

## Instructions for applying for a preliminary documentation (VPD) on uni-assist

1. In order to apply for a preliminary documentation (Voprüfungsdokumentation VPD) on uni-assist, please register via the online portal [my.uni-assist.de](https://my.uni-assist.de) at: <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 includes the uni-assist logo, a search icon, and the text 'SIGN IN'. The footer contains navigation links: 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', 'Contact', 'How to apply', 'Tools', and 'FAQs'.

2. Then check your **email account** and click on the **activation link** that uni-assist sent you.

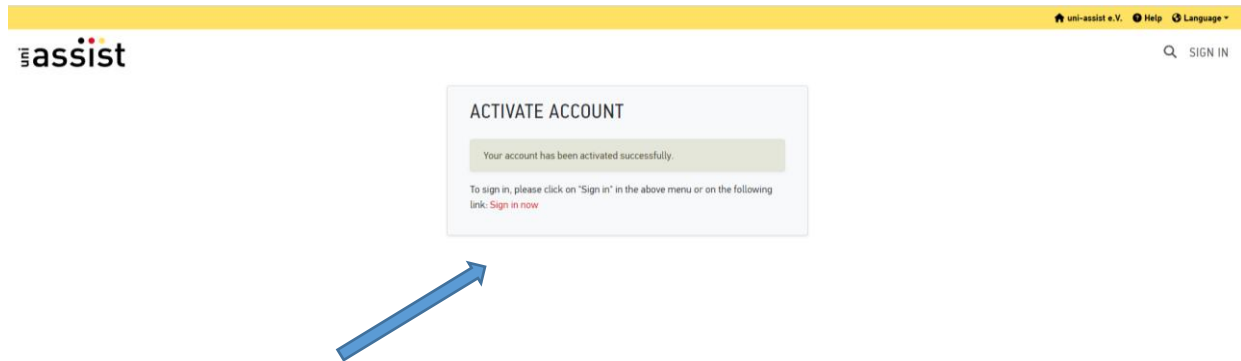
The screenshot shows the confirmation page 'CREATE NEW ACCOUNT' on the uni-assist website. The page features a green box with the following text:

**Thank you for creating a new account.**

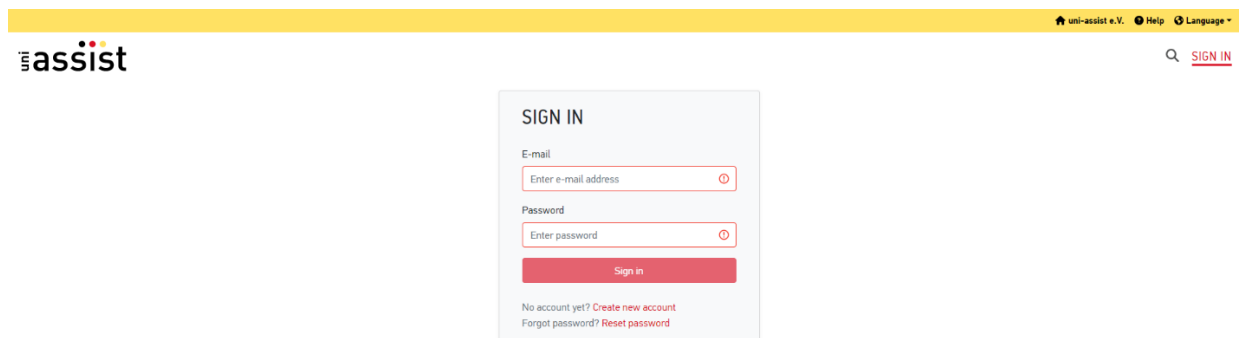
You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 24 hours. If you don't receive an e-mail from us, please check your spam folder.

The website header includes the uni-assist logo, a search icon, and the text 'SIGN IN'. The footer contains navigation links: 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', 'Contact', 'How to apply', 'Tools', and 'FAQs'. The footer also includes a copyright notice: '© 2023 uni-assist e.V. | Version: 02768232'.

3. After you clicked on the activation link in the email, you will be directed to the following page:



4. Click on „**sign in now**“ (“jetzt einloggen”) and log in with your email address and the password **you chose yourself**:



5. After logging in for the first time, enter your **applicant data** and your **educational history**. You can only submit the application after you filled out everything. Please do not forget to save your entries!

