

## CHECKLIST uni-assist for international applicants (bachelor, diploma, state examination), - Saxony Preparatory Courses -

A full application must be submitted to uni-assist. It comprises the following documents:

	Certified photocopy	Certified translation
<b>Application form</b> at <a href="http://www.uni-assist.de/service-portal.html">www.uni-assist.de/service-portal.html</a>	<input type="checkbox"/>	
<b>Secondary School Certificate</b> e.g. Baccalaureat, School-Leaving-Certificate, O- und A-Levels or the equivalent	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grades awarded for the secondary school certificates</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of university courses passed or university degrees obtained</b> (if you have studied at a university before) e.g. Bachelor, Diploma	<input type="checkbox"/>	<input type="checkbox"/>
<b>List of subjects and grades for university courses passed or university degrees obtained</b> (if you have studied at a university before)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Certificate issued by the relevant Akademische Prüfstelle/ APS (Academic Evaluation Centre)</b> (Chinese, Mongolian and Vietnamese applicants)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of German language proficiency</b> e.g. 500 hours of tuition in German or the equivalent	<input type="checkbox"/>	<input type="checkbox"/>

### What form must the application documents have?

In addition to the application form (printed and signed), always submit the **original of a certified photocopy** of the original certificates and **the certified translation** into German of your original certificates. We accept certified photocopies of your certified translations. Scanned copies or simple photocopies will not be accepted:



If the original certificates are in German or English, you do not have to send a translation. Please follow the instructions for official accreditations and translations:  
[www.uni-leipzig.de/en/international/organisation](http://www.uni-leipzig.de/en/international/organisation) -> Preparing.

### Where do I hand in my application?

Your application will be processed by uni-assist e.V. (Application Services for International Students). Uni-assist checks whether your application comprises all necessary documents in the required form. In addition, they determine whether you meet the admission requirements. The Universität Leipzig decides if you receive an admission to study there.

Please find out about the application procedure via uni-assist at: [www.uni-assist.de](http://www.uni-assist.de)

You need to send your full application to the following postal address:

**Universität Leipzig  
c/o uni-assist e. V.  
Geneststraße 5  
10829 Berlin  
GERMANY**

### Where do I obtain application forms?

Application forms are provided on  
[www.uni-leipzig.de/en/international/download](http://www.uni-leipzig.de/en/international/download) -> Degree seeking students