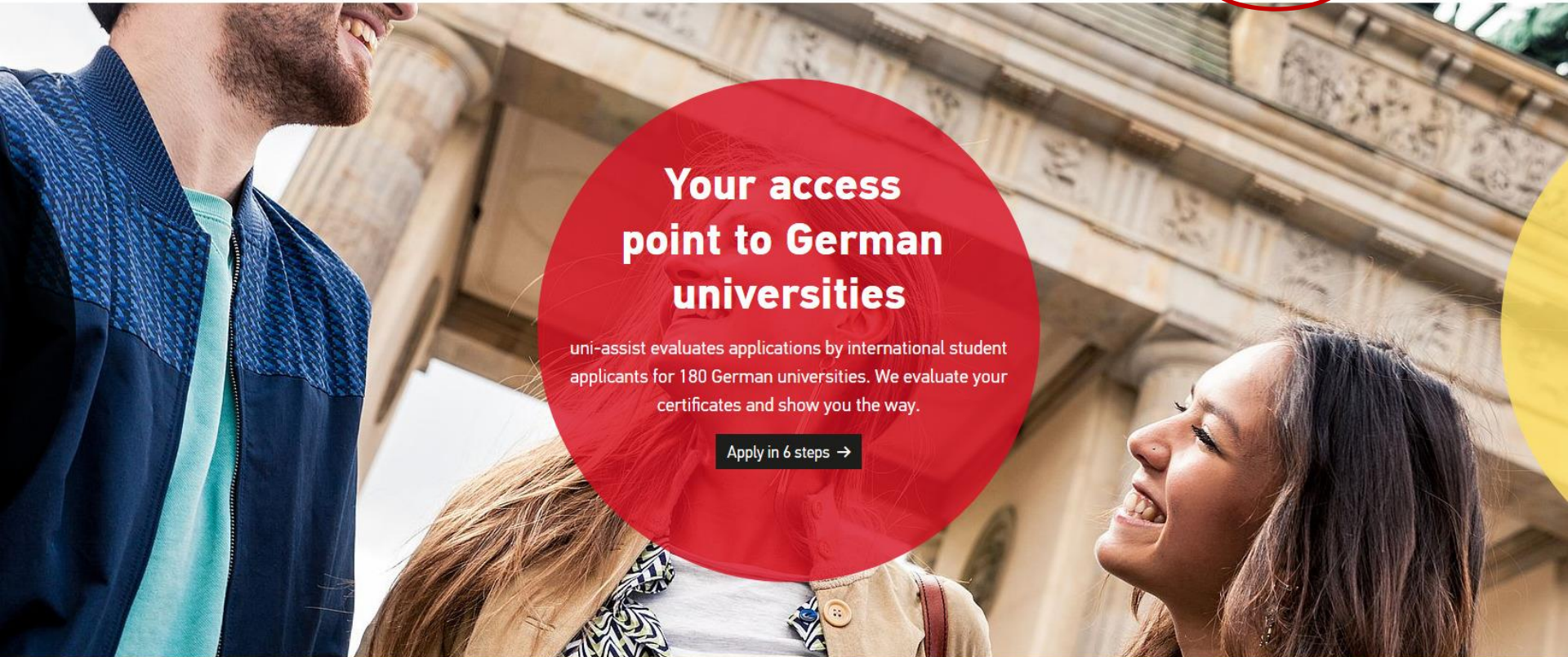
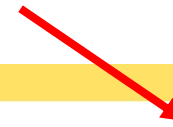




## APPLICATION PROCESS WITH UNI-ASSIST



Your access  
point to German  
universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

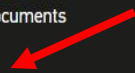
Apply in 6 steps →



# APPLICATION PROCESS WITH UNI-ASSIST

## HOW TO APPLY

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



You can find out more about **applying** via uni-assist here ...

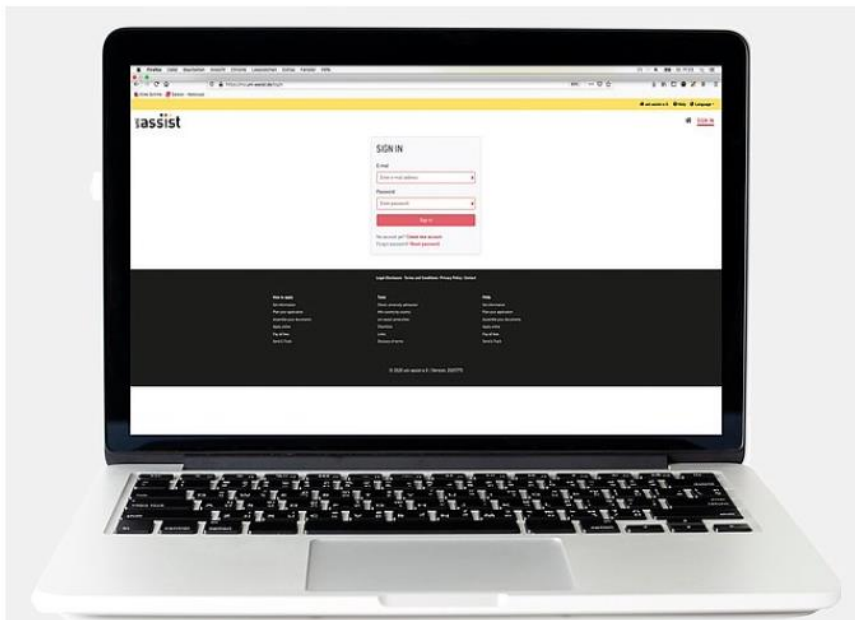
[More →](#)

