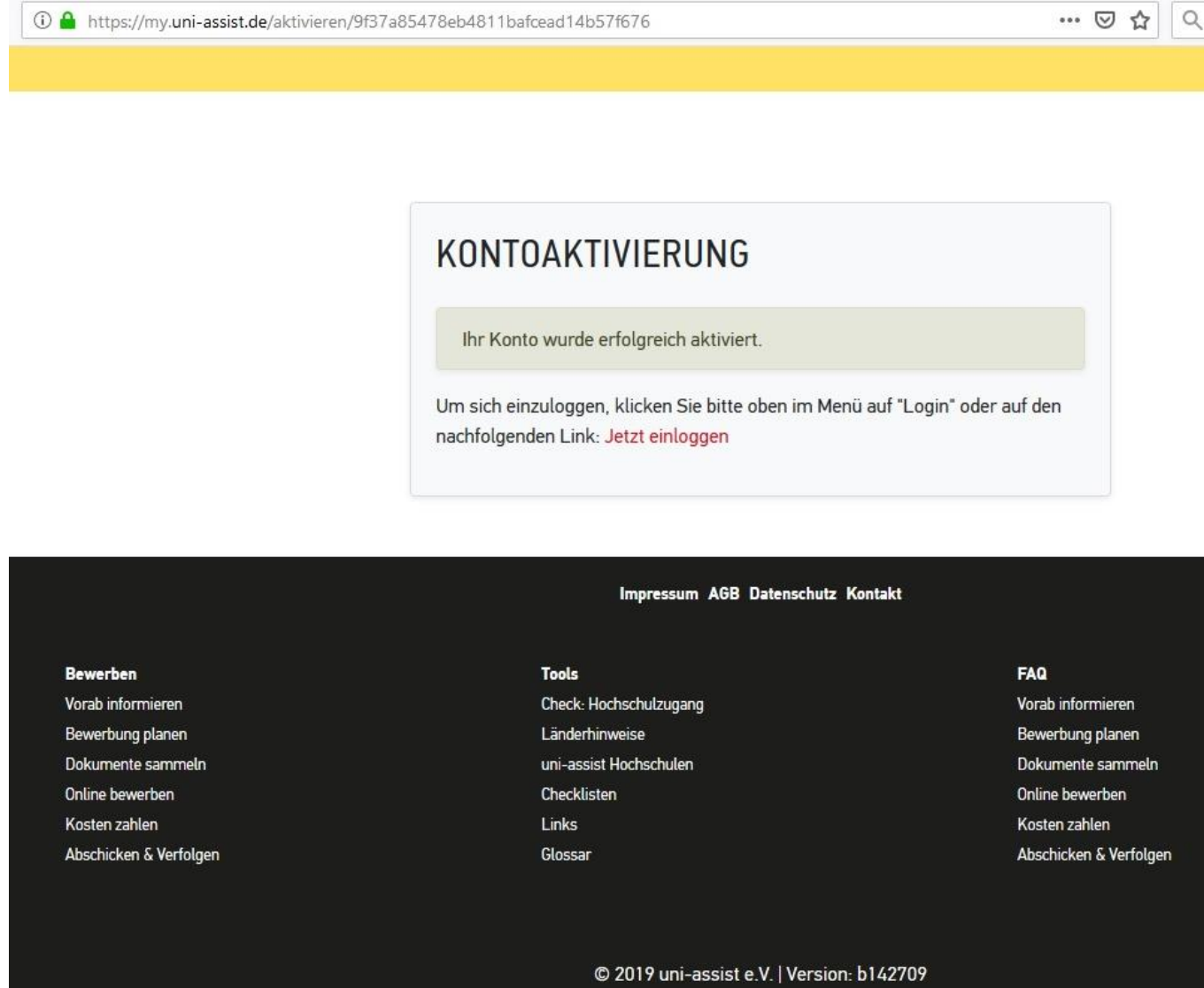
Wenn Sie Probleme mit Ihrem Account haben, besuchen Sie bitte <https://my.uni-assist.de/hilfe> um uns zu kontaktieren.

Vielen Dank.

Sie erhalten diese E-Mail, weil Sie sich in "My assist" registriert haben.
Wenn Sie nicht sicher sind, warum Sie diese E-Mail erhalten, kontaktieren Sie uns bitte.
Wenn Sie sich nicht in "My assist" registriert haben, können Sie diese E-Mail einfach ignorieren.

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 6 Account successfully activated



COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 7 Log into your account.

Browser address bar: <https://my.uni-assist.de/login>

uniassist

SIGN IN

E-mail

Password

[Sign in](#)

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

Legal Disclosure [Terms and Conditions](#) [Privacy Policy](#) [Contact](#)

How to apply	Tools	FAQs
Get information	Check: university admission	Get information
Plan your application	Info country by country	Plan your application
Assemble your documents	uni-assist universities	Assemble your documents
Apply online	Checklists	Apply online
Pay all fees	Links	Pay all fees
Send & Track	Glossary of terms	Send & Track

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COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 8
Fill in Applicant information,
educational history and contact
information.



FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

- ⚠ Applicant information
- ⚠ Educational history

APPLICANT INFORMATION



Personal information

Gender

Please make a choice.

First name

First name must be stated.

Surname

Surname must be stated.

Name affix

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 9
Fill in Applicant information,
educational history and contact
information.



FIRST STEPS

Welcome to uni-assist and thank you for logging in.

We still need the following information from you:

- ⚠ Applicant information
- ⚠ Educational history

APPLICANT INFORMATION



Contact information

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

Street name

Die Straße muss angegeben werden (max. 30 Zeichen).

Address continued

Postal Code

Stadt/Provinz/Region

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 10
Fill in Applicant information,
educational history and contact
information.

APPLICANT INFORMATION



Other information

Do you already have a uni-assist applicant number? Then please enter it here.

uni-assist applicant number

Are you married to a citizen of the European Union?

☐ Yes ☒ No

In which language would you like to be contacted?

☐ German ☐ English

Language must be stated.

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de

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

☐ Yes, I accept the Terms and Conditions in their current version as well as uni-assist's privacy policy.

Send applicant information

Back

COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 11 First Steps Completed

schritte

...

Suchen

@web.de 2 1

MY ACCOUNT

FIRST STEPS

Welcome to uni-assist and thank you for logging in.

- ✓ Applicant information
- ✓ Educational history

[To homepage](#)

Legal Disclosure Terms and Conditions Privacy Policy Contact

Tools

- Check: university admission
- Info country by country
- uni-assist universities
- Checklists
- Links
- Glossary of terms

FAQs

- Get information
- Plan your application
- Assemble your documents
- Apply online
- Pay all fees
- Send & Track

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COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 12

Select COOP Design Research to
add it to your course selections list.

https://my.uni-assist.de 90% Suchen

COURSE CATALOGUE

Total number of courses of study : 1

Winter Semester 2020/21

Search criteria

Design research

Semester

Winter Semester 2020/21

University

Hochschule Anhalt

Advanced search Reset

Design Research

Master

Hochschule Anhalt

Show details

Admission type: Manueller NC

Select

Legal Disclosure Terms and Conditions Privacy Policy Contact

How to apply

- Get information
- Plan your application
- Assemble your documents
- Apply online
- Pay all fees
- Send & Track

Tools

- Check: university admission
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- Assemble your documents
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- Send & Track

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COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 13 Upload all required documents:

- Application Form for Admissions to Studies for foreign applicants (**signed**)
- Letter of Intent and Personal Background
- Transcript of Grades (with grading scale)
- Diplomas, Leaving School Certificate (Exmatrikulationsbescheinigung)
- Proof of C1 English (IELTS/TOEFL or a letter that confirms the „Medium of Instruction was English“)
- Portfolio / CV (max. 12 pages, 10 MB)
- Proof of Employment
- Copy of Passport
- Passport Photo

Reminder: You can send your documents for the Pre-Check to our e-mail:
info@coopdesignresearch.de
We will tell you if something is missing!

https://my.uni-assist.de/dokumente

@web.de 2 1 uni-assist e.V. Help Language

MY ACCOUNT MY APPLICATIONS (1)

DOCUMENTS

Choose or drop a file here (Please note: uploaded files cannot be deleted)

Accepted file format: PDF Maximum file size: 10 MB

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How to apply	Tools	FAQs
Get information	Check: university admission	Get information
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Assemble your documents	uni-assist universities	Assemble your documents
Apply online	Checklists	Apply online
Pay all fees	Links	Pay all fees
Send & Track	Glossary of terms	Send & Track

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COOP Design Research Uni-Assist Step-By-Step

Uni-Assist Step 14
Pay the € 75,00 Uni-Assist Fee.

Note: Uni-Assist will not begin the authentication process until they have received the payment!

Once you've completed these steps, please send us an e-mail so that we may keep track of your application progress from our side!

https://my.uni-assist.de/auswahlliste

@web.de 2 1 uni-assist e.V. Help Language

MY ACCOUNT MY APPLICATIONS (1)

SELECTION LIST

Summer Semester 2020

Design Research Master Hochschule Anhalt	Application for 1. Fachsemester Admission type: Manueller NC
Show additional application-related questions (no unanswered mandatory questions)	
Show details	
Remove	
Handling fees	€ 75.00

SUBTOTAL (VAT included)	€ 75.00
--------------------------------	----------------

Credit	€ 0.00
---------------	---------------

TOTAL (VAT included)	€ 75.00
-----------------------------	----------------

Selected courses of study: 1

[More about fees and payment](#)

[Proceed to checkout](#)