

## How to request your VPD – Recognition of certificates via uni-assist

International certificates have to be recognized by uni-assist. It takes at least **4 to 6 weeks!**

You need a VPD for the

- registration for a **preparatory German language course**
- application for a **Bachelor degree programme**
- application for the **Master degree programme Electrical and Microsystems Engineering (MEM)**

For the application for all the other Master's degree programmes there is no VPD necessary.

### 1) Translation

Get your certificates translated (school certificates and, if existing, course achievements obtained abroad) by a sworn translator in German or English. On [www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de) you can find a list of applicable translators. Please also take notice of the [standards for certified translations](#) and the “[Info country by country](#)” on the website of uni-assist.

### 2) uni-assist online portal

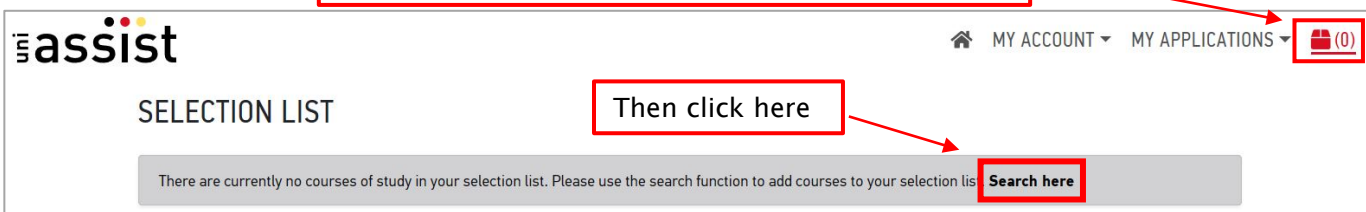
First, you need to register on the online portal of uni-assist: [my.uni-assist.de/registrierung](http://my.uni-assist.de/registrierung) (you can switch to English in the right above corner)

Login on [my.uni-assist.de/](http://my.uni-assist.de/).

Under „My Account“ / “Change applicant information“ you will find background, fill in all fields and upload your documents.



If the semester and university choice is not shown automatically, please click on the basket icon.



## COURSE CATALOGUE

### Search criteria

Semester

Summer Semester 2022 x

University

Ostbayerische Technische Hochschule Rege... x

Advanced search Reset

1

#### Selection:

- semester
- Ostbayerische Technische Hochschule Regensburg

Total number of courses of study : 2

### Summer Semester

2

**Bachelor - alle Fächer**

For the German language courses please choose „Bachelor – alle Fächer“

**Bachelor**  
Ostbayerische Technische Hochschule Regensburg Admission type: Admission restrictions unknown

Show details Select ...

2

**Master - Electrical and Microsystems Engineering**

**Master**  
Ostbayerische Technische Hochschule Regensburg Admission type: Admission restrictions unknown

Show details Select ...

**SELECT COURSE SEMESTER** ✕

("FACHSEMESTER")

Please select the semester you want to start with. If you do not select a certain course semester (usually the 1st course semester), it is not possible to start the chosen course of study with the desired semester.

**Bachelor - alle Fächer**  
**Summer Semester 2020**

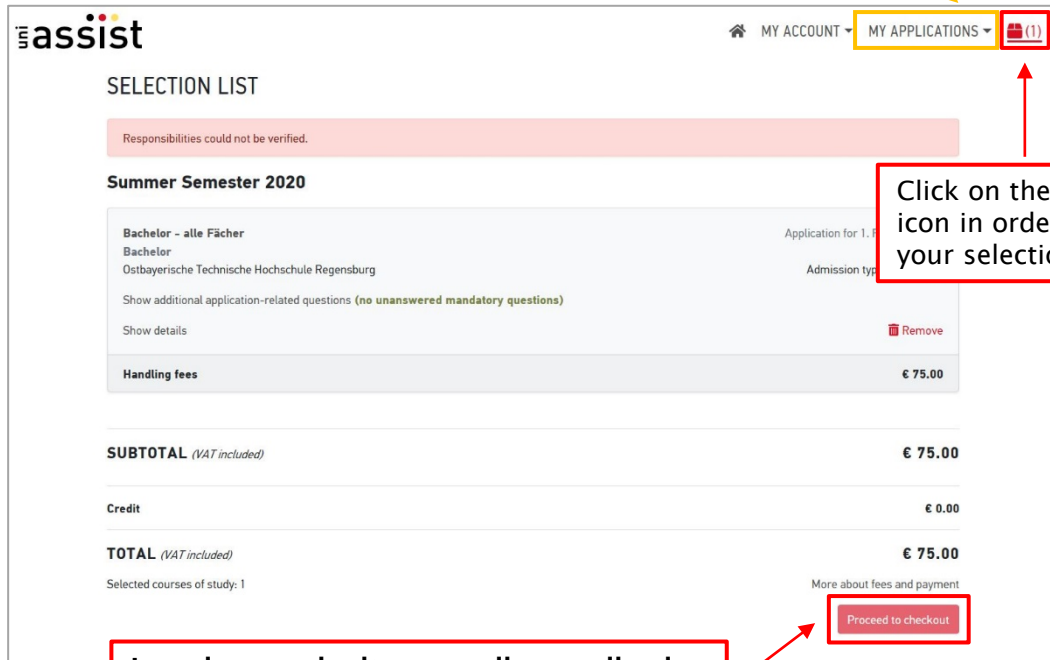
1. Fachsemester - Admission type: Unbekannt
3


Cancel
Add to selection

Chose whether you want to start in the first or in a higher semester. (For the German language course always select 1. Fachsemester.)

Here you see the number of universities you have selected. Click on the basket icon in order to view your selection list.

Here: overview of applications and possibility to upload documents



**uni-assist** MY ACCOUNT MY APPLICATIONS 


SELECTION LIST

Responsibilities could not be verified.

**Summer Semester 2020**

Bachelor - alle Fächer  
Bachelor  
Ostbayerische Technische Hochschule Regensburg

Application for 1. F  
Admission type

Show additional application-related questions (no unanswered mandatory questions)  
Show details  Remove

**Handling fees** € 75.00

**SUBTOTAL (VAT included)** € 75.00

Credit € 0.00

**TOTAL (VAT included)** € 75.00

Selected courses of study: 1 [More about fees and payment](#)

[Proceed to checkout](#)

Click on the basket icon in order to view your selection list.

In order to submit your online application you need to pay the service fee.

When your certificates have been checked and assessed, you will receive an e-mail from uni-assist informing you, that the report card validation form (“Vorprüfungsdocumentation” = VPD) can be downloaded from the uni-assist portal.

If you have any further questions please contact [international-applicants@oth-regensburg.de](mailto:international-applicants@oth-regensburg.de).