

CHECKLIST of application documents
for international applicants to master study programmes

If you acquired your first degree abroad, then you need to apply online via the uni-assist application portal: www.uni-assist.de and post your completed application to:

**Universität Leipzig
c/o uni-assist e.V.
11507 Berlin
Germany**

uni-assist will check whether your application is complete and whether you meet the requirements for studying at a German university. Leipzig University will then decide on how to allocate study places and whom to admit to study.

A complete application includes the following documents. Use this checklist to check whether you are able to submit all of the documents in the required format:

		Certified copy	Certified translation
Application form (Online via http://www.uni-assist.de/service-portal.html and a printed, signed copy)	<input type="checkbox"/>		
Certificate, including subject grades, of final secondary school qualification (e.g. Baccalaureate, School Leaving Certificate, O and A Levels or equivalent)		<input type="checkbox"/>	<input type="checkbox"/>
Proof of all studies already completed (e.g. bachelor, diploma)		<input type="checkbox"/>	<input type="checkbox"/>
Transcript of Records detailing all courses and credits already completed		<input type="checkbox"/>	<input type="checkbox"/>
Certificate proving language proficiency (e.g. DSH (Level 2) or TestDaF (TDN 4 in all categories) for master programmes taught in German, TOEFL or adequate language certificate for master programmes taught in English)		<input type="checkbox"/>	
CV (in German or English)	<input type="checkbox"/>		
Certificate from the relevant Academic Evaluation Centre / APS (applicants from China, Vietnam and Mongolia only)	<input type="checkbox"/>		
If available, proof that you have passed the aptitude test / fulfil the subject-specific admission requirements	<input type="checkbox"/>		

In what form do I have to submit my application documents?

Remember to submit a **certified copy** of the respective original documents. In the case of foreign-language documents, in addition to the original certified copy of the original document you will also need to submit an **original certified translation** in German or English. If the original certificates were issued in English, you do not need to submit a translation. We accept certified copies of your certified translations:



Please note the following information concerning official certifications and translations: http://www.uni-assist.de/standards_en.html

If you wish to apply to two different study programmes, it is essential that you create individual applications in uni-assist for both study programmes. However, you must only submit your application documents and copies once.

What happens if I won't be receiving my degree until after submitting my application?

If you will not acquire the degree on which your admission to Leipzig University depends until after the application deadline, then in addition to your current Transcript of Records, make sure you enclose a certificate from your home university which shows when you are expected to complete the degree. We must have received a certified copy of your degree certificate by no later than when you enrol.

Can I also take the DSH exam in Leipzig?

Do you wish to apply to a master study programme requiring German language skills at C1 level of the Common European Framework of Reference (CEFR)?

If so, you have the option of taking the DSH exam (externally) at the Studienkolleg Sachsen. This exam is subject to a fee. For information on registering, please refer to the website of the Studienkolleg Sachsen: <http://www.uni-leipzig.de/stksachs/index.html>

Please note that you must provide evidence that your German language skills correspond to C1 level of the Common European Framework of Reference (CEFR), e.g. in the form of a DSH certificate, by no later than when you enrol.

What happens if I apply to a master programme and a bachelor programme at the same time?

Please note that applications to bachelor study programmes and master study programmes are processed separately from each other; from an administrative perspective, they are handled differently. The uni-assist application deadline for master study programmes is before the application deadline for bachelor study programmes.