



## Checklist for international applicants for the Studienkolleg (Bachelor, Diploma, State Examination)

### Application steps

#### Step 1: Online application via uni-assist

If you intend to apply for an undergraduate degree (Bachelor, Diploma, State Examination) at Leipzig University, apply online via [uni-assist's application portal](#). Please refer to uni-assist's webpage on [how to apply via uni-assist](#).

#### Step 2: Upload of application documents

Upload all necessary documents (see below) electronically via "My Applications", "Documents". Identify the documents clearly in German or English.

#### Step 3: Answering open mandatory questions

Answer all open mandatory questions and submit your application electronically.

#### Step 4: Transferring the processing fee

Pay the processing fee to uni-assist. All [information regarding the fees and the payment transfer](#) can be found at uni-assist's webpage.

### When do I apply?

Applications for the Studienkolleg are possible for the summer and the winter intake. For the winter semester you can apply from the beginning of April until **15 June**, for the summer semester from the beginning of November until **15 December**.

### Information about the uni-assist application:

Uni-assist checks whether your application comprises all necessary documents. In addition, they determine whether you meet the admission requirements. Leipzig University decides if you will get admitted into the intended study program.

Attention: Please submit your application documents to uni-assist as early as possible, so that uni-assist has the opportunity to request missing documents within the application period.

## Application documents

A full application comprises the following documents. Please use this list to check whether you can provide all documents:

- **Secondary School Certificate, including grades** (e.g. Baccalaureate, School Leaving Certificate, O- and A-Levels or the equivalent)
- If you have studied at an university before: **Proof of obtained university degrees, including transcript of records** (e.g. Bachelor, Diploma)
- **Proof of language proficiency** (e.g. German certificate at level B1, certificate of attendance for 500 hours of German lessons (issued by language institute on one document))
- **Certificate issued by the relevant: Akademische Prüfstelle / APS (Academic Evaluation Centre)** (Chinese, Indian, Vietnamese applicants only)

If the original certificates are in German or English, you do not have to send a translation. In all other cases, the document in the original language as well as a translation into German or English must be submitted by a sworn translator. Please follow the [instructions for translations](#).

Note: Due to the differences in educational qualifications, it is impossible to include all the required certificates for each country in the checklist above. In individual cases or for certain countries, it may be necessary to submit other documents in addition to the application documents listed in the checklist above. Please inform yourself in advance on the website [www.anabin.de](http://www.anabin.de) about the documents required for your country. You will also find important [information for certain countries](#) or [for certain qualifications](#) (e.g. International Baccalaureat Diploma / IB) on the uni-assist website.

## How do I get further advice?

- Email: [international.student@uni-leipzig.de](mailto:international.student@uni-leipzig.de)
- Telephone: Mondays 9 – 11am and 3 – 5pm as well as Thursdays 9 – 11 am at +49 341 97 32079/ -80
- [Appointment for an extensive consultation](#) – online or face-to-face