

Anleitung zum Antrag einer Vorprüfungsdocumentation (VPD) bei uni-assist

- Um eine Vorprüfungsdocumentation (VPD) bei uni-assist zu beantragen, registrieren Sie sich bitte im Online-Portal my.uni-assist.de unter: <https://my.uni-assist.de/registrierung>:

The screenshot shows the 'CREATE NEW ACCOUNT' form on the uni-assist website. The form includes the following fields and instructions:

- E-Mail:** A text input field with the placeholder 'Enter e-mail'. Below it, a red error message reads: 'Please enter a valid e-mail address.'
- Re-enter e-mail address:** A text input field with the placeholder 'Re-enter e-mail address'. Below it, a red error message reads: 'This e-mail address must match the above e-mail address.'
- Password:** A text input field with the placeholder 'Please enter the desired password.'. Below it, a red error message reads: 'Passwords must be at least 6 characters.'
- Re-enter password:** A text input field with the placeholder 'Re-enter password.'. Below it, a red error message reads: 'This password must match the above password.'

At the bottom of the form, there is a checkbox with the text: 'I have read and do accept the current [terms and conditions](#), as well as uni-assist's [privacy policy](#).' Below the checkbox is a red button labeled 'Create a new account.'

The website header is yellow and contains the uni-assist logo, a search icon, and the text 'SIGN IN'. The footer is black and contains links for 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', and 'Contact', as well as 'How to apply', 'Tools', and 'FAQs'.

- Danach Checken Sie Ihren **Email-Account** und klicken Sie auf den **Aktivierungslink**, Den uni-assist Ihnen geschickt hat.

The screenshot shows the confirmation page 'CREATE NEW ACCOUNT' on the uni-assist website. The page features a green box with the following text:

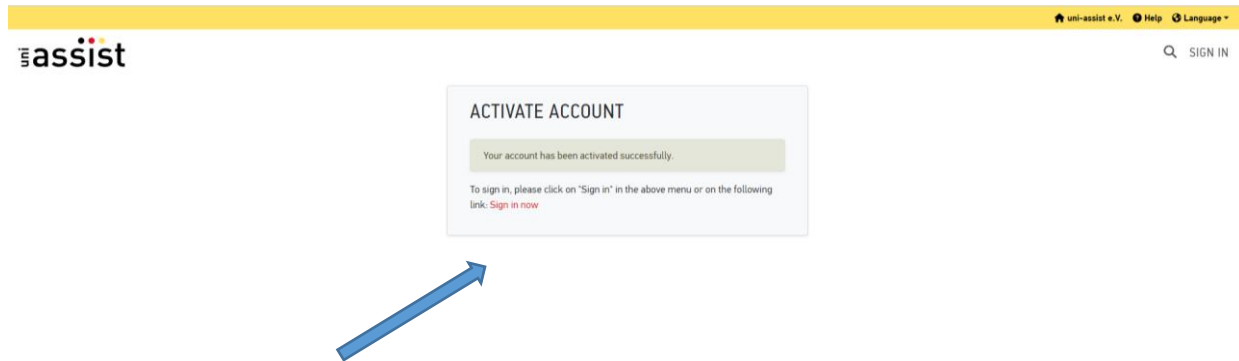
Thank you for creating a new account.

You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 24 hours. If you don't receive an e-mail from us, please check your spam folder.

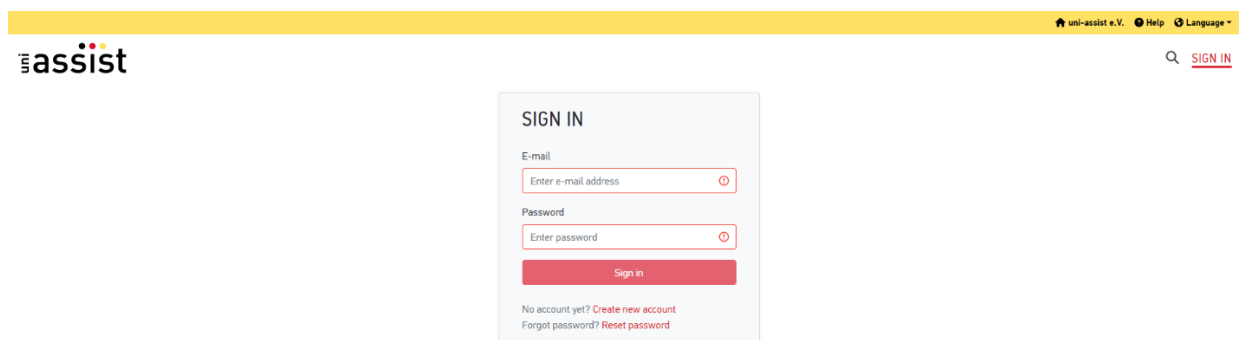
The website header is yellow and contains the uni-assist logo, a search icon, and the text 'SIGN IN'. The footer is black and contains links for 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', and 'Contact', as well as 'How to apply', 'Tools', and 'FAQs'.

