



German language course “FIT für das Studium – Deutsch”

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

Step 1: Registration and Log-In for the application portal my.uni-assist.de

Register with your e-mail address and a password of your own choice in the online portal [my.uni-assist](https://my.uni-assist.de).

Confirm the registration link, which will be sent to you by e-mail. Once you have clicked on the link, your user profile will be ready to use.

If you already have a user name and password, please use these for the “log-in”.

Step 2: Select the German course

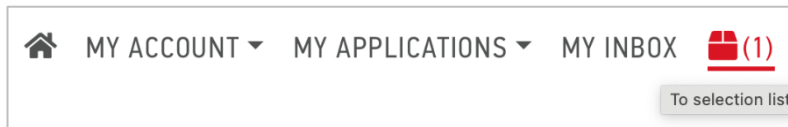
Search for “FIT für das Studium – Deutsch”. Select the University (Universität Leipzig). Then click “Search”.

Click on “Select” and the course will be added to your “selection list”.

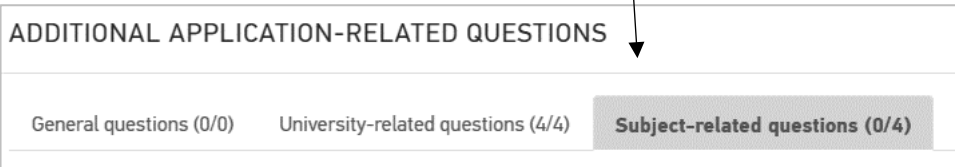
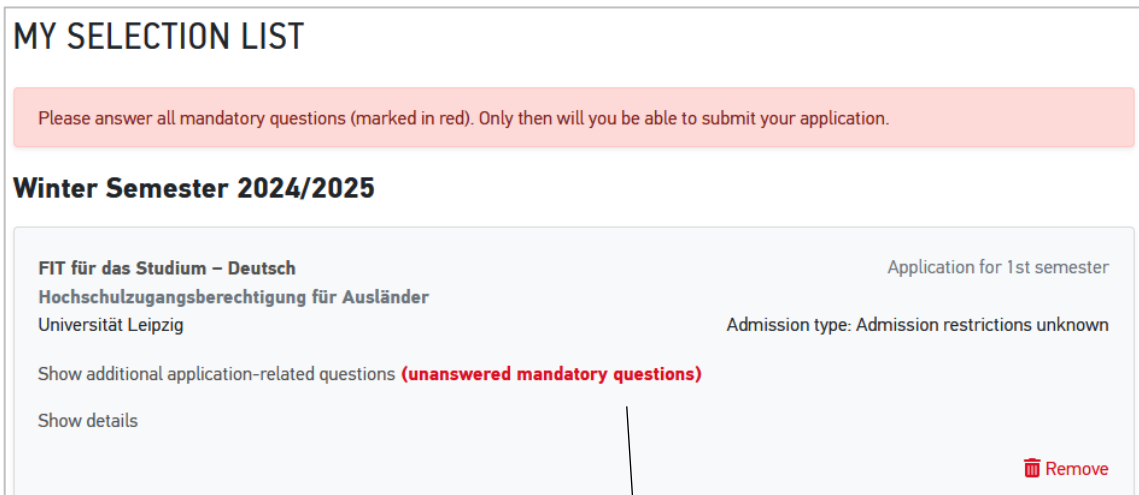
The screenshot shows a course entry in a list. The course name is 'FIT für das Studium – Deutsch' in red. Below it, the text reads 'Hochschulzugangsberechtigung für Ausländer' and 'Universität Leipzig'. To the right, it says 'Admission type: Admission restrictions unknown'. At the bottom left, there is a red link 'Show details'. At the bottom right, there is a red button with a plus sign and the text 'Select'. A black arrow points from the top right towards the 'Select' button.

Step 3: Answer the mandatory questions

After you have selected the German course, click on "[selection list](#)" in the top right menu (corresponds to the package icon).



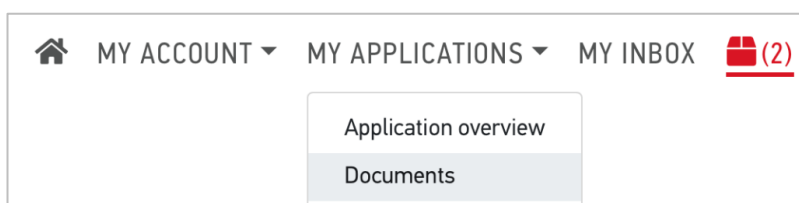
Click on "[unanswered mandatory questions](#)" and answer all questions (e.g. about your educational background, your desired study programme and your motivation for the course) in the next window. Your application cannot be sent without answering the questions.



Also please upload the consultation form (Beratungsschein) from the International Centre of Leipzig University.

Step 4: Upload application documents

Click on "[My applications](#)" and then on "[Documents](#)" and upload the application documents as pdf-files! Please choose a suitable file name in German or English (e.g. Bachelor Diploma).



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

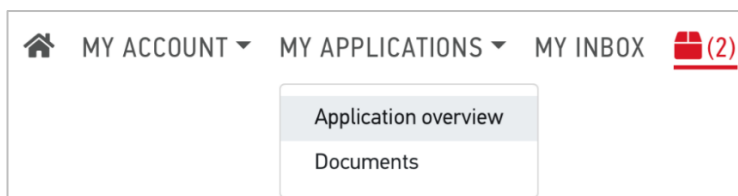
1. Your school leaving certificate (including your subjects and marks) and a translation (if it was not issued in English or German)
2. If you have already studied at a university: your degree certificates (including your subjects and marks) (e.g. Bachelor certificate) and translations of these certificates (if these were not issued in English or German)
3. If applicable: university entrance exam and a translation (if it was not issued in English or German)
4. Applicants from China, India or Vietnam: Certificate from the responsible Academic Evaluation Center (APS)
5. German language certificate B1 or proof of 500 hours of German lessons (issued in one document)
6. Consultation form (Beratungsschein) from the International Centre of Leipzig University
You receive this form after a consultation with the International Centre.

Step 5: Send application

To submit your online application just click "proceed to checkout". The costs for the application are covered.

Application status

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



The International Centre of Leipzig University will then inform you, if you get invited for the entrance exam. **Good luck with your application!**

What can I do if I'm missing certificates due to my situation as a refugee?

You need to fill in the Uni-assist Questionnaire (Selbstauskunftsbogen). On this self-disclosure 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).

