### 1. Registration

Register in the Online Portal [my.uni-assist](https://my.uni-assist.de/registrierung)

After a few minutes, you will receive an e-mail from uni-assist confirming your registration. This e-mail will contain a link that you must use to activate your personal user account. Once you have clicked on the link, your user profile will be ready to use.

!!! Even if you have already applied via uni-assist e.V. before, a new registration in the new my.uni-assist portal is necessary! To link your old and new application account, please enter your old uni-assist application number during the registration process.

### 2. Online Application

**Step 1: Log-In**

After clicking on the link, you will be taken to the applicant portal, where you can log-in using your username and password.

**Step 2: Selection of program**

Search for the semester (currently: summer semester 2020), the University (University Leipzig) and “Deutschkurs für Geflüchtete” in the course catalogue.

Click on “Select” and the program will be added to your selection list.

---

**COURSE CATALOGUE**

**Search criteria**

- deutskurs für geflüchtete
- Summer Semester 2020
- Universität Leipzig

**Total number of courses of study: 1**

**Summer Semester 2020**

Deutschkurs für Geflüchtete
Hochschulzugangsberechtigung für Ausländer
Universität Leipzig

Admission type: Unbekannt

Show details

Select
Step 3: selection list
To open the selection list, please click on this symbol in the upper right corner of the page:

Step 4: application-related questions
Please answer all mandatory questions.

Step 5: upload documents
Please upload the following documents in the „subject-related questions“ section:

1. "Beratungsschein" that you receive after a personal consultation during the office hours of the International Centre at Leipzig University. Please bring the required application documents, such as secondary school certificate, university degree (if you have one) and proof of proficiency in German to this consultation. If these documents are not in German or English, you will have to bring a sworn German or English translation.

2. scan of your residence status

Step 6: submit online-application
To submit your online application just click „proceed to checkout“. The costs for the application are covered by the university.
3. Postal application

Once you have submitted your application online, you need to send the following documents to uni-assist by post:

1. A certified copy of your school leaving certificate (including your subjects and marks) - and a certified copy of the translation of your school leaving certificate (if it was not issued in English or German)

2. A certified copy of your German language certificate

3. If you have already completed university studies: A certified copy of your degree certificates (e.g. Bachelor certificate) - and a certified copy of the translations of these certificates (if they were not issued in English or German)

Please note: You can obtain certified copies of German documents or translations from the “Bürgeramt” (citizen centre), town hall, parish office, court or from a notary. You can obtain certified copies of English documents or translations from the court, parish office or from a notary.

Please send all of these documents to the following address:

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

Important: You must ensure that you send your documents to uni-assist by post before the application deadline; otherwise your application will not be processed!

You can track the processing of your application online in your account. Leipzig University will then inform you of the result of your application.

Good luck!

What can I do if I’m missing certificates due to my situation as a refugee?

You need to fill in the self-disclosure form (Selbstauskunftbogen). On this form, you can provide your own information on the periods of education for which you no longer have certificates (last school and/or university attended). If you have evidence of your education, for example an old student identification card, please provide information on these documents and submit them, preferably as certified copies.

You will be sent the self-disclosure form by uni-assist after submitting your application or can obtain a copy during the consultation hours of the International Centre.