



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: winter semester 2021/22), 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

MY ACCOUNT ▾ MY APPLICATIONS ▾ **(2)**

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

SELECTION LIST

Linguistik Master of Arts Universität Leipzig Show additional application-related questions (unanswered mandatory questions) Show details	Application for 1. Fachsemester Admission type: NC-frei Remove	Handling fees € 75.00
Afrikastudien Bachelor of Arts Universität Leipzig Show additional application-related questions (no unanswered mandatory questions) Show details	Application for 2. Fachsemester Admission type: NC-frei Remove	Handling fees € 30.00
SUBTOTAL (VAT included)		€ 105.00
Credit		€ 0.00
TOTAL (VAT included)		€ 105.00
Selected courses of study: 2		More about fees and payment Proceed to checkout

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:

ADDITIONAL APPLICATION-RELATED QUESTIONS

General questions (0/0) University-related questions (1/2) Course of study-related questions (0/0)

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.

APPLICATION FOR THE “STUDIENKOLLEG” (PREPARATORY COURSE)

Do you wish to apply for admission to a “Studienkolleg” (preparatory course) for foreign students to prepare for the Feststellungsprüfung?

- yes
- no

APPLICATION FOR ADMISSION TO THE PREPARATORY GERMAN LANGUAGE COURSE

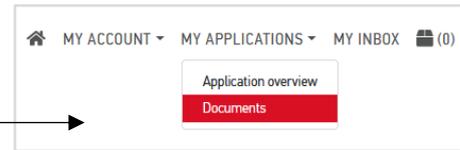
Do you wish to apply for admission to a preparatory German language course (DSH course) in preparation of the degree course for which you are applying with this form?

- yes
- no



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 **Proceed to checkout** and pay the **handling fees** within the application period. Afterwards your application will be submitted electronically. Please also note the payment options on the uni-assist webpage: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/payment-options/>

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!**