

## All applicants with a foreign (Bachelor) degree must apply via uni-assist: [www.uni-assist.de](http://www.uni-assist.de)

uni-assist is an association founded by German universities which takes care of the technical processing of applications. uni-assist examines if the submitted certificates are equivalent to German school/university degrees and whether they qualify in principle for admission to university studies in Germany. Additionally, we entrust uni-assist with the evaluation of further criteria which are subject to preliminary examination.

**PLEASE NOTE:** The fact that uni-assist has accepted an application does not equal an admission to our master program! Not uni-assist but our admission committee decides upon the matter of admission.

### **Please hand in the following application documents:**

1. Fully completed [application form](#).
  2. Letter of motivation (one to two pages) in German stating the reasons for commencing the MSc course of study in Quaternary Science and Geoarchaeology and your professional respectively academic goals.
  3. Curriculum vitae in German.
  4. Transcript of records showing credits in Geosciences, Geography, Prehistory and Early History, Archaeology, and Geoarchaeology including overall grade.\*
  5. Proof of university entrance certificate.\*
  6. Proof of German skills (at least level DSH-2 or DSH-3).
- \* The proof has to be an attested copy.

### **The application process (only for applicants with a non-German degree) is as follows:**

You need to register via the University of Cologne's [application portal](#). You will then receive an email with a security link.

1. Activate your access to the portal by clicking on the security link.
2. Log in to the [application portal](#).
3. Enter your information (name, place of residence, etc.) and the degree you wish to study. Save this information.
4. You can create a pdf-document of your application using the link 'Print application'.
5. Send the application electronically to uni-assist using the link 'Send application'.
6. Transfer the [administration fee](#) to the [uni-assist account](#).
7. Print and sign the pdf-document.
8. Send this pdf-document together with your application documents (see above) (and where appropriate the receipt for your bank transfer) to uni-assist.

On the homepage of uni-assist you will find a general overview of the steps to producing a promising application. **IMPORTANT:** Do not use the link found there to the general application portal, but instead use the individual application portal of the University of Cologne.

The admission committee meets shortly after the application deadline and will inform you about its decision.