



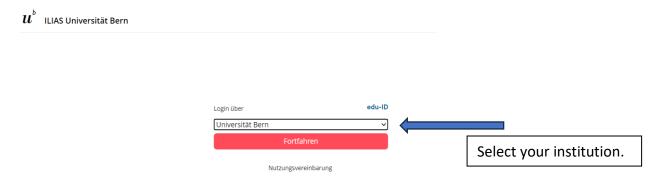
Placement test DaF

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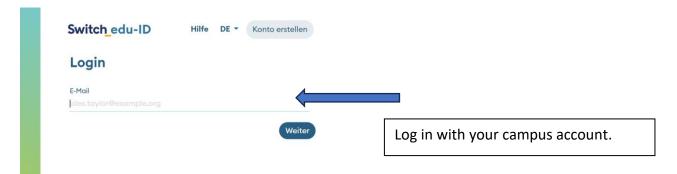
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1. Log in

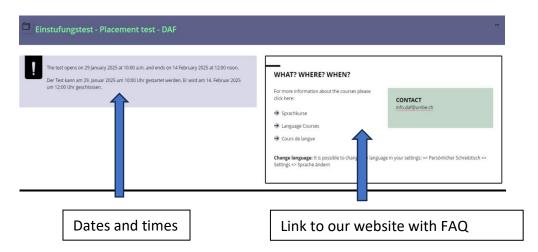
- > Click on the link that was sent to you or that you can find on the website.
- > Select your institution.



> Please log in.



Now you can see the most important information.



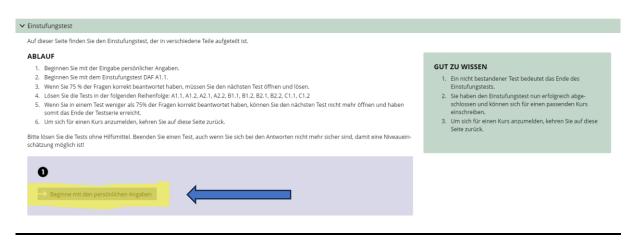
2. Add obligatory information

If you scroll down, you will find the test procedure. You can choose whether you want the information in German or English.

> Read the information.



Click on the "Begin with the personal details" field.



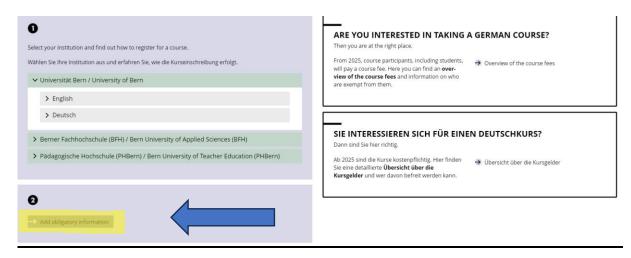
Select your institution and find out how to proceed.



The information shows you which number you need to have ready when you register for the course.



After you have read the information, click on the field "Add obligatory information" / "Eingabe persönlicher Angaben".



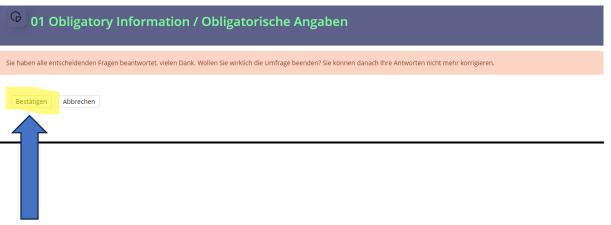
> Start the survey.



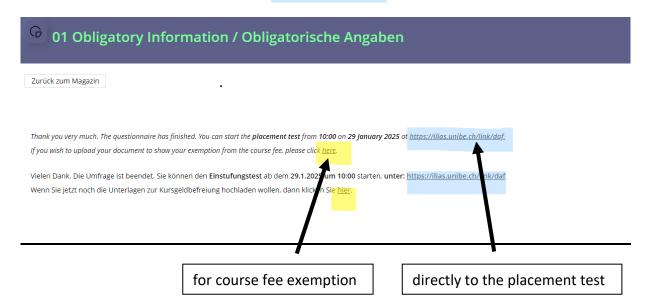
➤ Complete the survey. When you have completed all the fields, click on "Finish survey" /, Umfrage beenden".