The footer also includes the copyright notice: '© 2023 uni-assist e.V. | Version: 02768232'.

3. Nachdem Sie den Aktivierungslink in der Email angeklickt haben, werden Sie zur folgenden Seite weitergeleitet:



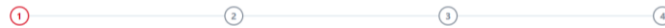
4. Klicken Sie auf "**Jetzt einloggen**" (**sign in now**) und melden Sie sich mit Ihrer Emailadresse und Ihr Passwort, was Sie im Schritt 1 selber angegeben haben:



5. Geben Sie nach dem ersten Login Ihre **Bewerberdaten** und Ihre **Bildungshistorie** an. Erst wenn alles **Vollständig ausgefüllt** ist, können Sie Anträge stellen. Bitte vergessen Sie nicht, Ihre Eingaben zu **speichern!**

FIRST STEPS

Welcome to uni-assist and thank you for logging in.



Personal information

Gender

Please fill in the field Gender correctly. Use only Latin characters, please.

First name

Please fill in the field First name correctly. It has to match your identification documents. Use only Latin characters, please.

Last name

Please fill in the field Last name correctly. It has to match your identification documents. Use only Latin characters, please.

Name affix

Birth name

Date of birth

Day Month Year

Please fill in the field Date of birth correctly. It has to match your identification documents. Use only Latin characters, please.

Place of birth

Please fill in the field Place of birth correctly. Use only Latin characters, please.

Citizenship

Please fill in the field Citizenship correctly. Use only Latin characters, please.

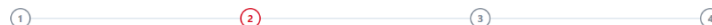
I am not a citizen of any country.

I have come to Germany as a refugee and am interested in further information for refugee applicants.

Continue

FIRST STEPS

Welcome to uni-assist and thank you for logging in.



Contact information

c/o (Please enter information as follows: 'c/o Name')

Street name, house number

Please fill in the field Street name, house number correctly. Use only Latin characters, please.

Address continued

Postal Code

City/Province/Region

Please fill in the field City/Province/Region correctly. Use only Latin characters, please.

Country

Please fill in the field Country correctly. Use only Latin characters, please.

Back Continue

FIRST STEPS

Welcome to uni-assist and thank you for logging in.



hochschulstart.de

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de (B' and 12 digits)

Only necessary for DoSV courses: BAN (Applicant authentication number) via hochschulstart.de (6 digits)

[Back](#)

[Continue](#)

FIRST STEPS

Welcome to uni-assist and thank you for logging in.



Educational history

SCHOOL-LEAVING QUALIFICATION

Have you graduated from school?

Yes No

In which country have you graduated from school or will be graduating shortly?

Country must be stated.

Name of your highest school-leaving certificate

Please specify your certificate.

Other school-leaving certificate

Have you passed the Feststellungsprüfung at a Studienkolleg?

Yes No

DEGREES

After graduating from school, have you completed or will you soon complete a first degree programme of at least three years?

Yes No

In which country did you attain this first university degree or will you soon attain this first degree?

Country must be stated.

Name of your university

Please specify your university.

Other university

Name of the university degree that you have earned or will be earning shortly

Please specify the highest or most relevant degree that you have earned or will be earning shortly.

Other degree

Name of your subject

Please specify your subject.

Other subject

TESTAS

Do you want to enter **TestAS** information? (Please note: Updating your information may take a few moments.)

Yes No

[Back](#)

I have read and do accept the current [terms and conditions](#), as well as uni-assist's [privacy policy](#)

Enter password

Save



6. Nach dem Speichern, werden Sie darum gebeten, Ihr **Inbox** regelmäßig zu checken. Dann Sie werden zu den Semesterangeboten automatisch weitergeleitet.

7. (Nur für Here Studies Bewerber/innen, die Geflüchtete sind)

Geben Sie bei Suchkriterien (**Here**) ein, wählen Sie das Semester aus und wählen Sie unter Hochschule (**Universität Bremen**), jetzt können Sie Ihr **Cluster** auswählen, in dem Sie nach dem **Vorbereitungsprogramm: Here Studies** studieren möchten.

