Step-by-Step Guide to the uni-assist e.V. Application Process

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

Step 2: choose your study programme(s)

Search in the course catalogue for the semester (currently: winter semester 2020/2021), the University (Universität Leipzig/ Leipzig University) and the degree programme(s) you wish to apply for. You can type in the study programme of your choice or filter your results by clicking on "Advanced search". Click on "Select" and the programme(s) will be added to your selection list.

INFORMATION on applying for a „Studienkolleg“ preparatory course or German language „DSH-Course“
The Studienkolleg preparatory course and the DSH-Course are not available as an option for university studies in the uni-assist application portal. Please instead select the study programme that you would like to study after completing the Studienkolleg or DSH-Course.
Step 3: Answer the mandatory questions

Click on the selection list to see all study programmes that you selected for the application process.

Click on “unanswered mandatory questions” to answer them. Otherwise your application cannot be submitted. Answer all questions (e.g. about yourself and your educational background) in the next window:

INFORMATION on applying for a „Studienkolleg“ preparatory course or German language „DSH-Course“

Select under "University related questions" that you would like to complete a Studienkolleg or a DSH-course.
Step 4: Pay the handling fees

Click on **Proceed to checkout** and pay the handling fees. Afterwards your application will be submitted electronically.

For every application you need to pay handling fees. The fees cover the registration and the assessment of your international educational certificates - irrespective of the result of the evaluation procedure. You pay per desired course of study. For the **first desired study course** the fee is **75.00 EUR** and **30.00 EUR for every additional desired course of study**.

You can find more information on the website of uni-assist e.V.: [https://www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/](https://www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/)

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 (including your subjects and marks)  
   (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 documents within the application period to the following address:

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

Please also note that some courses require you to submit additional documents (e.g. university entrance examination, university qualification exam (“Feststellungsprüfung”) certificate, documents from the “Akademische Prüfstelle” (APS), evidence of foreign language skills, your CV, etc.). Please check the website of the [International Centre](https://www.uni-assist.de/en/how-to-apply/pay-all-fees/handling-fees/) or of the responsible institutes.

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!
Due to the current situation, you can upload your application documents using uni-assist’s “My assist” portal (under "My Applications" → Documents). Please give the documents you upload an unambiguous name in German or English. You will then have time until your enrolment date to submit certified copies of the required documents directly to our International Centre.

Please check the webpage of Leipzig University for more information (section: “International Students”): https://www.uni-leipzig.de/en/university/service/information-about-coronavirus/students/