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

Search in the course catalogue for the semester (currently: winter semester 2021/2022), the University (Universität Leipzig/ Leipzig University) and “Deutschkurs für Geflüchtete” in the course catalogue. Click on "Select" and the programme will be added to your “selection list”.

German language course for refugees – winter semester 2021/22
**Step 3: Selection List**

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

**Step 4: Answer the mandatory questions**

Please answer all mandatory questions, e.g. about yourself and your academic career.

**Step 5: Upload application documents**

Please upload scan of your residence status in the „subject-related questions“ section. If you are in Germany via so called "Familiennachzug" (family reunification), please also upload the residence permit of the person to whom you have moved to.

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

Please choose a suitable file name in German or English (e.g. “Diploma bachelor”).
You need to submit the following documents online 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 B1**
   If you are still participating in an ongoing B1-course, please upload a confirmation of participation showing the date when the course will end.

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)

4. "Beratungsbestätigung" of the International Centre at Leipzig University.
   Please send an e-mail with a **scan of your residence status** and explain which **programme** you would like to study after completing the German-course to: refugees.study@uni-leipzig.de
   After this you will receive the “Beratungsbestätigung”.

**Step 6: Pay the handling fees**

To submit your online application just click „**proceed to checkout**“. The costs for the application are covered by the university.

You can track the status of your application online in your account. The University of Leipzig will inform you about the result of your application.

**Good luck!**

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**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** (Selbstauskunftsbogen). On this form, you can provide 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 from the International Centre (please send an email then to refugees.study@uni-leipzig.de).