



CHECKLIST for international master applicants

Your application will be processed by uni-assist e.V. (Application Service for International Students).

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

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

Uni-assist checks whether your application comprises all necessary documents in the required form. In addition, they determine whether you meet the admission requirements. Leipzig University decides if you receive an admission to study there.

Please find out about the application procedure via uni-assist at: www.uni-assist.de

A full application comprises the following documents. Please use this list to check whether you can provide all documents in the required form:

		Certified photocopy	Certified translation
Application Fill in the online version at uni-assist and include a print out: http://www.uni-assist.de/index_en.html	<input type="checkbox"/>		
Secondary School Certificate e.g. Baccalaureate, School Leaving Certificate, O- and A-Levels or the equivalent		<input type="checkbox"/>	<input type="checkbox"/>
Grades awarded for the Secondary School Certificate		<input type="checkbox"/>	<input type="checkbox"/>
Proof of all degrees already provided e.g. Bachelor, Diploma		<input type="checkbox"/>	<input type="checkbox"/>
List of subjects and grades for all degrees already concluded		<input type="checkbox"/>	<input type="checkbox"/>
Certificate issued by the relevant Akademische Prüfstelle / APS (Academic Evaluation Centre) (Chinese, Mongolian or Vietnamese applicants)		<input type="checkbox"/>	<input type="checkbox"/>
Certificate to provide proof of knowledge of German e.g. DSH (level 2) or TestDaF (TDN 4) for master programmes taken in German, TOEFL or adequate proof of language for master programmes taken in English		<input type="checkbox"/>	<input type="checkbox"/>
If applicable: Proof of the successfully passed aptitude test / assessment of your subject-specific requirements	<input type="checkbox"/>		
CV (in German or English)	<input type="checkbox"/>		



WHAT FORM MUST THE APPLICATION DOCUMENTS HAVE?

Always submit the **original of a certified photocopy** of the original certificates and the **original of the certified photocopy of the certified translation** into German of your original certificates. If the original certificates are in English, you do not have to send a translation. We accept certified photocopies of your certified translations.



Please follow the instructions for official accreditations and translations:

http://www.uni-assist.de/standards_en.html

If you would like to apply for two different master programmes, you must apply for both programmes, i.e. for **each master programme separately**. You must fill in an online application and send all application documents for each master programme.

WHAT SHOULD I DO, IF I DO NOT GET MY DEGREE AWARDED IN TIME FOR THE APPLICATION?

If you will not acquire the degree relevant for admission until after the closing date for application, enclose a statement from your home university in addition to a list of subjects and recently obtained grades showing when this qualification is expected to be effected. A certified copy of the final degree certificate must be submitted no later than the time of registration.

HOW IS MY APPLICATION HANDLED IF I APPLY FOR A MASTER PROGRAMME AND A BACHELOR PROGRAMME SIMULTANEOUSLY?

Please note that applications for master programmes and for bachelor programmes are processed separately and distinctively at Leipzig University. In addition, aptitude tests for applicants of master programmes frequently take place before the application deadlines for bachelor programmes end.

If you apply for a master programme (first order) and a bachelor programme (second order) simultaneously, the following applies: Your first order application will be considered for the regular admission procedure. In case your second order application is for a bachelor programme with free admission, it will be considered for the regular admission procedure of this programme. If your second order application is for a bachelor programme with restricted admission (Numerus Clausus) it will be considered for this programme's succession procedure of admission.