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 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 (you can switch to English in the right above corner)
Login on 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.

Then click here
Selection:
• semester
• Ostbayerische Technische Hochschule Regensburg

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.
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 (“Vorprüfungsdokumentation” = VPD) can be downloaded from the uni-assist portal.

If you have any further questions please contact international-applicants@oth-regensburg.de.