

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

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

- Get your certificates translated (school certificates and, if existing, course achievements obtained abroad) by a sworn translator. On [www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de) you can find a list of applicable translators.
- Obtain certified copies both of your original and your translated certificates. Who can authenticate copies? Either a German governmental institution (e.g. townhall, Bürgerbüro), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy. Please read the information on [www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/](http://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/).
- Apply online using the uni-assist online portal: [www.uni-assist.de/online](http://www.uni-assist.de/online).

Some clues for filling in the form: - „degree“ > „Bachelor – all subjects“  
- „study field“ > no entry  
- choose sem. 1 (you will not get any results without it)

- Submit your online application electronically, print it and sign it.
- Don't forget to pay the service fee!
- Put the registration form in an envelope together with all certified copies and a proof of payment. Send it to:

**uni-assist e. V., 11507 Berlin, Germany**

- When your certificates have been checked and assessed a report card validation form (“Vorprüfungsdocumentation” = VPD) will be sent to you, first via mail, some days later by post. Please keep the paper version safe, you will need it for the enrolment. For the course registration the digital version is sufficient.

**Application deadline** for most of the **Bachelor** degree study programmes is

for a winter semester (starts 1 October)	15 July ( <b>please note:</b> 15 June for Industrial Design and Architecture!) VPD until 31 July
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for a summer semester (starts 15 March)	15 January VPD until 31 January
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Some of the Bachelor degree programmes only start in winter. Here you can find detailed information:

<https://www.oth-regensburg.de/en/study/application/bachelor-course.html>

**Application period** for the **Master** degree programme „Electrical and Microsystems Engineering“ (MEM)

for a winter semester (starts 1 October)	15 June
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for a summer semester (starts 15 March)	15 January
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