

CHECKLIST: PRELIMINARY REVIEW DOCUMENTATION

VPD in 6+1 steps



Get information in advance



Plan your application



Assemble your documents

At each university of your choice:

- Find out if you need a VPD from uni-assist for your chosen course.
- Check application deadlines: by what date do you need the VPD?

Would you like to reapply?

Please read our guidelines at uni-assist.de under "reapplying". This will make your new application even easier.

At uni-assist.de:

- Note information on deadlines and processing times.
- Read notes on VPD.

Note:

Apply for your VPD **as early as possible**. You will also need to apply directly to your university before the application deadline. In order to do this, you need to submit the VPD to the university. You may apply for a VPD **at any time**. It is valid for one year after the date of issue.

- Obtain the documents required by the university.
- Check documents and **information country by country** at uni-assist.de.
- Have documents translated by a court-certified translator.
- Obtain certified copies of certificates and of translations etc.
- Make digital copies of application documents.

Note:

We need your certificates in their original language. If your certificates were not issued in German or English, we need an **additional** certified translation into German or English.

You only need to submit your documents **once**, no matter how many universities you wish to apply to.



Apply online



Pay all fees



Send & Track

uni-assist e. V.
11507 Berlin
GERMANY



Using the online portal My assist:

- Register with the online portal My assist.
- Create an online application for each university.
- Upload your documents.

At uni-assist.de:

- Check handling fees and payment options at uni-assist.de.

In My assist:

- Pay the handling fees for all applications.

Note:

We are unable to process your application before you have paid the handling fee.

Send:

- Put all certified document copies into an envelope.
- Add the required postage and send to uni-assist by post.

Track:

- After we receive your payment and your documents: you will receive confirmation of receipt by e-mail.
- After about 4-6 weeks: the status in the online portal will change and you will receive the result of our evaluation by e-mail and letter.
- Read the evaluation result carefully: is everything in order or are documents missing?
- If documents are missing, please submit them immediately.

Note:

After a positive evaluation, you will receive the VPD by e-mail and by letter.



VPD

Submit the VPD to the university of your choice:

- Send the VPD to the university together with all documents.

Note:

You need to stay within the university's deadline.

**We wish you the best
of success!**