SEMESTERANGEBOTE

Studiengänge insgesamt: 4

Wintersemester 2023/2024

Suchkriterien

Suche:

Semester:

Hochschule:

Bundesland:

Abschluss:

Voll- oder Teilstudiengänge
 Alle Vollstudiengänge
 Teilstudiengänge

uni-assist zuständig
 Alle Ja Nein

Reine Online-Bewerbung
 Alle Ja Nein

Zurücksetzen Einfache Suche

- HERE GKG**
 Bachelor
 Universität Bremen
 Zulassungstyp: NC-frei
 Details anzeigen [Auswählen](#)
- HERE ING**
 Bachelor
 Universität Bremen
 Zulassungstyp: NC-frei
 Details anzeigen [Auswählen](#)
- HERE MIN**
 Bachelor
 Universität Bremen
 Zulassungstyp: NC-frei
 Details anzeigen [Auswählen](#)
- HERE WIWI**
 Bachelor
 Universität Bremen
 Zulassungstyp: NC-frei
 Details anzeigen [Auswählen](#)

8. Nach der Auswahl des Clusters erhalten Sie eine Meldung, dass der Studiengang zu Ihrer Auswahlliste hinzugefügt wurde.

COURSE CATALOGUE Total number of courses of study: 4
Summer Semester 2023

Search criteria

HERE AHEAD

Semester: -- Please select --

University: -- Please select --

Federal state: -- Please select --

Type of degree: -- Please select --

(Partial) courses of study
 All Courses of study
 Partial courses of study

uni-assist responsible
 All Yes No

Online-only application
 All Yes No

Reset Simple search

HERE AHEAD prime GKG
Zugangsprüfung Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
[Show details](#) [Select](#)

HERE AHEAD prime ING
Zugangsprüfung Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
[Show details](#) [Select](#)

HERE AHEAD prime MIN
Zugangsprüfung Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
[Show details](#) [Select](#)

HERE AHEAD prime WWI
Zugangsprüfung Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
[Show details](#) [Select](#)

The course of study was added to your selection list.

9. Gehen Sie nun auf (**Auswahlliste**). Klicken Sie dafür auf das Box-Symbol oben rechts.

lee.sponge1@googlemail.com 2842091 uni-assist e.V. Help Language

uni assist MY ACCOUNT MY APPLICATIONS MY INBOX

COURSE CATALOGUE Total number of courses of study: 4
Summer Semester 2023

Search criteria

HERE AHEAD

Semester: -- Please select --

HERE AHEAD prime GKG
Zugangsprüfung Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
[Show details](#) [Select](#)

10. Um die Bewerbung zu vervollständigen, klicken Sie auf (**offene Pflichtfragen**) falls es rot markiert ist.

uni-assist

MY SELECTION LIST

Please note the information for the course(s) of study. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Please answer all mandatory questions (marked in red). Only then will you be able to submit your application.

Summer Semester 2023

HERE AHEAD prime GKG
Zugangsprüfung
Hochschule Bremen

Application for 1st semester
Admission type: Further admission requirements (manueller NC)

Show additional application-related questions **(unanswered mandatory questions)**

Show details

Remove

Handling fees EUR 75.00

Based on the information you provided (e.g. school-leaving qualification, citizenship, chosen course of study), uni-assist is not responsible for handling your application for this course of study. Please consult the concerned university if uni-assist is responsible in your case. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Online-only application: For this application, the university accepts an online-only application for uni-assist's pre-check. Simply upload all the required documents to your My assist account – even without official certification. In some cases, you will need to submit further documents and/or officially certified copies to the university later.

Upload my documents

11. Bitte füllen Sie alle rot markierten Felder aus.

uni-assist

ADDITIONAL APPLICATION-RELATED QUESTIONS

General questions (6/11)

EDUCATIONAL DATA

School(s) attended:

Please provide details of the secondary school/high school that you attended most recently and the school leaving certificate you obtained:

SCHOOL 1

Period of attendance (from Month/Year to Month/Year):

Name and location of school:

Country:

Name of certificate awarded:

Date of school leaving certificate:

15 June 2023

If you attended another secondary school/high school and/or obtained another school leaving certificate, please provide details here:

SCHOOL 2

Period of attendance (from Month/Year to Month/Year):

Name and location of school:

Country:

Name of certificate awarded:

Date of school leaving certificate:

Day Month Year

UNIVERSITY ENTRANCE EXAM

Have you passed a [university entrance exam](#)?

