B – Procedure with a foreign university degree

Step 1 – applying via uni-assist e.V.

- register or login at the uni-assist portal
- create and submit your application online
- print and sign your application

You need to add the following documentation to your application:

- passport photo
- secondary school leaving certificate, including subject grades
- evidence of all completed degrees (e.g. bachelor’s, Diplom)\(^1\)
- Transcript of Records detailing all past academic achievements
- certificate of English language proficiency (B2 level or equivalent proof, e.g. 500 hours of English education)
- CV in German or English
- if you are from China, Vietnam or Mongolia: please submit a certificate issued by the relevant Akademische Prüfstelle (APS)

\(^1\) If you need to submit the application before passing all exams, attach a current overview of subjects and grades and a letter from your home university, which indicates when the degree is likely to be awarded. However, a certified copy of your degree certificate must be available by the time you enroll.

Step 2 – Submission of printed application to uni-assist e.V.

Please send the printed version of your application along with all required documents before the end of the deadline to uni-assist e.V.:

Universität Leipzig
c/o uni-assist e.V.
11507 Berlin
GERMANY

Finally, you will be required to pay an administrative fee directly to uni-assist.

Step 3 – Letter of admission received via AlmaWeb

Once you have formally applied, uni-assist will forward your application to our International Centre. You will then receive an email containing login details for our AlmaWeb study portal. The International Centre will again check all documents and decide together with the aptitude commission of our faculty, whether all subject-specific admission requirements are fulfilled.

Once the application procedure is complete, in the AlmaWeb study portal you will find your electronic letter of admission if your application was successful.

Step 4 – Acceptance and Enrolment:

To accept your study place, please go to the AlmaWeb portal and print and return the declaration of acceptance. Once you have paid the semester fee and enrolled, you are officially a student of our university. Please also visit the getting-started page for further information.