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

All international prospective students of Bachelor degree study programmes and of the Master degree programme „Electrical and Microsystems Engineering“ (MEM) need to get their certificates recognized. OTH Regensburg conducts the admission of applicants with foreign university entrance qualifications jointly together with uni-assist, who validates certificates and transcripts of educational records. You need to request a so-called „preliminary review documentation“ (in German: Vorprüfungsdokumentation = VPD). If you want to apply for a preparatory German language course you also need to have a VPD.

Please contact uni-assist as soon as possible. It takes about 4 to 6 weeks to receive the VPD.

1  Get your certificates translated

Please consider that your school certificates and, if existing, your course achievements obtained abroad have to be translated by a sworn translator. On www.justiz-dolmetscher.de you can find a list of applicable translators.

2  Obtain certified copies of certificates and of translations

The copies of your certificates in their original language and the translations have to be authenticated by either a German governmental institution (e.g. townhall), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy.

3  Request the VPD (preliminary review documentation)

Apply online using the uni-assist online portal: http://www.uni-assist.de.

Some clues for filling in the form: - „university“ > OTH Regensburg
- „degree“ > „Bachelor – all subjects“
- „study field“ > no entry
- choose semester 1, as you will not get any results without it

4  Send your documents to uni-assist

Submit all online applications electronically, print it and sign it. Put it in an envelope together with all certified copies and a proof of payment (uni-assist only starts working after you have paid the service fee).

Send it to:

uni-assist e. V.
11507 Berlin, Germany

 Refugees can get a cost exemption. Regarding this please see Andrea Nußl during office hours: Monday 11 a.m.–1 p.m., Thursday 9–10 a.m., Friday 9–10 a.m.

5  Receive your VPD

When your certificates have been checked and assessed a report card validation form will be sent to you. If the VPD certifies that you have university entrance qualifications, you can use it to apply for a place in study degree programme or in a German language course. If it does not, you might have to attend a so-called Studienkolleg first.
**Application deadline** for most of the **Bachelor** degree study programmes is

for a winter semester (starts 1 October) 15 July  
*(please note: 15 June for Industrial Design and Architecture!)*  
VPD until 31 July

for a summer semester (starts 15 March) 15 January  
VPD until 31 January

Some of the Bachelor degree study programmes only start in winter. Here you can find detailed information:  
[https://www.oth-regensburg.de/en/study/application/bachelor-course.html](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

for a summer semester (starts 15 March) 15 January