

UNI-ASSIST

Application for Studying at LUH or for *Studienkolleg* via Uni Assist

Before you apply, please read the information on how to apply here: www.uni-assist.de.

In order to apply, please use this link: <https://my.uni-assist.de/>.

How does the application via Uni Assist work?

In order to apply via Uni Assist, you need to apply online via <https://my.uni-assist.de/> and upload your documents. You do not need certified copies for your application via Uni Assist. Instead, please scan your original documents and your original translations and upload them to Uni Assist as pdf files.

The following application documents are required:

Application for Bachelor, <i>Staatsexamen</i> or <i>Studienkolleg</i>	Application for Master
<ul style="list-style-type: none"> ✓ School-leaving certificate with grade summary ✓ If applicable, other evidence of university entrance examinations, enrolment or study proofs from your home country (always with grades and/or transcripts) ✓ Translations of all documents (into German or English) ✓ Proof of sufficient German language skills for conditional admission. The following certificates are recognised for application: Goethe certificate B1, telc B1, ÖSD B1, TestDAF 3333, DSH-1, DSD I, B1 certificate of a language school in Germany ✓ Current tabular curriculum vitae ✓ Applications from the People's Republic of China and Vietnam (except Macao and Hong Kong): certificate of the <i>Akademische Prüfstelle</i> of the German embassy (APS) ✓ If applicable, other documents specific to your course of study as specified by the admission regulations. Please refer to our list of degree programmes to find the admissions regulations for your course of study. 	<ul style="list-style-type: none"> ✓ University entrance qualification (e.g. school leaving certificate, university entrance exam, etc.) ✓ Bachelor's degree certificate (if available) ✓ Complete and up-to-date transcript of academic records including credit points and average grade. ✓ Translations of all documents (into German or English) ✓ Current tabular curriculum vitae ✓ Proof of sufficient language skills as specified by the admission regulations. Please refer to our list of degree programmes to find the admissions regulations for your course of study. ✓ Applications from the People's Republic of China and Vietnam (except Macao and Hong Kong): certificate of the <i>Akademische Prüfstelle</i> of the German embassy (APS) ✓ If applicable, other documents specific to your course of study as specified by the admission regulations. Please refer to our list of degree programmes to find the admissions regulations for your course of study.
<p>Please note: You will be required to submit a German language certificate of level C1 CEFR for enrolment! The following certificates are recognised for enrolment: Goethe certificate C2, telc C1 Hochschule, ÖSD C2, TestDAF 4444, DSH-2, DSD II</p>	<p>In almost all study courses, a language certificate which is one level lower than the one needed for enrolment is sufficient for application. If you have questions about this, please contact studium@uni-hannover.de.</p>

What is the application fee for Uni Assist?

Applicants are charged 75 EUR for the first application and 30 EUR for any further application during the application period for the same semester. For a later semester, another application again costs 75 EUR for the first application and 30 EUR for any further application during the application period for the same semester.

You can pay by bank transfer or credit card. Detailed information on how to pay can be found here: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>. Please note that the application fee must arrive in total before you can upload your application. Any money transfer fees by your bank must be paid additionally.

What are the application deadlines?

Application for Bachelor, <i>Staatsexamen</i> oder <i>Studienkolleg</i>	Application for Master
<p>Application period for winter semester: April 15 – May 31 for all study courses</p> <p>Application period for summer semester: December 1 – January 15 For summer semester, we accept applications exclusively for the following study courses:</p> <ul style="list-style-type: none">✓ Elektro- und Informationstechnik✓ Maschinenbau✓ Produktion und Logistik	<p>Please refer to our list of degree programmes for the application periods of our Master's degree study courses!</p>
<p>Please note: When applying for study courses with unrestricted admissions or for <i>Studienkolleg</i>, you can hand in single missing documents later than the application deadline as long as the main part of your application has been uploaded until May 31. The following deadlines apply:</p> <ul style="list-style-type: none">✓ Winter semester: July 15✓ Summer semester: January 15	<p>Please note: When applying for Master's degree study courses, you cannot hand in any documents after the application deadline! Applications must be completed by the day of the deadline. Incomplete applications will not be forwarded to Leibniz University of Hannover.</p>

How can I contact Uni Assist?

Please use the **contact form** on <https://www.uni-assist.de/en/contact/> or call during **telephone hours**: +49 30 201 646 001 (Monday through Friday, 9 AM to 3 PM (UTC+1/UTC+2))

What happens after the application?

Uni Assist checks your documents according to regulations set down by the *Zentralstelle für ausländisches Bildungswesen* (ZAB), which you can review on www.anabin.kmk.org. Additionally, they check whether your application complies with the formal criteria for application that Leibniz University of Hannover has set down.

If your application meets these requirements, Uni Assist will inform you about it and will forward your application to Leibniz University of Hannover. For study courses with restricted admission, Leibniz University of Hannover will then conduct a selection process on the basis of average grades. For Master's degree study courses, the faculty's admission committee will decide whether your previous studies are suitable to the desired study course. In the end, the university will send you a formal letter of admission or rejection. A letter of admission is valid for the respective semester only.

If your application does not meet the requirements, it is rejected directly by Uni Assist.

Checklist for Application to Leibniz University of Hannover via Uni Assist

Dear applicant,

We are pleased about your interest in studying at the Leibniz University Hannover. Below you can check the steps that are necessary for the application. You can access detailed information regarding the application process on our website ([Bachelor Non-EU](#) / [Master Non-EU](#))

1. Before the Application

- I checked the application deadline for my degree programme [here](#) and am applying within the application period.
- I chose the correct application portal (direct application at Leibniz University of Hannover or application via Uni Assist; please find more information on page 1).
- I am aware that applications that arrive after the deadline will not be processed.

2. Application

- I have created an account on the Uni Assist application web page <https://my.uni-assist.de/>.
- I have given my applicants' data and information about my previous education.
- I have chosen Leibniz University of Hannover and created an online application for my desired programme(s).
- I have correctly and distinctly named all required documents in German or English and uploaded them as pdf files.
- I know that the application is exclusively online. Sending documents by post is not necessary.
- I am aware that incomplete applications will not be processed.

3. After the Application

Even though it is not necessary to send certified hard copies by post for winter semester 2021, Leibniz University Hannover reserves the right to request certified hard copies in individual cases.

- I prepared certified copies in case they are requested.

Uni Assist will forward all applications that are complete to Leibniz Universität Hannover where they will be processed further.

- I regularly check the status of my application via the [online application portal](#). I use my application number and token as login data. Leibniz University of Hannover will send me my token automatically via email by the end of the application period at the latest. Until then, I wait patiently and refrain from making enquiries about this.

You can find more information about what happens after the application on [our website](#).

4. Any more Questions?

If you have further questions regarding the online application, feel free to write an e-mail to studium@uni-hannover.de