Confirm that you want to end the survey.

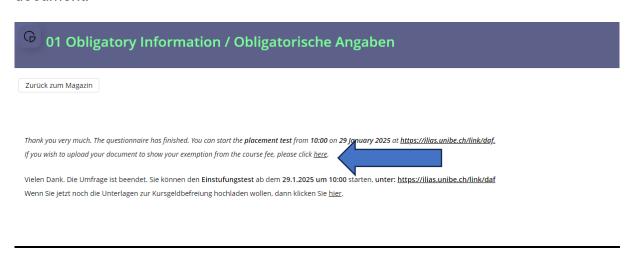


Read and decide: Do you want/need to upload documents for course fee exemption? Mobility students do not need to upload any documents. Or do you want to go straight to the placement test?

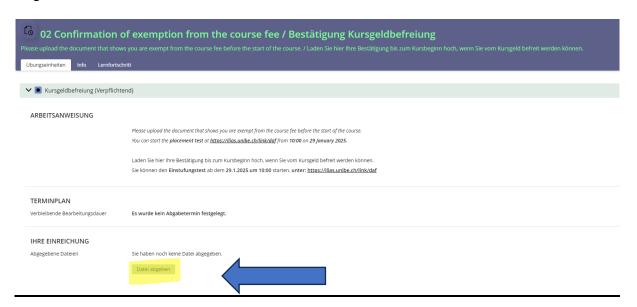


3. Upload confirmation of exemption from the course fee (optional)

You have decided to upload a document for course fee exemption and have clicked on the corresponding link. Mobility students do not need to upload a document.



➤ You can upload a document on this page. Click on the "Submit file" / "Datei abgeben" field.



Upload the document.



You will receive a confirmation that the document has been uploaded.

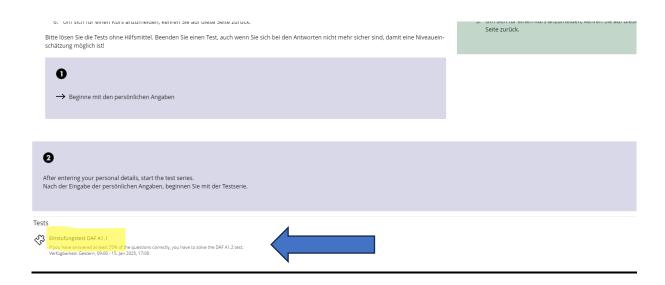


Then proceed to the placement test.



4. Complete the placement test

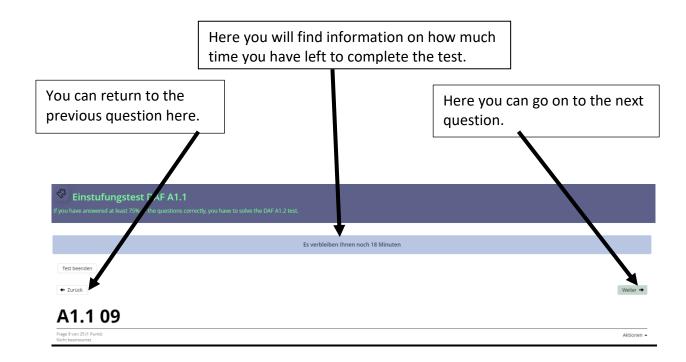
Once you have completed entering your personal details, the placement test is available to you.



Start with the DAF A1.1 placement test.



Do not use any aid (e.g., dictionaries, grammar guides, AI) while completing the test. Please work entirely on your own! This is important so that you can register for the course corresponding to your level. You have 20 minutes per test.



