



Arbeits- und Servicestelle für internationale Studienbewerbungen e.V.

uni-assist Questionnaire

Last updated: April 2022

General

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uni-assist Questionnaire
Education history details in the event of missing documents

Surname, first name:

uni-assist application number:

1. Only ordinary copies of my documents are available (not certified)

a) I can only supply ordinary copies of the following proof of education documents/certificates:
name of document; attach a separate sheet if necessary

b) Please give the reason why you can only supply ordinary copies:
Attach a separate sheet if necessary

2. My documents are missing.

a) I am unable to supply the following proof of education documents/certificates:
name of document; attach a separate sheet if necessary

b) Please give the reason why the certificates cannot be supplied:
Attach a separate sheet if necessary

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Here, please provide precise details about your education history which you cannot provide documentary proof for, or for which you can only supply uncertified documents.

I. Secondary education

1.	Country	
2.	Location (town) of school	
3.	Name of school	
4.	Period secondary school attended	from.....(month/year) to.....(month/year)
5.	Name of school-leaving certificate	
6.	Subject focus	
7.	Result/grade of qualification	
8.	Date of qualification	
9.	Can you provide details about the grading scale used by the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so: a What is the highest grade that could be obtained for the school-leaving qualification? b What minimum grade had to be obtained in order to gain the school-leaving qualification?	

II. Entrance examination for higher education institution

1.	Have you taken an entrance examination for a higher education institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so:		
2.	Country	
3.	Original name of entrance examination for higher education institution	
4.	Date of examination	
5.	Certificate number	
6.	PIN code	

III. Studies at a higher education institution

1.	Country	
2.	Location of higher education institution	
3.	Name of higher education institution	
4.	Duration of studies	from.....(month/year) to.....(month/year)
5.	Subject focus	
6.	Intended qualification	
7.	Did you complete your study course successfully?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Date of qualification	
9.	Results/grades of qualification	
10.	If you have not yet obtained a qualification: how many years of study have you successfully completed?	Number in years:
11.	Results/grades of first year of study
12.	Can you provide details of the grading scale used by the higher education institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so:	
	a What is the highest grade that one could obtain at the higher education institution on this course?	
	b What is the minimum grade that one must have achieved in order to pass the course?	

IV. Is there a possibility that you can obtain another (original) copy of the certificates?

e.g. request a second original from the school/higher education institution

a ☐ Yes, in the following way:

b ☐ No, for the following reason:

V. I have additional documentary proof of my school education or degree course.

e.g. student card, examination certificates, course books, etc.; please attach a copy of the available documents

a ☐ Yes, specifically the following documentary proof, as a certified copy:

b ☐ Yes, specifically the following documentary proof, as an uncertified copy:

I hereby confirm that, to the best of my knowledge I have provided all details, accurately and in full.

Date: Signature:

uni-assist Questionnaire Guide to completion

Important preliminary information:

This information is designed to help you understand the questions in the Questionnaire from uni-assist better. Please make sure you complete the form yourself in either English or German, however!

If there are some questions you are unable to answer because the requested information is only available on the document that you are unable to provide, then leave that question blank.

About this Questionnaire:

By supplying certificates and references from school and institutes of higher education, you are providing evidence of your education history. If you do not have these certificates or references due to being a refugee, you can give details about your education history on the Questionnaire. In this way, you can still apply to a German higher education institution despite missing documents. However, you must be prepared for the fact that you will have to take one or more additional examinations before you can begin your studies at a higher education institution. With these examinations, the institutes of higher education wish to check whether your details on the Questionnaire are correct.

Guide to completion of Questionnaire:

First, enter your surname(s) then, clearly separated by a comma, your first name(s).

If you already have a uni-assist application number, enter this, if not, then leave this space blank.

- 1.a** Here, enter the document or documents which you are only able to provide as uncertified copies. Name the documents precisely. If you need more space for writing, you may continue on a separate sheet.
- 1.b** Here, enter the reasons why you are unable to provide certified copies. If you need more space for writing, you may continue on a separate sheet.

- 2.a** Here, enter the document or documents which you are unable to provide. Name the document precisely. If you need more space for writing, you may continue on a separate sheet.
- 2.b** Here, enter the reasons why you are unable to provide the documents. If you need more space for writing, you may continue on a separate sheet.

Under I, II and III, you can provide details about your education history that you are unable to provide documentary evidence for, or which you can only provide evidence for with uncertified documents.

