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

1. Registration

Visit www.uni-assist.de/en and click on “Online Portal” on the right at the top.

On the following page, click on “Registration” on the left.

You can now choose your own username and password and register for the service. After a few minutes, you will receive an e-mail confirming your registration from uni-assist. 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: 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: Provide the required information with regard to your school leaving certificate and whether you have previously studied at a university.
**The next step:**
Please specify: the **semester** for which you are applying (currently: summer semester 2019)

your desired **qualification** (e.g. Bachelor, “Staatsexamen”, Master, etc.)

your chosen **university** (Leipzig University)

and/or

your chosen **academic field** (e.g. Computer Science)

You can now click on “Start search”.

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**INFORMATION on applying for the GERMAN LANGUAGE COURSE FOR REFUGEES**

No university qualification is awarded at the end of the German language course for refugees. Please therefore select “-” as your desired qualification and the following option as your chosen academic field:

**INFORMATION on applying for a “STUDIENKOLLEG” preparatory course (1/2)**

The Studienkolleg preparatory course is not available as an option for university studies in the uni-assist applicant portal. Please instead select the **course** that you would like to study after completing the “Studienkolleg” (for example: History, Bachelor of Arts) and fill in the application form.

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**SEARCH STUDY OFFERS - RESULTS**

**Step 3:** You will now be shown all available courses in your chosen academic field at Leipzig University. Click on the **course** that you would like to study.

**QUESTIONS REGARDING APPLICATION**

**Step 4:** Answer the questions concerning your education. Specify whether you have already completed a “Studienkolleg“, further educational training or an internship.

**Please note:** In the “General questions” category, you do not need to fill in the “Activities prior to application” field. You also do not need to upload any files under “Allocate files”.
During the online application process, you will be asked if you would like to complete a “Studienkolleg” before commencing your degree course. If you select yes as a response to this question, your application will be processed for the “Studienkolleg” provided that you meet the necessary requirements.

**Step 5:** Once you have answered all of the questions, you will need to submit your application online.

To do so, click on “Submit online”.

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**SUBMIT APPLICATION ONLINE**

- **Important notice:**
  - A printed application on its own is not sufficient in most cases. You also need to send a copy in paper form. If you are not sure what to do, please ask your chosen university if you need to send a paper copy as well.

- **How do I proceed?**
  - For each subject area that you wish to apply for, please send a printed and personally signed application together with all required documents in a self-addressed stamped envelope. Please contact the university for information on the format and range of documents required.
  - If any universities ask for officially authenticated copies, then a simple file copy is not sufficient. All uploads (including scans of authenticated copies) will be treated as simple colour copies. The need of authentication must be sent to uni-assist in its original form.
  - The initial application and all required paper documents must reach uni-assist by the date of the application deadline. The name of the university you are applying for in the top line and below must be exactly the same as in the university’s application form.

- **uni-assist e.V.**
  - 91057 Erlangen
  - Germany

- **I have read the important notice and checked all the information that I have provided in my application form. I would now like to send this application bindingly to uni-assist e.V. for processing.**

- **Yes, I do accept the current terms and conditions (AGB) and the therein included data protection regulations of uni-assist.**
3. Postal Application

**Step 6:** Once you have submitted your application online, click on “Print application form” on the next page and sign the printout of your application.

Please send the following documents to uni-assist by post:

1. The application form containing your signature
2. A certified copy of your school leaving certificate including your marks and a certified copy of the translation of your school leaving certificate (if it was not issued in English or German)
3. A certified copy of your German language certificate
4. If you have already completed university studies: A certified copy of your degree certificates 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!

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.).

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!**
INFORMATION for REFUGEES

If you are missing certificates due to your situation as a refugee:
– Fill in the self-disclosure form

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.

Applying for cost exemption

Refugees are able to be exempted from the costs of submitting applications to three universities per semester.

Please ensure that you apply for cost exemption online before the application deadline and before submitting your application.

Step 1: Register on the Portal for Cost Exemption
https://pgm.uni-assist.de/?language=en
– Specify your username and password
– Confirm the link sent via e-mail

Step 2: Create a new application
**Step 3:** Evidence of your refugee status

Since when have you been in Germany?

**Upload files:**
1.) Please upload a scan of your residents title (front and back)

Please note: If you have come to Germany to join a family member who is already a resident of Germany, please also upload the identification document of this family member.

2.a) **TestAS certificate**
Abbreviation for: Test for Foreign Students
Assesses your aptitude for university studies
Can be taken at test centres on several occasions throughout the year

More information: [https://refugees.testas.de/en/](https://refugees.testas.de/en/)

**OR**

2.b) “Beratungsschein” document from Leipzig University
To obtain your “Beratungsschein”, please bring your school and language certificates to the International Centre during its consultation hours.

You can now click on **“Submit application”**!

After a few days, you will receive an e-mail containing an applicant number and the status of your application (approved, incomplete or rejected).

If you are eligible for a German student grant or loan (BAföG)

You can submit an advance application to the responsible Office for Education and Training Assistance (“Amt für Ausbildungsförderung”) as early as a year before commencing your university studies. For initial orientation and advice, please contact the social counselling service of Leipzig Student Services. You can receive comprehensive and detailed advice from the BAföG Office (“BAföG-Amt”).