



## Step-by-Step-Guide to the Uni-Assist e.V. Application Process

### Step 1: Registration in the application portal my.uni-assist

Register with your e-mail address and a password 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.

### Step 2: 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 3: Choose your study programme(s)

Select the **semester** for which you like to apply and the **university** (University of Leipzig) under "**Search criteria**" on the left and search for the study program(s) you would like to apply for.

Click on "**Select**" and the study program will be added to your "**Selection list**".



**Note: 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 4: Answer the mandatory questions

Once you have selected the study programmes to which you wish to apply, click on "Selection List" in the menu at the top right (corresponds to the package icon).

Now you will get an overview of all the study programmes you have selected:

Click on "**unanswered mandatory questions**" and answer all questions (e.g. about yourself and your educational background) in the next window. Your application cannot be sent without answering the questions.



## Note: Applying for a „Studienkolleg“ preparatory course or German language „DSH-Course

Select under „**The university’s questions**” that you would like to

- complete a “Studienkolleg”

### 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

- or a “DSH-course”

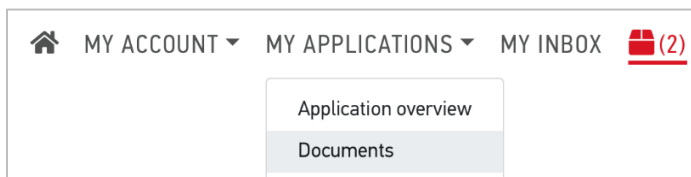
Do you wish to apply for admission to a preparatory German language course (DSH course) in preparation of the degree course for which you are applying with this form?

yes

no

## Step 5: Upload application documents

Click on "**My applications**" and then on "**Documents**" and upload your application documents as **PDF files!**



Please name all documents with **clear designations** in German or English! (e.g. "A-levels certificate")

### **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** (if applying to German-language degree programs) or **English language certificate** (for English-language degree programs)
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)



**Note:** 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 6: Pay the handling fees

Click on "**Proceed to checkout**" in the "**Selection list**" and pay the processing fees within the **application deadlines**. Subsequently, your application will be transmitted electronically.

CHECKOUT	
<b>Summer Semester 2022</b>	
Universität Leipzig	
American Studies — Bachelor of Arts - Application for 2nd semester	€ 75.00
<hr/>	
<b>SUBTOTAL (VAT INCLUDED)</b>	<b>€ 75.00</b>
<hr/>	
Credit	€ 0.00
<hr/>	
<b>TOTAL (VAT included)</b>	<b>€ 75.00</b>

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/>

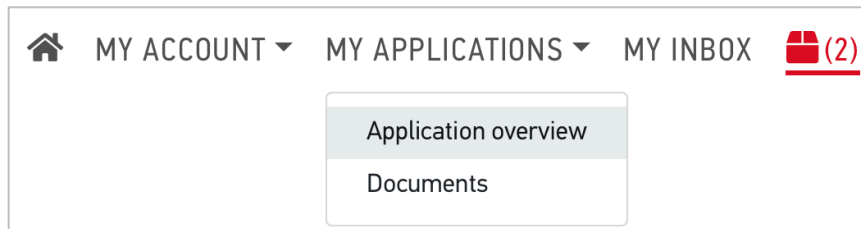


**Information on handling fees:** You must pay a **handling fee** for each application. The fees cover the registration and the assessment of your international educational certificates - irrespective of the result of the evaluation procedure. You pay per desired course of study. For **the first desired 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/>

## Step 7: Status of the application

You can track the **status of your application** online in your account under "**Application Overview**".



Leipzig University will then inform you of the result of your application.

**Good luck with your application!**