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**!

You need a VPD in order to register for a **preparatory German language course**, in order to apply for a **Bachelor degree programme** and in order to apply for the **Master degree programme Electrical and Microsystems Engineering (MEM)**.

- 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/).

- 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)

- Request your VPD using the uni-assist online portal: [my.uni-assist.de/](http://my.uni-assist.de/) Select the semester and the university. (OTH Regensburg = Ostbayerische Technische Hochschule Regensburg)

- Click on „Select“ in the field Bachelor – alle Fächer, if you need the VPD
  - in order to register for a preparatory German language course or
  - in order to apply for a Bachelor degree programme.

  Click on „Select“ in the field Master – Electrical and Microsystems Engineering, if you need the VPD in order to apply for the Master degree programme MEM.
- Login using the login credentials you got with your registration.
- 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 ("Vorprüfungsdokumentation" = 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.

**Registration deadline** for the **preparatory German language courses** is **mid-September for the winter semester** and **mid-March for the summer semester**.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
<th>VPD Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter semester</td>
<td>15 July</td>
<td>VPD until 31 July</td>
</tr>
<tr>
<td>Summer semester</td>
<td>15 January</td>
<td>VPD until 31 January</td>
</tr>
</tbody>
</table>

Some of the Bachelor degree programmes only start in winter. For detailed information please check [www.oth-regensburg.de/en/study/application/bachelor-course.html](http://www.oth-regensburg.de/en/study/application/bachelor-course.html).

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

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