

## How can I apply for the Orientation year for Refugees?

### Step 1: Free assessment procedure

The application for the “Orientation Year for Refugees” need to be done online through the portal [uni-assist e.V.](#). The application through [uni-assist e.V.](#) is free of costs for refugees. For that you must submit the so called „Application of the Cost Exemption “. In the following you will find instructions on how to apply.

Hint:

Red frames point to a link that you must/can follow. Please click there!!!

### 2. Online-access to the Portal for Cost Exemption (Registration)

The Portal for Cost Exemption can be opened on your phone or tablet through <https://pgm.uni-assist.de/?language=en>.

Please register here to get an access to the Portal for Cost Exemption.

Portal for Cost Exemption

Welcome to the Portal for Cost Exemption for refugees!

You are living in Germany, and would like to submit a university application through uni-assist? This portal allows you to request your application to be processed free of charge.

Apply for free using uni-assist in 3 steps:

1. Register here on the **Portal for Cost Exemption for refugees** and submit your application online. You only need photos or scans of your documents.
2. uni-assist will review your application and send you a confirmation email with your uni-assist application number within a few days.
3. You can then apply for up to three universities per semester free of charge via the **uni-assist online portal**.

Validity

The cost exemption will be granted once and will be valid until the end of 2019. Please notify us via the **uni-assist contact form** if your residency status changes and if you would like to apply to a uni-assist university again free of charge.

**Log in** if you already have an account with us.

**Register** to create a new account.

Please fill in your personal data to register for the „Portal for Cost Exemption“.

Please enter an email address that works properly, as you will receive emails from [uni-assist e.V.](#) This aspect is really **IMPORTANT!!!**

After the registration is complete, you will receive an email from the Portal for Cost Exemption. In the email you receive is a link you have to follow to confirm your registration.

**Registration**

New account

User name\*  
Donald.Duck

Password\*  
.....

Must have at least 8 characters

Personal data

Title\*  
Ms

Last name\*  
Duck

First name\*  
Donald

Date of birth\*  
1 January 1996

Place of birth (city)\*  
Duckwood

Nationality\*  
Isle Of Man

Email address\*  
donaldduck@duckmail.du

uni-assist data

Applicant number (if available)

The uni-assist applicant number is a 7 digit number (0-9). First digit cannot be 0.

I agree that uni-assist and the German Academic Exchange Service (DAAD) will contact me via email at regular intervals in order to inquire about my education and to provide me with relevant information.

I have read and agree to the privacy policy.\*

**SUBMIT REGISTRATION**

With the „User name“ and the “Password“ you can access the Portal for cost exemption anytime to edit your application form. To be sure you will not forget your login data, write down the user name and the password.

Please fill in the blank spaces with your first and last name, and your date and place of birth.

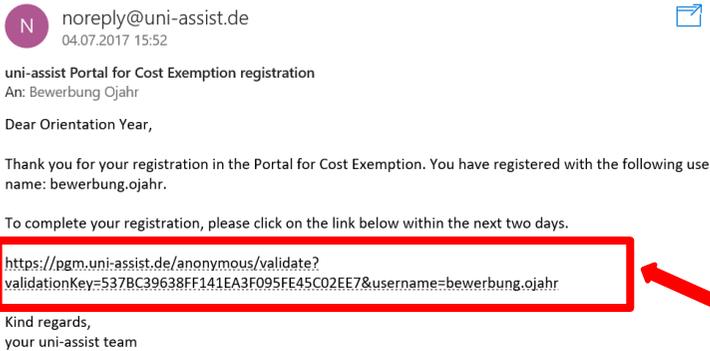
**IMPORTANT!!!** Fill in the blank spaces with your email address

In case, you already have an application number for the portal of [uni-assist e.V.](#), fill in your applicant number here. In this case your next applications will be free of costs.

### 3. Registration Email

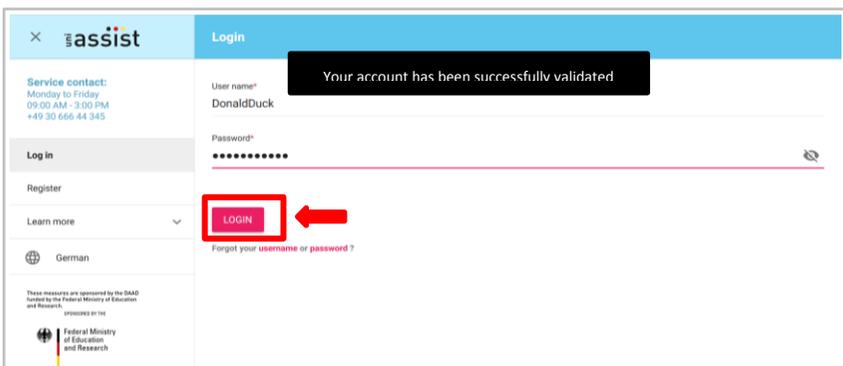
This is the email you will get from the Portal for Cost Exemption after you completed your registration.

