

## 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)**

### 1) Translation

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. Please also take notice of the “Info country by country” on the website of uni-assist ([www.uni-assist.de/en/tools/info-country-by-country/](http://www.uni-assist.de/en/tools/info-country-by-country/)).

### 2) Certification

Obtain certified copies both of your original and your translated certificates.

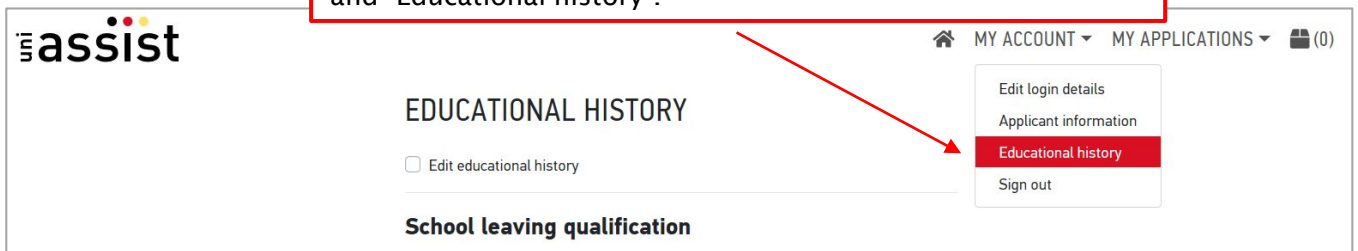
Who can authenticate copies? Either a German governmental institution (e.g. townhall, Bürgerbüro), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy. Please read the information on [www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/](http://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/).

### 3) 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/).

Fill in all fields under „My Account“ / “Applicant information“ and “Educational history“.



uni-assist

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

EDUCATIONAL HISTORY

Edit educational history

School leaving qualification

Edit login details  
Applicant information  
**Educational history**  
Sign out

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



uni-assist

MY ACCOUNT ▾ MY APPLICATIONS ▾ (0)

SELECTION LIST

Then click here

There are currently no courses of study in your selection list. Please use the search function to add courses to your selection list

Search here

**uniassist** COURSE CATALOGUE

Search criteria

Type in search term(s)

Semester: Summer Semester 2020

University: Ostbayerische Technische Hochschule Rege...

Advanced search Reset

Total number of courses of study : 2

**2** Summer Semester 2020

**Bachelor - alle Fächer**

Bachelor  
Ostbayerische Technische Hochschule Regensburg

Admission type: Unbekannt

Select ...

Show details

**2**

**Master - Electrical and Microsystems Engineering**

Master  
Ostbayerische Technische Hochschule Regensburg

Admission type: Unbekannt

Select ...

Show details

VPD needed for

- registration for German language course
- application for Bachelor degree programme

1

Selection:

- semester
- Ostbayerische Technische Hochschule Regensburg

SELECT COURSE SEMESTER ("FACHSEMESTER")

Please select the semester you want to start with. If you 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**

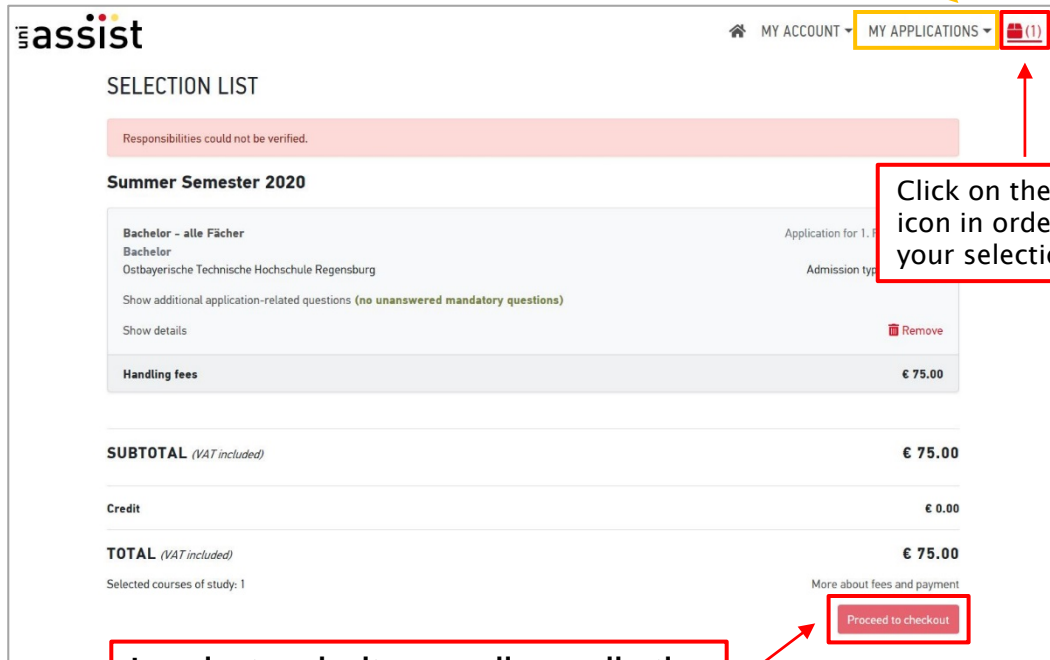
1. Fachsemester - Admission type: Unbekannt

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



The screenshot shows the uni-assist portal interface. At the top right, there are navigation links for 'MY ACCOUNT', 'MY APPLICATIONS', and a basket icon with a '1' inside. A red box highlights the basket icon with the text 'Click on the basket icon in order to view your selection list.' Below the navigation, the main content area is titled 'SELECTION LIST' and contains a message: 'Responsibilities could not be verified.' Underneath, there is a section for 'Summer Semester 2020' with details for a Bachelor application. At the bottom right of the application details, there is a 'Proceed to checkout' button highlighted with a red box. A red box at the bottom left of the screenshot contains the text: 'In order to submit your online application you need to pay the service fee.'

Put the certified copies of your translated certificates stating your uni-assist application number and send them by post to

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

When your certificates have been checked and assessed a report card validation form ("Vorprüfungsdokumentation" = VPD) you will receive an e-mail from uni-assist that the 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).

For information concerning deadlines, application and registration please visit our website

- about Bachelor degree programmes:  
[www.oth-regensburg.de/en/study/application/faqs.html](http://www.oth-regensburg.de/en/study/application/faqs.html)
- about the Master degree programme Electrical and Microsystems Engineering:  
[www.oth-regensburg.de/fileadmin/media/studium/bewerbung/pdf/Infoblatt\\_MEM\\_englisch.pdf](http://www.oth-regensburg.de/fileadmin/media/studium/bewerbung/pdf/Infoblatt_MEM_englisch.pdf)
- about the German language courses:  
[www.oth-regensburg.de/en/international/incoming-students/full-time/preperatory-german-language-course.html](http://www.oth-regensburg.de/en/international/incoming-students/full-time/preperatory-german-language-course.html)