

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.