- yes
 no

Name of university entrance exam:

Date of university entrance exam:

Day Month Year

STUDIES OUTSIDE GERMANY

Please provide details of any university studies or vocational qualifications undertaken outside Germany. You must also provide details of any degree programmes or qualifications which you have not successfully completed.

Have you begun or completed a university degree programme or vocational qualification outside Germany?

- yes
 no

If yes, please provide details here:

1ST (UNIVERSITY) QUALIFICATION

Period of study (from Month/Year to Month/Year):

Name and country of awarding institution (in the Latin alphabet):

Location of study (in the Latin alphabet), if different from country of awarding institution:

Subject/subject area:

Type of degree/qualification (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme or vocational qualification?

- yes
 no

If you have begun or completed another university degree programme or vocational qualification outside Germany, please provide details here:

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2ND (UNIVERSITY) QUALIFICATION

Period of study (from Month/Year to Month/Year):

Name and country of awarding institution (in the Latin alphabet):

Location of study (in the Latin alphabet), if different from country of awarding institution:

Subject/subject area:

Type of degree/qualification (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme or vocational qualification?
 yes
 no

If you have begun or completed another university degree programme or vocational qualification outside Germany, please provide details here:

3RD (UNIVERSITY) QUALIFICATION

Period of study (from Month/Year to Month/Year):

Name and country of awarding institution (in the Latin alphabet):

Location of study (in the Latin alphabet), if different from country of awarding institution:

Subject/subject area:

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LICATIONS - MY INBOX (1)

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Subject/subject area:

Type of degree/qualification (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme or vocational qualification?
 yes
 no

STUDIENKOLLEG/FESTSTELLUNGSPRÜFUNG (FSP)

For more information about the "Studienkolleg" (preparatory course) and the "Feststellungsprüfung" (university qualification exam), please click [here](#).

Have you attended a Studienkolleg in Germany?
 yes
 no

Have you passed the Feststellungsprüfung?
 yes
 no

Are you currently attending a Studienkolleg and/or will you soon be taking the Feststellungsprüfung?
 yes
 no

Please provide details here:

uni-assist e.V. | Help | Language

LICATIONS - MY INBOX (1)

1ST STUDIENKOLLEG/FESTSTELLUNGSPRÜFUNG

Period of attendance (from Month/Year to Month/Year):

Name and location of the Studienkolleg:

Schwerpunkt-Kurs (focus course):

Date of Feststellungsprüfung:

Day Month Year

2ND STUDIENKOLLEG/FESTSTELLUNGSPRÜFUNG

Period of attendance (from Month/Year to Month/Year):

Name and location of the Studienkolleg:

Schwerpunkt-Kurs (focus course):

Date of Feststellungsprüfung:

Day Month Year

Date of Ergänzungsprüfung:

Day Month Year

STUDIES OUTSIDE GERMANY

Please provide details of any university studies or vocational qualifications undertaken outside Germany. You must also provide details of any degree programmes or qualifications which you have not successfully completed.

Have you begun or completed a university degree programme or vocational qualification outside Germany?

- yes
 no

If yes, please provide details here:

1ST (UNIVERSITY) QUALIFICATION

Period of study (from Month/Year to Month/Year):

Name and country of awarding institution (in the Latin alphabet):

Location of study (in the Latin alphabet), if different from country of awarding institution:

Subject/subject area:

Type of degree/qualification (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme or vocational qualification?

- yes
 no

If you have begun or completed another university degree programme or vocational qualification outside Germany, please provide details here:

2ND DEGREE PROGRAMME IN GERMANY

Period of study (from Month/Year to Month/Year):

Name and location of institution:

Subject:

Type of degree (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme?

- yes
 no

If you have begun or completed another university degree programme in Germany, please provide details here. You must also provide details of any degree programmes which you have not successfully completed.

3RD DEGREE PROGRAMME IN GERMANY

Period of study (from Month/Year to Month/Year):

Name and location of institution:

Subject:

Type of degree (e.g. Bachelor of Arts, Master of Science, etc.):

Have you successfully completed the degree programme?

- yes
 no

12. Nachdem Sie alle rot markierten Felder ausgefüllt haben, wird den Text (**offene Pflichtfragen**) grün markiert.

13. Nun klicken Sie auf (**Meine Dokumente hochladen**) und laden Sie Ihre Zeugnisse hoch, die für die Bewertung relevant sind.