## universities

uni-assist evaluates applications by international student applicants for 180 German universities. We evaluate your certificates and show you the way.

# APPLICATION PROCESS WITH UNI-ASSIST

## ADVANTAGES



### The My assist 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

- First time at uni-assist? → Then you have to register first!
- Do you already have a uni-assist account? → Then just log in.



## HOW TO USE THE ONLINE PORTAL “MY ASSIST”



1. [Register](#) on “My assist”.
2. Fill in your **applicant information and educational history** on My assist.
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.





# FILL IN YOUR APPLICANT INFORMATION

## APPLICANT INFORMATION



Edit applicant information

### Personal information

Gender

First name

Surname

Name affix

Birth name

Date of birth

Place of birth

Nationality

Stateless

I have come to Germany as a refugee and am interested in further information for refugee applicants.

Forward

## APPLICANT INFORMATION



Edit applicant information

### Contact information

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

Street name

Address continued

Postal Code

City/Province/Region

Country

Back

Forward

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

- Edit login details
- Applicant information
- Educational history
- Sign out

## APPLICANT INFORMATION



Edit applicant information

### Other information

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

uni-assist applicant number

In which language would you like to be contacted?

German  English

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

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

I have read and do accept the current **Terms and Conditions** and uni-assist's privacy policy. (Please note: As of 15 April 2020 our new terms and conditions will apply.)

Password

Send applicant information

Back



# FILL IN YOUR APPLICANT EDUCATIONAL HISTORY

## EDUCATIONAL HISTORY

Edit educational history

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

### School leaving qualification

Have you graduated from school?

Yes  No

Please provide information about your secondary school

In which country have you graduated from school or will be graduating shortly?

Russia

Did you attain the "Abitur" at a German school abroad?

Yes  No

Please tick „No“ (except if you have attended a German international school)

Name of your highest school-leaving certificate

Attestat o srednem (polnom) obsem obrazovanii

Other school-leaving certificate

"Abitur" (university qualification exam)?

Yes  No

### Degrees

Have you graduated from university or will be graduating shortly?

Yes  No

Please provide information about your bachelor's degree

### TestAS

Do you want to enter TestAS information?

Yes  No

Save

- Edit login details
- Applicant information
- Educational history
- Sign out



# SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

## COURSE CATALOGUE

### Search criteria

Semester  
**Wintersemester 2025/2026** x

University  
**Hochschule Osnabrück** x

Federal state  
**Niedersachsen** x

Type of degree  
**Master** x

(Partial) courses of study  
**All**

uni-assist responsible

- All
- Yes
- No

Simple search

Reset



MY ACCOUNT ▾

MY APPLICATIONS ▾

(0)

Total number of courses of study : 3

## Winter Semester 2025/2026

**Design Entrepreneurship**  
Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions (Orts-NC)

Show details Select

**International Business and Management (Master) (non EU/non EWR)**  
Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions (Orts-NC)

Show details Select

**Management in Nonprofit-Organisations (non EU/non EWR)**  
Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions (Orts-NC)

Show details Select



# SELECT YOUR UNIVERSITY AND THE CHOSEN COURSE UNDER COURSE CATALOGUE

## COURSE CATALOGUE

Total number of courses of study : 3

### Winter Semester 2025/2026

#### Search criteria

Semester  
**Winter Semester 2025/2026** x

University  
**Hochschule Osnabrück** x

Federal state  
-- Please select --

Type of degree  
-- Please select --

#### Design Entrepreneurship

Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions  
(Orts-NC)

Show details

Select

#### International Business and Management (Master) (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions  
(Orts-NC)

Show details

Select

#### Management in Nonprofit-Organisations (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv  
Hochschule Osnabrück

Admission type: Local admission restrictions  
(Orts-NC)

Show details

Select

Once you have found your desired course of study, click on "Select." Select the course semester and click on "Add to selection."





# MY SELECTION LIST



MY ACCOUNT ▾

MY APPLICATIONS ▾

MY INBOX



Please note the information for the course(s) of study. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Now go to the "My inbox" by clicking on the box symbol.

