

Fill-in help for the uni-assist self-disclosure form

(Standard/ not Iran)

Important information before you start:

This information will help you understand the questions asked in the uni-assist self-disclosure form. Please fill in the form itself in English or German only!

If you cannot answer some questions because the source document is missing, simply leave them blank.

On the self-disclosure form:

You provide proof of your educational path using educational certificates. If you are missing these certificates because of your refugee status, you can provide information on your education using the self-disclosure form. This allows you to apply to a German university even if you are missing documents. However, keep in mind that you will need to pass one or more additional exams before you can start studying at a university. The exams help the universities determine if the information in the self-disclosure form is correct.

Fill-in help for the self-disclosure form:

Page 1 and 2:

On **page 1**, first fill in your family name(s) and then, separated clearly with a comma, your first name(s).

If you already have an uni-assist applicant number, write it down in the next field. If not, leave the field blank.

1.a) In this field, write down the name of the document(s) for which you can only provide simple copies. Please name the document(s) as precisely as possible. If you need more space to write, you may continue to write on a separate sheet of paper.

1.b) In this field, write down the reasons why you cannot provide officially authenticated copies. If you need more space to write, you may continue to write on a separate sheet of paper.

2.a) In this field, write down the name of the document(s) which you are missing. Please name the document(s) as precisely as possible. If you need more space to write, you may continue to write on a separate sheet of paper.

2.b) In this field, write down the reasons why you cannot provide the document(s). If you need more space to write, you may continue to write on a separate sheet of paper.

Page 3 and following:

Under **I.**, **II.** and **III.** you can tell us about the parts of your education for which your documentation is missing or non-certified.

Section I.

If you can prove your graduation from a secondary school (with officially authenticated copies of your educational certificates), you do not need to answer the questions in section **I.**

I.1. Fill in the name of the country in which you graduated from secondary school.

I.2. Fill in the name of the town/ city in which you graduated from secondary school.

I.3. Fill in the name of the secondary school at which you graduated.

I.4. Fill in the duration of your attendance at secondary school. Please write down start and end date (month and year) of your attendance.

I.5. Fill in the name (the original name in your country of origin) of the educational certificate you attained.

I.6. Write down any specialization in your secondary school certificate (such as focus on literary or natural sciences).

I.7. Fill in the overall grade of your secondary school educational certificate. For educational certificates from Syria: Please fill in the overall grade without taking into account the grade for religion.

I.8. Fill in the date on which you graduated from secondary school.

I.9. If you can provide information on the grading system used by your secondary school, check "Yes". If not, check "No".

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If you checked "No", ignore questions **I.9.a)** and **I.9.b)**.

If you checked "Yes", please answer questions **I.9.a)** and **I.9.b)**.

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I.9.a) Fill in the highest attainable grade for your type of school leaving certificate. For educational certificates from Syria: Please fill in the overall grade without taking into account the grade for religion.

I.9.b) Fill in the minimum passing grade for graduating from your school. For educational certificates from Syria: Please fill in the overall grade without taking into account the grade for religion.

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If your educational certificate is not from Syria, ignore questions **I.10.** to **I.13.**

If your educational certificate is from Syria, please answer questions **I.10.** to **I.13.**

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I.10. Please fill in your final exam registration number.

I.11. Fill in the district where you took your final exam.

I.12. Check the appropriate box to indicate if you took your final exam in the first or second round of exams.

I.13. Fill in your father's first name.

Section II.

If you can prove that you passed a university entrance exam (with officially authenticated copies of your educational certificates), you do not need to answer the questions in section **II.**

II.1. If you passed a university entrance exam, check "Yes". If not, check "No".

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If you checked "No", ignore questions **II.2.** to **II.4.**

If you checked "Yes", please answer questions **II.2.** to **II.4.**

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II.2. Fill in the country in which you took the university entrance exam.

II.3. Fill in the name of the university entrance exams in the local language.

II.4. Fill in the date on which you took the university entrance exam.

Section III.

If you have not completed university studies, or can sufficiently document your studies with officially authenticated educational certificates, you do not need to answer the questions in section **III**.

III.1. Fill in the name of the country in which you studied.

III.2. Fill in the name of the town/ city in which your university was located.

III.3. Fill in the full name of your university.

III.4. Fill in the duration of your university studies. Please write down the date (month and year) on which you started and completed your university studies.

III.5. Fill in the subject you studied (for example: biology, economics, sociology etc.).

III.6. Fill in the academic degree you intended to receive for your studies (for example: Diploma, Bachelor, Master, PhD, etc.).

III.7. If you completed your studies successfully, please check "Yes". If not, check "No".

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If you checked "No", ignore questions **III.8.** and **III.9.** Answer only question **III.10.**

If you checked "Yes", please answer questions **III.8.** and **III.9.** Ignore question **III.10.**

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III.8. Fill in the date on which you graduated from university.

III.9. Fill in the overall grade of your university degree.

III.10. If you have not completed your studies, write down the number of years of study which you passed at your university. If you have attained a degree, leave this field blank.

III.11. If you have finished a year of university studies, write down the results/ grades for that year. If not, ignore this question.

III.12. If you can provide information on the grading system used by your university, check "Yes". If not, check "No".

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If you checked "No", ignore questions **III.12.a)** and **III.12.b)**.

If you checked "Yes", answer questions **III.12.a)** and **III.12.b)**.

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III.12.a) Fill in the highest grade you could receive for your diploma.

III.12.b) Fill in the minimum passing grade for graduating from your university in your chosen course.

Section IV.

IV. If you can think of any way to retrieve your educational certificates, please check **a)** "Yes" and tell us how (for example: by requesting a second original from the school or university).

If not, check **b)** "No" and explain why this is not possible.

Section V.

If you can provide any other proof of your graduation from secondary school, your university studies or your university degree, please write it down here.

V.a) Check "Yes" if you can provide officially authenticated documents. Write down the exact type of document and attach the documents to this form.

V.b) Check "Yes" if you can provide simple copies (not officially authenticated) of documents. Write down the exact type of document and attach the documents to this form.

Last page:

Write down the current date and sign the document. With your signature, you attest that you have made all statements completely and accurately to the best of your knowledge.

Send the form and additional documents, if any (see questions under **V.**) by post to:

uni-assist e.V.
11507 Berlin
Germany