

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?
- ☐ Check whether the university accepts an online-only application

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. (except for online-only applications)
- ☐ 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

In My assist:

- ☐ Create an account in My assist
- ☐ Select each chosen course in the "Course catalogue"
- ☐ Upload your documents

Tip:

For some universities, the application will display the academic field "alle Fächer" (= all subjects).

At uni-assist.de:

- ☐ Check handling fees and payment options

In My assist:

- ☐ Pay the handling fees for all applications

Note:

We can only process your application once you paid and submitted the online application.

Send (except for online-only applications):

- ☐ 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 online application: you will receive a confirmation of receipt by email
- ☐ After about 4-6 weeks: the status in My assist will change. We will inform you by email as soon as the evaluation result is available in your My assist account under "My Inbox"
- ☐ 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, we will provide the VPD in your My assist account at "My inbox" where you can download it.



Submit the VPD

Submit the VPD to the university of your choice:

- ☐ Submit 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!