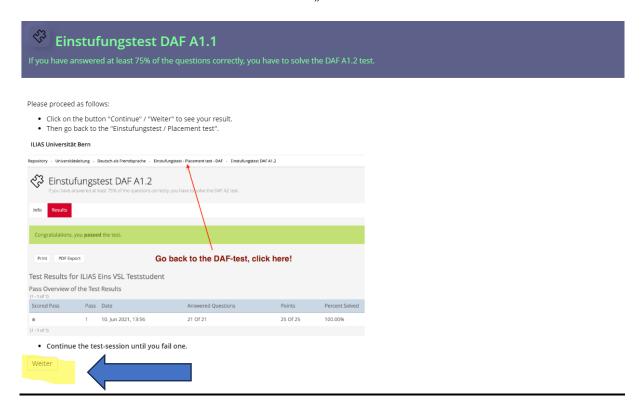
➤ When you have finished the test or do not know the answers, click on the "End test" / "Test beenden" button.



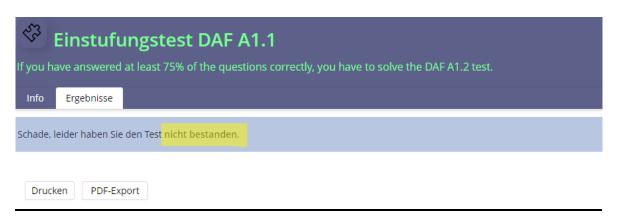
Confirm that you want to end the test. Important: After that, you cannot return to the questions.



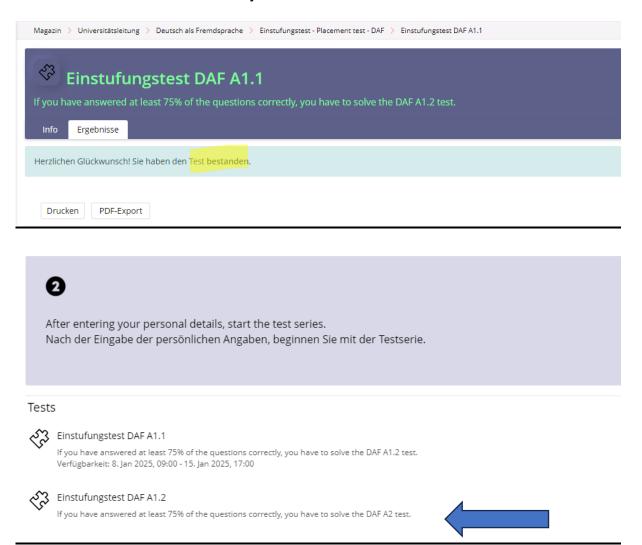
Read the information and click on "Next" /, weiter".



➤ If you have **not** passed the test, you can register for a course (see chapter 5 "Register for a course").



Once you have passed the test, open the next test (DAF A1.2 placement test) and continue the test series until you **fail** a test.



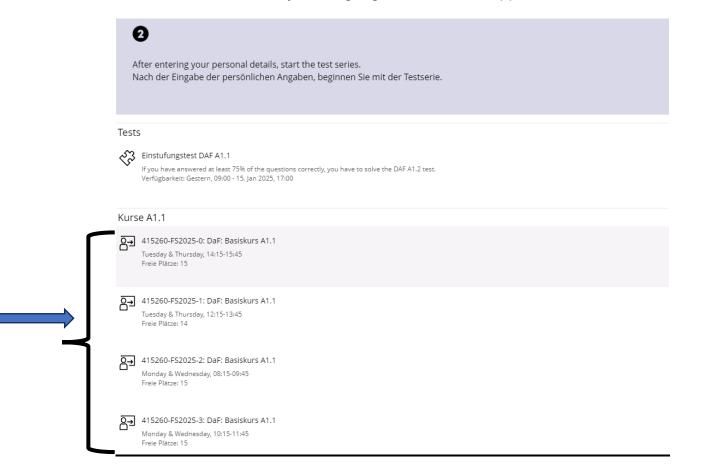
If you are an exchange student and only want to attend one workshop before the semester, you do not need to register for a course. You will be notified by e-mail. If you would like to register for a semester course, continue to the next step.

