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/).

- Apply online using the uni-assist online portal: [www.uni-assist.de/online](http://www.uni-assist.de/online).
  
  Some clues for filling in the form:  
  - „degree” > „Bachelor – all subjects” or Master MEM  
  - „study field” > no entry (for Bachelor)  
  - choose sem. 1 (you will not get any results without it)

- 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 the end of February for the summer semester.

**Application deadline** for most of the **Bachelor degree 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 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)**

- for a winter semester (starts 1 October) 15 June
- for a summer semester (starts 15 March) 15 January