

## Verification of Qualifications via uni-assist

**Uni-assist e.V.** (<https://www.uni-assist.de/en/>) is the “University Application Service for International Students”. Uni-assist deals with international university entrance qualifications for the Technical University of Applied Sciences Augsburg.

Uni-assist creates preliminary review documentation of university entrance qualifications for prospective students, i.e. it checks your qualifications and converts these to the German grade system. The preliminary review documentation then provides information on whether you can study any subject (general university entrance qualification) or only specific fields of study (subject-related university entrance qualification).

### Questions and answers:

- Who needs to get their previous education/qualification checked by uni-assist?
- What do I need to do?
- Which documents do I need to submit?
- Where do I need to submit the application for preliminary review documentation (VPD)?
- When do I need to submit the application for preliminary review documentation (VPD) to uni-assist?
- What does the application for preliminary review documentation (VPD) by uni-assist cost?

### Who needs to get their previous education/qualification checked by uni-assist?

All prospective students for the orientation study “Startfenster”, for a Bachelor's degree programme and in individual cases also for a Master's degree programme who have not acquired their higher education entrance qualification in Germany or at a school with German *Abitur* examination regulations. This also applies to prospective students who apply for a place in a higher semester of a degree programme.

### What do I need to do?

Please submit the application for pre-verification documentation (VPD) directly to uni-assist:

<https://www.uni-assist.de/en/how-to-apply/plan-your-application/vpd/>

You can have your documents checked at any time of the year. Please note that you need to meet the application deadlines of the Technical University of Applied Sciences Augsburg.

### **Which documents do I need to submit to uni-assist?**

Have a copy of your university entrance qualification made in the original language, as well as a translation.

Please note the **special rules** for prospective students from China, Mongolia, Vietnam and India.

### **Where do I need to submit the application for preliminary review documentation?**

Submit the application for pre-examination documentation (VPD) together with the copy and translation of your university entrance qualification, as well as a copy of your identity card:

Technical University of Applied Sciences Augsburg  
c/o uni-assist e.V.  
D-11507 Berlin

### **When do I need to submit the application for preliminary review documentation to uni-assist?**

Uni-assist usually needs 3 – 6 weeks to process your application. Please allow for a few extra days, because any queries can extend the process.

Uni-assist will send you the notice of preliminary review documentation by mail. Please observe the application periods of the Technical University of Applied Sciences Augsburg.

You can submit the results of the preliminary review documentation to the Technical University of Applied Sciences Augsburg after you have submitted your application, but no later than 27 July or 30 January.

#### **Application period for the winter semester:**

NC bachelor's degree programmes	2 May – 15 July
Bachelor's degree programmes without admission restriction	2 May – 15 July
Bachelor's degree programmes with aptitude test	2 May – 15 June
Bachelor's degree programme Communication Design	2 May – 31 May
Bachelor's degree programme International Information Systems	2 May – 15 July
Orientation studies "Startfenster"	2 May – 10 September
Master's degree programmes	2 May – 15 June

**Application period for the summer semester:**

NC bachelor's degree programs	15 November – 15 January
Master's degree programmes	15 November – 15 December
Master's degree programme Applied Research	15 November – 6 January

**What does the application for preliminary review documentation by uni-assist cost?**

You must transfer a fee to uni-assist when you apply for the pre-check documentation. Here you can find more information about the costs: <https://www.uni-assist.de/en/how-to-apply/pay-all-fees/>.

Please note that your application cannot be processed without this transfer.

You are also welcome to send a copy of the bank statement or a transfer receipt with your documents to uni-assist.