5. Register for a course

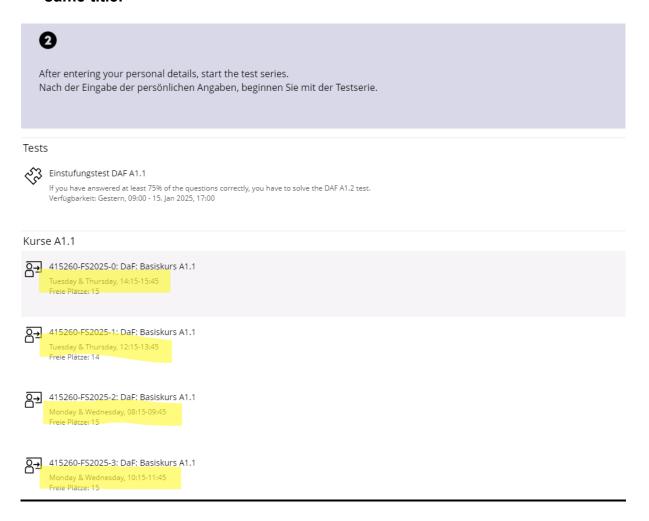
Go back to the page where the placement test can be found.



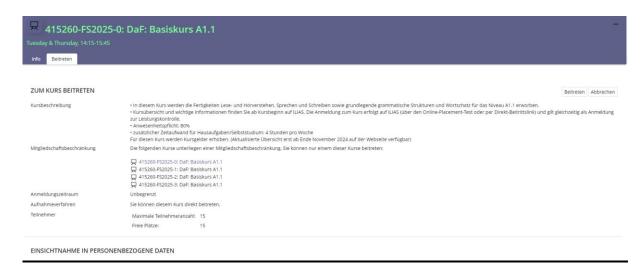
> The courses that match your language level will now appear there.



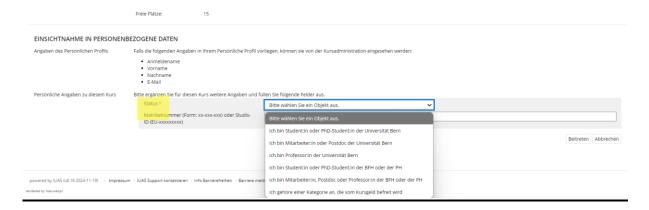
Read when the courses take place and decide which course fits into your timetable. Please do not register for more than one course with the same title.



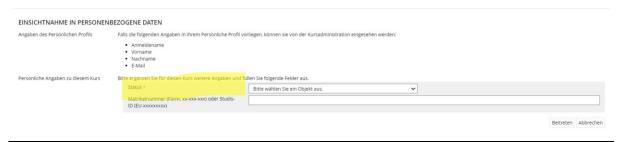
Click on the relevant course. You are now on the following page.



At the bottom of the page you will see a field that you must fill in. Enter your status there. Select the category that applies to you.



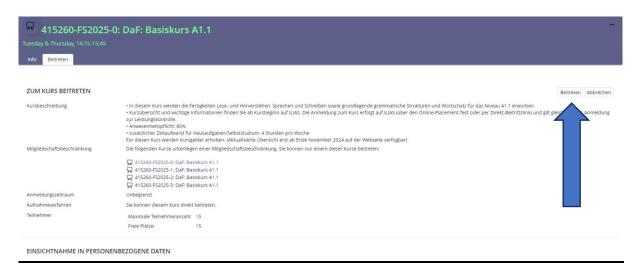
If you already have a matriculation number, enter it there.



As a reminder, you read this information when entering your personal details.



Once you have filled in everything, click on the "Join" / "Beitreten" button.



You will receive a confirmation that your registration is complete and that you are now registered for the course.



If there are no more free places on the course you wish to take, register for a place on the waiting list and check your e-mails regularly. You will be informed automatically if you move up and get a place on the course.

If you receive a link that allows you to join a course directly (without having to take the placement test), you will only see the course content shortly before the course starts.