

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

(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.A** and **I.B**.

If you have completed a three-year secondary school degree and a pre-university year, please answer the questions under **I.A**.

If you have completed a four-year secondary school degree, please answer the questions under **I.B**.

I.A.1. Fill in the duration of your attendance at secondary school. Please write down the date (month and year) on which you started and completed your school attendance.

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

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

I.A.4. Write down any specialization in your secondary school certificate (such as focus on literary or natural sciences).

I.A.5. Fill in the overall grade of your secondary school education certificate.

I.A.6. Fill in the date on which you graduated from secondary school.

I.A.7. Fill in the duration of your pre-university year. Please write the date (month and year) on which you started and completed your pre-university school attendance.

I.A.8. Fill in the name of the town/ city in which you completed your pre-university year.

I.A.9. Fill in the name of the school at which you completed your pre-university year.

I.A.10. Write down any specialization in your pre-university year (such as focus on mathematics, physics or experimental sciences).

I.A.11. Fill in the overall grade of your pre-university year.

I.A.12. Fill in the graduation date of your pre-university year.

I.B.1. Fill in the duration of your attendance at secondary school. Please write the date (month and year) on which you started and completed your school attendance.

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

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

I.B.4. Write down any specialization in your secondary school certificate (such as focus on mathematics, physics or experimental sciences).

I.B.5. Fill in the overall grade of your secondary school educational certificate.

I.B.6. Fill in the date on which you graduated from secondary school.

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. Please indicate which university entrance exam you passed. Check the appropriate box either for an exam by the state universities (the certificate issued by the National Organization of Educational Testing “*Sanjesh*”) or for an exam by the Azad Universities.

II.2. Fill in the date on which you took your university entrance exam.

Section III.

If you have not completed university studies or can sufficiently document your studies with officially authenticated educational certificate, 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 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: *Kardani, Karshenasi, Karshenasi napiwasteh*).

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

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

III.9. Fill in the overall grade of your certificate.

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 attainable grade for your type of diploma.

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