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@cooperative-research.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
COOP Design Research
Uni-Assist Step-By-Step

Uni-Assist Step 2
Click: „online portal My Assist“
COOP Design Research
Uni-Assist Step-By-Step

Search Criteria:
Search Bar: Design Research
Semester: Winter Semester 2020/21
University: Hochschule Anhalt
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!
Uni-Assist Step 3
Register your 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.“
COOP Design Research
Uni-Assist Step-By-Step

Uni-Assist Step 5
Example: Activation E-Mail from Uni-Assist. Click the activation link.
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.
Uni-Assist Step 8
Fill in Applicant information, educational history and contact information.
Uni-Assist Step 9
Fill in Applicant information, educational history and contact information.

<table>
<thead>
<tr>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o (Please enter information as follows: “c/o Name”)</td>
</tr>
<tr>
<td>Street name</td>
</tr>
<tr>
<td>Address continued</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Stadt/Provinz/Region</td>
</tr>
</tbody>
</table>
COOP Design Research
Uni-Assist Step-By-Step

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

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

✔ Applicant information
✔ Educational history

To homepage
COOP Design Research
Uni-Assist Step-By-Step

Uni-Assist Step 12
Select COOP Design Research to add it to your course selections list.
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!
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!