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

Please note, that due to the current situation you need to submit your application documents online!

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

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.

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: summer semester 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: Upload application documents

Click on „My applications“ and then on „Documents“ and upload your application documents as pdf-files!

Please choose a suitable file name in German or English (e.g. “Diploma bachelor”).

You need to submit the following documents as part of your application:

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

2. your German language certificate

3. if you have already completed university studies: your degree certificates (including your subjects and marks) (e.g. Bachelor certificate) and translations of these certificates (if they were not issued in English or German)

You will then have time until your enrolment date to submit certified copies of the required documents directly to the International Centre!

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 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 or of the responsible institutes.

Step 5: Pay the handling fees

Click on and pay the handling fees within the application period. 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/

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!