

## 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 can [get your university admission checked by uni-assist](#) in advance in order to get information about the evaluation of your certificates.

You need a VPD for the

- registration for a **preparatory German language course**
- application for a **Bachelor’s degree programme**
- application for the **Master’s degree programmes**
  - **Electrical and Microsystems Engineering**
  - **International Management** and
  - **Mathematics for Business and Industry**

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

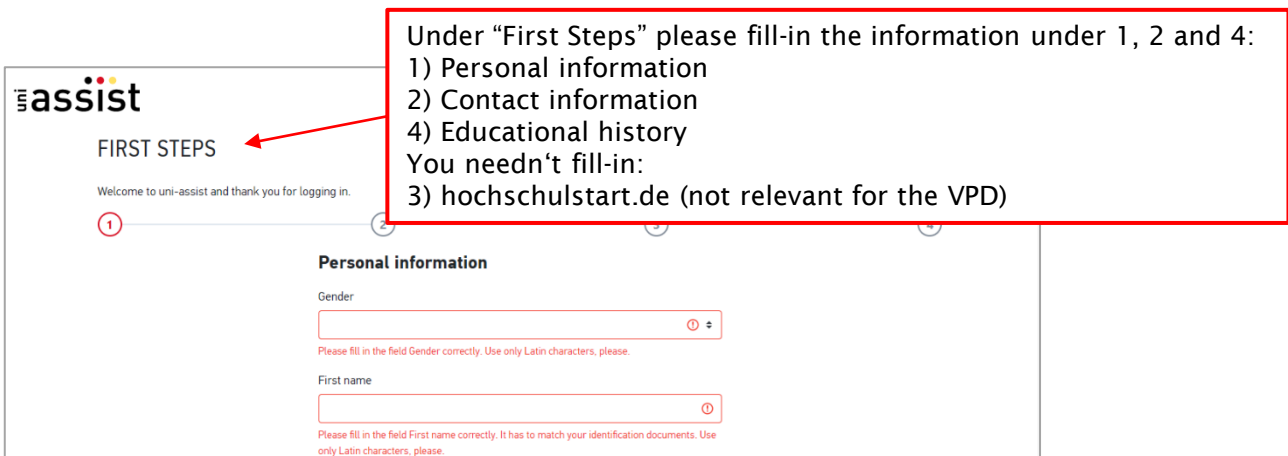
### 1) Translation

Get your certificates translated (school certificates and, if existing, course achievements obtained abroad for the application for a Bachelor’s degree programme and your Bachelor certificate for the application for a Master’s degree programme) 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/login](http://my.uni-assist.de/login).



Under “First Steps” please fill-in the information under 1, 2 and 4:

- 1) Personal information
- 2) Contact information
- 4) Educational history

You needn’t fill-in:

- 3) hochschulstart.de (not relevant for the VPD)

**Personal information**

Gender

Please fill in the field Gender correctly. Use only Latin characters, please.

First name

Please fill in the field First name correctly. It has to match your identification documents. Use only Latin characters, please.

Under **Educational history** you need to answer the following question:

Have you passed the [Feststellungsprüfung](#) at a Studienkolleg?

Yes  No

If you haven’t attended a preparatory college (Studienkolleg), please tick “No”.

Good to know:  
If you have attended a Studienkolleg and have passed the FSP, you don’t need a VPD!

Under **Educational history** you also need to answer the following question:

**TESTAS**

Do you want to enter [TestAS](#) information? ( Please note: Updating your information may take a few moments.)

Yes  No

Please tick "No". The TestAS is not accepted by the OTH Regensburg.

**YOUR NEW INBOX**

Any messages from uni-assist will be made available to you in your inbox.

**Confirmation:**  
I hereby confirm that I regularly check my inbox for new messages.

**OK**

It is very important that you check you inbox regularly – as you have confirmed.

The next step is to select the university and courses of study for your application.

**1**

**uni-assist** MY ACCOUNT MY APPLICATIONS MY INBOX (0)

**Search courses of study**

Q Type in search term(s)

Semester

University

Federal state

Type of degree

- **Semester**  
any choice is ok – it is not relevant for the VPD
- **University**  
Ostbayerische Technische Hochschule Regensburg
- **Federal state**  
Bayern
- **Type of degree**  
Bachelor or Master

**2** Total number of courses of study : 2  
**Summer Semester 2022**

**Bachelor - alle Fächer**  
Bachelor  
Ostbayerische Technische Hochschule Regensburg  
Admission type: Admission restrictions unknown  
Show details **Select ...**

**Master - Electrical and Microsystems Engineering**  
Master  
Ostbayerische Technische Hochschule Regensburg  
Admission type: Admission restrictions unknown  
Show details **Select ...**

There is no specific link for the German language courses. Please choose „Bachelor – alle Fächer“ if you need the VPD for the registration for a preparatory German language course – even if you want to apply for a Master’s degree programme after the study preparation.

3

SELECT COURSE SEMESTER  
("FACHSEMESTER")

Please select the semester you want to start with. If you are unable to 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

For the VPD this selection is not relevant. You can always select 1. Fachsemester.

MY APPLICATIONS ▾


Application overview

**Documents**


4

Please don't forget to upload your documents!

assist

MY ACCOUNT ▾ MY APPLICATIONS ▾ 

SELECTION LIST

<b>Bachelor - alle Fächer</b>	Application for 1. Fachsemester
Bachelor	
Ostbayerische Technische Hochschule Regensburg	Admission type: Unbekannt
Show additional application-related questions (no unanswered mandatory questions)	
Show details	
<b>Handling fees</b>	€ 75.00
<hr/>	
<b>SUBTOTAL (VAT included)</b>	€ 75.00
<hr/>	
<b>Credit</b>	€ 0.00
<hr/>	
<b>TOTAL (VAT included)</b>	€ 75.00
Selected courses of study: 1	
More about fees and payment	
<b>Proceed to checkout</b>	

5

Click on the basket icon in order to view your selection list and proceed with the payment.

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

After uni-assist has received your payment and your online application, you will receive a confirmation of receipt by e-mail.

When your certificates have been checked and assessed, you will receive an e-mail from uni-assist informing you, that the preliminary review documentation ("Vorprüfungsdocumentation" = VPD) can be downloaded from the uni-assist portal under "My inbox". It takes about 4 to 6 weeks (sometimes longer).

Please don't forget to check your inbox from time to time. If there are any documents missing, you should upload them as soon as possible.

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