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. After saving your entries, you will receive a confirmation in your **message inbox**, and you will be directed to the **course catalogue** automatically.

**7. (only for here studies applicants, who are refugees with academic background)**

Enter the word **(Here)** under “**search criteria**”, select the semester and choose under University, “**Universität Bremen**”. Now you can choose the cluster in which you would like to study after finishing your language course by: **here studies**.

8. After selecting the cluster, you will receive a message that the course has been added to your selection.

9. Now go to „**selection list**“. To do this, click on the box symbol in the top right corner.

uni-assist

fee.sponagel@googlemail.com 2842091 uni-assist e.V. Help Language

MY ACCOUNT MY APPLICATIONS MY INBOX (1)

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. In order to continue, please click on the symbol “**unanswered mandatory questions**”, if marked in red.

uni-assist

fee.sponagel@googlemail.com 2842091 uni-assist e.V. Help Language

MY ACCOUNT MY APPLICATIONS MY INBOX (1)


**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** Application for 1st semester  
Zugangsprüfung Hochschule Bremen 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. Please fill out all of the red marked blanks.

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

**uniassist**

**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 (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:

uni-assist e.V. Help Language

APPLICATIONS - MY INBOX (1)

uni-assist e.V. Help Language

APPLICATIONS - MY INBOX (1)

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:**

**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:**

The screenshot shows the 'uni-assist' application form. It is divided into two main sections: '2ND DEGREE PROGRAMME IN GERMANY' and '3RD DEGREE PROGRAMME IN GERMANY'. Each section contains the following fields: 'Period of study (from Month/Year to Month/Year):', 'Name and location of institution:', 'Subject:', and 'Type of degree (e.g. Bachelor of Arts, Master of Science, etc.):'. Below these fields, there are radio buttons for 'Have you successfully completed the degree programme?' with options 'yes' and 'no'. A note states: '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.'

12. After filling out all of the unanswered questions, the field about mandatory questions will turn green. You can now proceed to uploading your degree certificates and other necessary documents.

The screenshot displays the 'MY SELECTION LIST' page. At the top, there is a navigation bar with the uni-assist logo and user account information. The main content area is titled 'MY SELECTION LIST' and includes a note: '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.' Below this, the 'Summer Semester 2023' section shows a table with one application entry:

<p><b>HERE AHEAD prime GKG</b> Zugangsprüfung Hochschule Bremen</p> <p>Show additional application-related questions (no unanswered mandatory questions)</p> <p>Show details</p>	<p>Application for 1st semester</p> <p>Admission type: Further admission requirements (manueller NC)</p> <p>Remove</p>
<p><b>Handling fees</b></p> <p>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.</p> <p>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.</p> <p>Upload my documents</p>	<p>EUR 75,00</p>

13. If you want to upload your degree certificates, you need to click on “**upload my document**”. Then you will be directed to the following page, where you can upload your documents:

uniassist fee.sponage1@googlemail.com 2842091 uni-assist e.V. Help Language

MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please upload a document with several pages in **one** PDF file and in the correct page order (e.g. Diploma Supplement).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Select or drop a file here  Choose category

14. After uploading your documents, please click on the box in the top right corner again.

uniassist fee.sponage1@googlemail.com 2842091 uni-assist e.V. Help Language


MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please upload a document with several pages in **one** PDF file and in the correct page order (e.g. Diploma Supplement).
- Please upload different documents in different files (e.g. school certificate and copy of passport).
- Please upload each file only once and choose a suitable file name (e.g. Diploma bachelor).

Select or drop a file here  Choose category

MY ACCOUNT MY APPLICATIONS MY INBOX To selection list (1)



15. Now continue to “**select Payment option**” and chose your preferred method of payment:

uniassist fee.sponage1@googlemail.com 2842091 uni-assist e.V. Help Language

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.](#)

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 Novolnet 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.

[Back](#)

[To payment process](#)

16. Make sure to click all the Options before clicking on "to payment process".

The screenshot shows the checkout page with four blue arrows pointing to the checkboxes for the terms and conditions, indicating that all of them must be selected before proceeding to payment.

17. If you see this display, the application has been successfully submitted and is being processed by uni-assist. Processing time may take a while. You will receive your information by email.

(Payment received) →

← (in progress)

## MEINE ANTRAGSÜBERSICHT

### Sommersemester 2021

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

Anträge insgesamt: 1