

# Video script: How to apply – Voice-over

## **Slide 1**

How to apply via uni-assist

## **Slide 2**

STEP 1

## **Slide 3**

First of all, read carefully through the content of the study programme - online - and check admission requirements and deadlines.

## **Slide 4**

STEP 2

## **Slide 5**

For applying, you will need to gather the following documents:

- an officially certified copy of your school-leaving certificate
- an officially certified copy of the complete Transcript of Records and the Bachelor's certificate
- proof of your officially certified language proficiency
- a copy of the page in your passport showing your name and passport photo

## **Slide 6**

For the study programme Sustainable Transition - for example, you will also have to hand in a letter of motivation of about 500 words. So please check the admission requirements for your desired course.

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Please be aware that all certified documents must be either in German or English – so plan ahead to obtain certified translations of your documents if needed.

## Slide 8

STEP 3

## Slide 9

Once you have collected (and translated) all the necessary documents, head over to uni-assist and create an account.

## Slide 10

For the online application, you have to fill in an applicant form. Then, choose your desired course from the data bank.

## Slide 11

To finalize your application, pay the handling fee so that uni-assist will start processing your documents.

## Slide 12

STEP 4

## Slide 13

Send the officially certified copies of your documents **once** in original language **as well as** translated by an authorized translator into English or German to the following address:

uni-assist e.V. 11507 Berlin GERMANY

## Slide 14

It is important to plan ahead so that all documents arrive **before** the end of the application deadline. Your application will only be processed if the documents arrive on time.

## Slide 15

STEP 5

## Slide 16

After your documents have been reviewed by uni-assist, they **will be passed on to the university** where they are checked for professional suitability by the examination committee. You do **not** need to send your documents to the university yourself.

## Slide 17

During this process, you will receive access to the JLU applicant portal. There, you will be able to check the status of your application.