

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 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)**

1) Translation

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. Please also take notice of the “Info country by country” on the website of uni-assist (www.uni-assist.de/en/tools/info-country-by-country/).

2) Certification

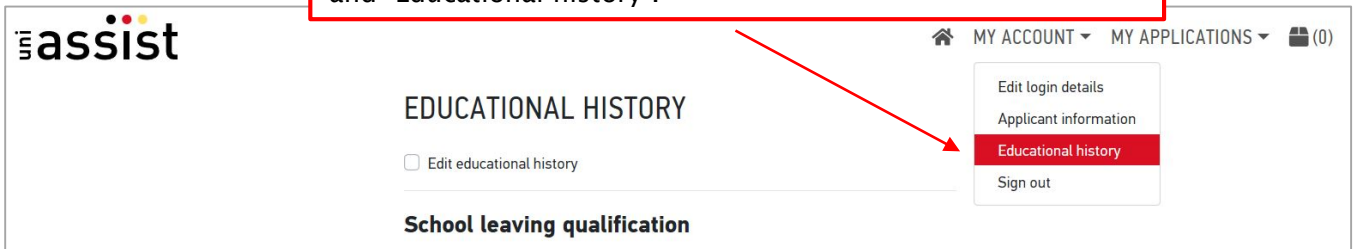
Obtain certified copies both of your original and your translated certificates. Who can authenticate copies? Either a German governmental institution (e.g. townhall, Bürgerbüro), the issuing authority (e.g. school or university), the ministry of education of the country of origin or the German embassy. Please read the information on www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/.

3) 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/.

Fill in all fields under „My Account“ / “Applicant information“ and “Educational history“.



If the semester and university choice is not shown automatically, please click on the basket icon.



1

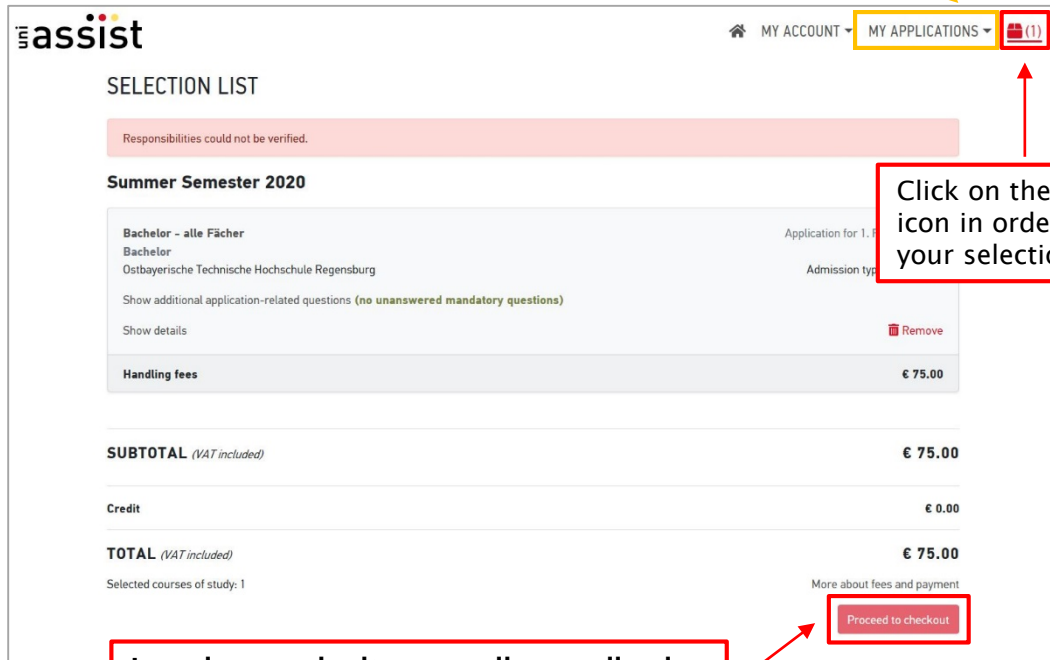
Selection:
 • semester
 • Ostbayerische Technische Hochschule Regensburg

VPD needed for
 • registration for German language course
 • application for Bachelor degree programme

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.

Here: overview of applications and possibility to upload documents



SELECTION LIST

Responsibilities could not be verified.

Summer Semester 2020

Bachelor - alle Fächer Bachelor Ostbayerische Technische Hochschule Regensburg	Application for 1. F Admission typ
Show additional application-related questions (no unanswered mandatory questions)	
Show details	Remove
Handling fees	€ 75.00
SUBTOTAL (VAT included)	€ 75.00
Credit	€ 0.00
TOTAL (VAT included)	€ 75.00

Selected courses of study: 1

More about fees and payment

Proceed to checkout

Click on the basket icon in order to view your selection list.

In order to submit your online application you need to pay the service fee.

Put the certified copies of your translated certificates stating your uni-assist application number and send them by post 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 safely, you will need it for the enrolment. For the German language course registration the digital version is sufficient.

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

For information concerning deadlines, application and registration please visit our website

- about Bachelor degree programmes:
www.oth-regensburg.de/en/study/application/faqs.html
- about the Master degree programme Electrical and Microsystems Engineering:
www.oth-regensburg.de/fileadmin/media/studium/bewerbung/pdf/Infoblatt_MEM_englisch.pdf
- about the German language courses:
www.oth-regensburg.de/en/international/incoming-students/full-time/preperatory-german-language-course.html