Preparatory German language courses in the summer semester 2020
for international prospective students

For registration the following documents need to be submitted:

1) **VPD (= recognition of certificates) from uni-assist** (more information on the next page)

2) **Proof of language skills**

   The preparatory German courses start with courses at level B1. Therefore, it is required to have at least a level of A2 in German and to bring proof of this. A list of recognized certificates can be found here (“Einstufung”): [www.ur.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html](http://www.ur.de/zentrum-sprache-kommunikation/daf/kurse/studienvorbereitende-deutschkurse/index.html)

3) **Application form**, filled-in and signed

   It is available on the OTH Regensburg webpage [www.oth-regensburg.de/en/international/incoming-students/full-time/preperatory-german-language-course.html](http://www.oth-regensburg.de/en/international/incoming-students/full-time/preperatory-german-language-course.html)

4) **Proof of payment of the course fee**

   The fee for a semester course is 530 €. Please transfer this amount to:

   - Receiving institution: Universität Regensburg
   - Financial Institution: Bayerische Landesbank München
   - IBAN: DE42 7005 0000 0001 2792 76
   - BIC: BYLADEMM
   - Reference: ZSK/DaF/2020-DSH-SK-1; Family name, first name

   Please send your complete documents until 29 February 2020 via e-mail to anmeldung_df@oth-regensburg.de.

As soon as we have received all the necessary documents, we will put you on the course list. The places are limited. They will be assigned based on the date of registration. You will receive an informal e-mail confirming your application, which includes useful information about the enrolment and further steps to take.

If you need a formal letter of confirmation (e.g. for your visa), please let us know.

You will be enrolled as a student during the preparatory semester.

In the summer semester 2020 the course is expected to start by **April 2020** (the exact date will be published soon). You will receive an e-mail with more details on the groups and class rooms one day before the course starts at the latest.

* If you have submitted a Telc-certificat “Deutsch-Test für Zuwanderer” or an “onSET for refugees” for the course registration, you need to take a placement test until no later than one week before the course starts. If your German language skills have improved since the course registration, you can also take an onSET test (or hand in a newly acquired language certificate). Please register yourself for one of the dates as listed here: [www.ur.de/zentrum-sprache-kommunikation/daf/pruefungen/ondaf/index.html](http://www.ur.de/zentrum-sprache-kommunikation/daf/pruefungen/ondaf/index.html).

Hand in the results directly at the ZSK or via e-mail to sekretariat.daf@zsk.uni-regensburg.de.
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!

- Get your certificates translated (school certificates and, if existing, course achievements obtained abroad) by a sworn translator. On 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/.

- Apply online using the uni-assist online portal: www.uni-assist.de/online. Some clues for filling in the form: - „degree“ > „Bachelor – all subjects“ - „study field“ > no entry - 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.