Section I

- I** If you can provide adequate evidence of your secondary school-leaving qualification with certified references or certificates, then you do not need to answer the questions in Section I.
- I.1** Enter the country in which you obtained your secondary school-leaving qualification.
- I.2** Enter the place/town in which you obtained your secondary school-leaving qualification.
- I.3** Enter the name of the school at which you obtained your secondary school-leaving qualification.
- I.4** Enter the period of time in which you attended the secondary school. Give the month and year in which you started and finished attending the school.
- I.5** Enter the name (original name in native country) of the school-leaving certificate which you have obtained.
- I.6** Enter the subject focus of your secondary school-leaving qualification (for example, literature or science focus).
- I.7** Enter the overall grade of your secondary school-leaving qualification. For school-leaving qualifications from Syria: please enter the overall grade without the grade for religious studies.
- I.8** Enter the date on which you obtained your secondary school-leaving qualification.
- I.9** If you can provide information on the grading scale at the school where you obtained your secondary school-leaving qualification, put a cross next to "Yes". If not, put a cross next to "No".

Section II

If you can provide adequate evidence of your entrance examination for a higher education institution with certified references or certificates, then you do not need to answer the questions in Section II.

II.1 If you have taken an entrance examination for a higher education institution, put a cross next to "Yes". If not, then put a cross next to "No".

If you have put a cross next to "No", ignore questions **II.2.** to **II.4.**

If you have put a cross next to "Yes", answer the questions **II.2.** to **II.4.**

II.2 Enter the country in which you took the entrance examination for a higher education institution.

II.3 Enter the name of the entrance examination for a higher education institution that it is known by in the local language.

II.4 Enter the date on which you took the entrance examination for a higher education institution.

Section III

If you have not yet completed a degree course, or you are able to provide adequate proof of your degree course with certified references or certificates, you do not need to answer **III.**

III.1 Enter the country in which you studied.

III.2 Enter the location/town where the higher education institution you studied at is located.

III.3 Enter the full name of the institution at which you studied.

III.4 Enter the length of your degree course. State the month and year in which you began and ended your studies.

III.5 Enter the subject which you studied (e.g. biology, business studies, sociology etc.).

III.6 Enter the qualification you wanted to obtain with your degree course (e. g. graduate degree/diploma, Bachelor's, Master's, PhD, ...).

III.7 If you have successfully completed your course, put a cross next to "Yes". If not, put a cross next to "No".

If you put a cross next to "No", ignore Questions **III.8.** and **III.9.**

Only answer Question **III.10.**

If you put a cross next to "Yes", answer questions **III.8.** and **III.9.** Ignore Question **III.10.**

III.8 Enter the date on which you gained your qualification from a higher education institution.

III.9 Enter the overall grade that you achieved in your qualification.

III.10 If you have not yet gained a qualification, then enter the number of years of study that you have completed at your higher education institution. If you have gained a qualification, leave this section blank.

III.11 If you have completed one year of study, enter the results/grades from this study year. If not, then ignore this question.

III.12 If you can provide information about the grading scale of the higher education institution at which you studied, then put a cross next to "Yes". If not, put a cross next to "No".

If you have put a cross next to "No", ignore Questions **III.12.a)** and **III.12.b)**. If you have put a cross next to "Yes", answer Questions **III.12.a)** and **III.12.b)**.

III.12.a Enter the best grade that could be obtained for your degree qualification.

III.12.b Enter the minimum grade needed to gain your degree qualification.

Section IV

If you see a possibility for still being able to obtain the certificates or references, put a cross next to **a) "Yes"** and state how this could be achieved (e. g. by requesting a second original from the school or higher education institution).

If not, put a cross next to **b) "No"** and explain why this is not possible.

Section V

If you have other documents with which you could provide proof of your school qualifications, study course or degree qualification, you may state these here.

V a) Put a cross next to "Yes" if you can supply certified copies of documents. Enter which specific documentary proof this is and attach to this questionnaire.

V b) Put a cross next to "Yes" if you can supply ordinary copies (uncertified) of documents. Enter which specific documentary proof this is and attach to this questionnaire.

Last page

Finally, enter today's date and sign the document. With your signature you are confirming that, to the best of your knowledge, you have provided all details accurately and in full.

Send the form and – as appropriate – any additional documents (see questions under V.) by post to:

uni-assist. e.V.
Geneststraße 5, 10829 Berlin

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