Please click on the given link to validate/confirm your registration within two days.

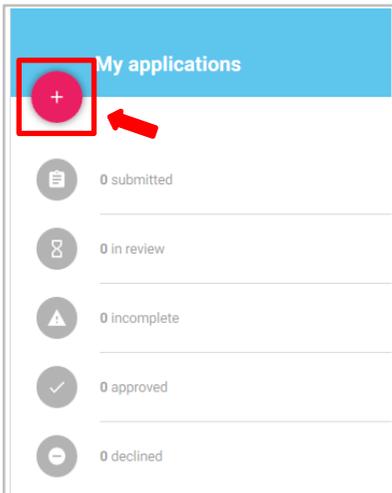


### 4. Login to the Portal for Cost Exemption

Enter the user name and password you already created and saved before during the registration.



## 5. Applying for the Cost Exemption



Here you will find an overview of the applications you have submitted. An application for cost exemption can be submitted here. You can also add missing documents to complete your application here.

The free assessment procedure is available for the usage for refugees only. Therefore you have to prove that you are a refugee. To do so, please fill in the duration of your accommodation in Germany. By clicking on the cloud shape you can upload your residence permit as a proof of your status as a refugee. This is particularly easy to do with your mobile phone, where you just have to take a photo of the document.

**Application for cost exemption**

Proof of refugee status

I'm in Germany since

January ▼ 2017 ▼

Please upload a document proving your refugee status. (Either photo, scan or PDF/Acrobat file. Microsoft Office files are not accepted.)

Refugee identity card, temporary permission to stay, temporary suspension of deportation, residence permit\*

**Example:**

The second requirement to make use of the free assessment procedure is a serious interest in studying in Germany. This can be shown in two different ways, one is the TestAS (option 1) and the second is the proof for a university (option 2).

**Option 1: Proof of an accepted evaluation (TestAS)**

I have passed the TestAS exam on this date

1 January 2017

My TestAS participant number is

Please upload the TestAS certificate. (Either photo, scan or PDF/Acrobat file. Microsoft Office files are not accepted.)

TestAS certificate



The TestAs is a test to check your ability to study in German universities. More information about TestAS can be found in the following website:  
[http://www.testas.de/en/index\\_en.htm](http://www.testas.de/en/index_en.htm)

There you can also find out where to take this test.

**Option 2: Proof of an accepted university examination**

Instead of a passed TestAS, I can prove an examination/consultation at a university (either photo, scan or PDF/Acrobat file. Microsoft Office files are not accepted)

University certificate



You will get a certificate from the university during an information session about the orientation year. The dates and the registration possibilities of these sessions can be found in the following website:  
<http://www.uni-oldenburg.de/en/orientation-year/>

**SUBMIT APPLICATION**

## **6. Confirmation of the Cost Exemption**

You will receive a confirmation email from [uni-assist e.V.](#) that you successfully applied for the cost free assessment within a maximum of two days.

You can continue with “Step 2: Applying through Uni-assist e.V.” whenever you receive the confirmation email.

Sobald Sie diese E-Mail erhalten haben, können Sie mit dem Schritt 2: Bewerbung über [uni-assist e.V.](#) fortfahren.

### **Ihr Antrag auf Kostenbefreiung, Your application for cost exemption for refugees**

noreply@uni-assist.de

Gesendet: Mi 21.06.2017 12:45

An: Bewerbung OJahr

---

Berlin, den 12.6.2017

**Ihr Antrag auf Kostenbefreiung - Bewerber-Nummer 1732904**

Sehr geehrte r Donald Duck

vielen Dank für Ihren Antrag auf Kostenbefreiung vom 22.11.2016.

Sie können sich ab sofort für insgesamt drei Hochschulen pro Semester kostenlos bewerben. Jede weitere Bewerbung in diesem Semester kostet 15 Euro.

Mit freundlichen Grüßen  
Esther Ery

Arbeits- und Servicestelle für internationale Studienbewerbungen uni-assist e. V.

Congratulations you can now apply for the „Orientation Year” in the University of Oldenburg for free.

For that please use the instructions in “Step 2: Applying through uni-assist e.V.”