14. Nachdem Sie die Dokumente hochgeladen haben, klicken Sie bitte auf das **Box**-Icon oben rechts.

15. Klicken Sie auf **(Zur Kasse gehen)** um für die Bearbeitung der Dokumente zu bezahlen.

SELECT PAYMENT OPTION

- Credit card
- Sofortüberweisung (Pay now)

You can pay online with Visa or MasterCard using 3D Secure. To do so, you need to be already signed up for the 3D Secure system. For further information, please contact your bank.

TOTAL (VAT included) EUR 75.00

[You can find further information about payment options here.](#)

[Back](#)

[Proceed to checkout](#)

UNIVERSITY

Please note the information for the course(s) of study. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Summer Semester 2023

Hochschule Bremen

HERE AHEAD prime GKG — Zugangsprüfung - Application for 1st semester

EUR 75.00

Based on the information you provided, uni-assist is not responsible for handling your application for this course of study. Please consult the concerned university if uni-assist is responsible in your case. Nevertheless, you can choose to submit your application for a fee or return to your selection list and remove it.

SUBTOTAL (VAT INCLUDED) EUR 75.00

Credit EUR 0.00

TOTAL (VAT included) EUR 75.00

When you click on the button "Continue", you will be redirected to the payment service provider Novalnet AG. For the processing of the payment, uni-assist e.V. transfers the following data to the payment service provider: e-mail-address, applicant number, order number and payment amount incl. currency. To complete the processing of the payment, depending on the payment option this data will also be transferred to the respective online payment services, credit institutions, banks and credit card institutions, which will also process the data. For more information, see our [privacy policy](#).

I have read and do accept the current [terms and conditions](#), the [right of revocation](#) as well as uni-assist's [privacy policy](#). I would now like to send this application bindingly to uni-assist e.V. for processing.

I assure in all conscience that all the information I have given on this form is complete and accurate. I confirm that I did not conceal any asked university studies at home and abroad. I am aware that giving false information may lead to exclusion from the admissions procedure or to the cancellation of my admission or enrollment by the university.

I understand that uni-assist might not be responsible for handling my application or parts thereof.

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[To payment process](#)

16. Nachdem Sie alle Optionen ausgewählt haben, klicken Sie bitte

CHECKOUT

Please note the information for the course(s) of study. You can nevertheless choose to submit your application for a fee or remove it from your selection list.

Summer Semester 2023

Hochschule Bremen
HERE AHEAD prime GKG — Zugangsprüfung - Application for 1st semester EUR 75.00

Based on the information you provided, uni-assist is not responsible for handling your application for this course of study. Please consult the concerned university if uni-assist is responsible in your case. Nevertheless, you can choose to submit your application for a fee or return to your selection list and remove it.

SUBTOTAL (VAT INCLUDED)	EUR 75.00
Credit	EUR 0.00
TOTAL (VAT included)	EUR 75.00

When you click on the button "Continue", you will be redirected to the payment service provider Novalnet AG. For the processing of the payment, uni-assist e.V. transfers the following data to the payment service provider: e-mail-address, applicant number, order number and payment amount incl. currency. To complete the processing of the payment, depending on the payment option this data will also be transferred to the respective online payment services, credit institutions, banks and credit card institutions, which will also process the data. For more information, see our [privacy policy](#)

I have read and do accept the current [terms and conditions](#), the [right of revocation](#) as well as uni-assist's [privacy policy](#). I would now like to send this application bindingly to uni-assist e.V. for processing.

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I understand that uni-assist might not be responsible for handling my application or parts thereof.

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[To payment process](#)

(Zum Bezahlvorgang)

18. Sobald Sie diese Anzeige auf dem Bildschirm sehen, wissen Sie, dass Ihre Bewerbung übertragen wurde und nun von uni-assist bearbeitet wird. Die Bearbeitungszeit kann ein bisschen Zeit in Anspruch nehmen, Sie erhalten alle weiteren Informationen per Mail.

(Payment received) →

← (in progress)

MEINE ANTRAGSÜBERSICHT

Sommersemester 2021

HERE GKG Bachelor Universität Bremen	Bewerbung für 1. Fachsemester Zulassungstyp: NC-frei
Antragsformular Details anzeigen	Studiengang erneut der Auswahlliste hinzufügen. Antrag zurückziehen
Zahlung erhalten	In Bearbeitung
<p>Papierloses Bewerbungsverfahren: Bitte schicken Sie für diesen Antrag keine Dokumente per Post. Laden Sie Ihre Dateien stattdessen bitte online hoch.</p> <p>Zum Upload meiner Dokumente</p>	

Anträge insgesamt: 1