## Winter Semester 2025/2026

Management in Nonprofit-Organisations (non EU/non EWR)

Master of Arts (M.A.) Konsekutiv

Hochschule Osnabrück

Application for 1st semester

Admission type: Local admission restrictions (Orts-NC)

Show additional application-related questions (**unanswered mandatory questions**)

Show details

Remove

Handling fees

EUR 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. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

[Upload my documents](#)

Please answer the questions completely and truthfully.

**SUBTOTAL** (VAT included)

EUR 75.00

**Credit**

EUR 0.00

**TOTAL** (VAT included)

EUR 75.00

Selected courses of study: 1

[More about fees and payment](#)

[Choose payment option](#)



# ADDITIONAL APPLICATION-RELATED QUESTIONS

## SELECTION LIST

Winter Semester 2021/22

Please answer the questions accurately if applicable

International Business and Management (Bachelor) Application for 1. Fachsemester

ADDITIONAL APPLICATION-RELATED QUESTIONS ✕

General questions (0/0)

EDUCATIONAL DATA

**Please enter the details of all schools that you have attended:**

1st School: Attended MM/YY - MM/YY

Name and place of school

Country

Name and type of school

2nd School: Attended MM/YY - MM/YY

Name and place of school

Country

Name of certificate

3rd School: Attended MM/YY - MM/YY

Name and place school

Country

Name of certificate



# ADDITIONAL APPLICATION-RELATED QUESTIONS

## Winter Semester 2025/2026

Please answer the questions accurately if applicable

International Business and Management (Bachelor) Application for 1. Fachsemester

### ADDITIONAL APPLICATION-RELATED QUESTIONS

General questions (0/0)

#### EDUCATIONAL DATA

**Please enter the details of all schools that you have attended:**

1st School: Attended MM/YY - MM/YY

Name and place of school

Country

Name and type of school

2nd School: Attended MM/YY - MM/YY

Name and place of school

Country

Name of certificate

3rd School: Attended MM/YY - MM/YY

Name and place school

Country

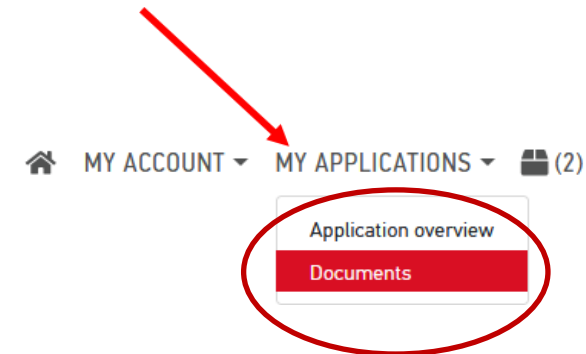
Name of certificate



## UPLOAD DOCUMENTS

If you want to upload documents, please note the following:

- You can only **upload pdf files**.
- Each file can be a maximum of **10 MB in size**.
- A firewall may be preventing the uploading of your documents. If so, you will receive the error message “Bad Request”. Disable your firewall or try to upload the files from a different computer.
- Documents you have uploaded cannot be deleted. Do you want to update certain documents? Then simply upload a newer version. We will then take the newest version into consideration when processing your application documents.





# UPLOAD DOCUMENTS

## 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.

**Please note that the application is only electronically, and you simply upload all documents on the uni-assist portal. In case a study place is offered, all the international credentials must be submitted as certified copies directly at our university.**





## WHAT DOCUMENTS MUST BE SUBMITTED TO UNI-ASSIST?

- Your signed application form on the uni-assist [online portal](#) and the following documents see [here](#)

### Application Documents

#### Checklist:

- |   |   |
|---|---|
| <b>1. Application Form</b>                | <ul style="list-style-type: none"> <li>Please ensure all required fields are filled in the portal.</li> </ul>   |
| <b>2. Cover Letter</b>                    | <ul style="list-style-type: none"> <li>Max. 1 page, include contact details (address, email, phone)</li> </ul>  |
| <b>3. Copy of your passport</b>           |   |
| <b>4. Curriculum Vitae (CV)</b>           | <ul style="list-style-type: none"> <li>In English or German language, tabular format, including education, voluntary work/involvement in nonprofit organizations, professional experience relevant to the study program, practical activities (internships) related to the study program, merit-based and subject-related scholarships</li> </ul> |
| <b>5. English language certificate(s)</b> | <ul style="list-style-type: none"> <li>Details see under <a href="#">English Language Proficiency at B2 level</a></li> </ul>  |
| <b>6. German language certificate(s)</b>  | <ul style="list-style-type: none"> <li>Details see under <a href="#">German Language Proficiency at A1 level</a></li> </ul>   |
| <b>7. Proof of your higher education</b>  | <ul style="list-style-type: none"> <li>University entry qualification, Bachelor certificate, transcript of records, and grading system explanation.</li> </ul>  |
| <b>8. Additional documents</b>            | <ul style="list-style-type: none"> <li>Voluntary work/involvement in nonprofit organizations</li> <li>Professional experience relevant to the study program</li> <li>Practical activities (internships) related to the study program</li> <li>Merit-based and subject-related scholarships</li> </ul>   |



## FREQUENTLY ASKED QUESTIONS:

For each of the 6 application steps, uni-assist answers the most common questions. - If you have questions regarding your application, please check the FAQs first: <https://www.uni-assist.de/en/faqs/>



### FAQS

# Apply online

- ↳ General information
- ↳ Application
- ↳ Upload
- ↳ Password
- ↳ Making changes or deletions
- ↳ Status



## APPLICATION DEADLINE

Please note the upcoming application periods for our Master's program in Management in Nonprofit-Organisations. Applicants are required to apply according to their educational background and nationality:

**Non-EU applicants with foreign degree** apply via [Uni-Assist Portal](#) from February 1st to April 1st, 2025 for the Winter Semester 2025/2026

**EU applicants with foreign degree** apply via [Uni-Assist Portal](#) by July 15<sup>th</sup>, 2025 for the Winter Semester 2025/2026. It is recommended to submit your application by June 15th. to ensure that the application is forwarded in a timely manner by uni-assist.

**Applicants with a German degree** apply via the [Osnabrück University of Applied Sciences Application Portal](#) from May 1st to July 15th, 2025 for the Winter Semester 2025/2026

**Applicants for the DAAD Helmut Schmidt Scholarship** apply via [Online-Application Portal](#) the from June 1st to July 31th, 2025 for the Winter Semester 2026/2027



# ACCEPTING YOUR PLACE OF STUDY AT THE UNIVERSITY OF OSNABRÜCK



Hochschule Osnabrück  
University of Applied Sciences

Hochschule Osnabrück - Postfach 1940 - D-49009 Osnabrück

Frau

Präsidium  
Der Präsident

Studierendensekretariat  
AF 0009  
Albrechtstrasse 30  
49078 Osnabrück

Email: [d.placke@hs-osnabrueck.de](mailto:d.placke@hs-osnabrueck.de)

Telefon 0541 999-7080  
Durchwahl 0541 999-3188  
Fax 0541 999 12111

Ihr Zeichen, Ihre Nachricht vom (Bitte bei Antwort angeben)  
Mein Zeichen Bearbeitet von Osnabrück  
ST BWP SoSe 2017 - 25.01.2017

- You will receive a letter of acceptance which you must sign and return by the date written in the letter.
- If you need to submit additional documents, we will inform you.

## Studienplatzvergabe zum Sommersemester 2017 - Ihre Bewerberin. Bewerbungsverfahren für den Bachelorstudiengang Wirtschaftspsychologie - 1. Fachsemester

Sehr geehrte Frau

ich freue mich, Ihnen mitteilen zu können, dass Sie im Rahmen des Bewerbungsverfahrens im Bachelorstudiengang Wirtschaftspsychologie zum Studium für das 1. Semester zugelassen werden.

Für die Einschreibung reichen Sie bitte bis zum 08.02.2017 folgende Unterlagen bei mir ein:

- die beigefügte Annahmeerklärung - ausgefüllt und unterschrieben
- Krankenversicherungsnachweis (die Bescheinigung einer gesetzlichen Krankenkasse über die Versicherung oder die Befreiung) - für die Hochschule

Zusätzlich müssen Sie noch folgende Unterlagen bis zum genannten Termin in **amtlich beglaubigter** Form einreichen:

- Nachweis des 12-wöchigen studiengangsbezogenen Praktikums (davon mind 6 Wochen bis Vorlesungsbeginn)

Sobald ich Ihre Annahmeerklärung erhalten und die Unterlagen geprüft habe, erhalten Sie eine Zahlungsaufforderung (als PDF) über die zu zahlenden Semestergebühren in das OSCA Hochschulportal (Mein Postfach). Informationen zu den Semestergebühren finden Sie auf der Internetseite:  
<https://www.hs-osnabrueck.de/index.php?id=25&L=0#c:15968>

Die Zulassung wird unwirksam, wenn die aufgeführten Unterlagen nicht fristgerecht eingegangen sind. Sollten Sie den Studienplatz nicht in Anspruch nehmen wollen, teilen Sie mir dies bitte kurz per Email mit, damit andere Bewerbungen im Nachrückverfahren berücksichtigt werden können.



## ANY QUESTIONS ABOUT APPLYING?

If you have any questions about the content of your application, the Program Coordinator will be happy to help you:

**Mechthild Gerdes**

Phone: +49 541 969 3054

Email: [npo@hs-osnabrueck.de](mailto:npo@hs-osnabrueck.de)