

Check of qualifications via uni-assist

Uni-assist e.V. (<http://uni-assist.de/>) is the “University Application Service for International Students”. Uni-assist processes international university entrance qualifications for the Augsburg University of Applied Sciences.

Uni-assist creates a **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 all subjects (general university entrance qualification) or only specific fields of study (subject-related university entrance qualification).

Questions and answers

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

All prospective students interested in a Bachelor’s course who did not obtain their university entrance qualification in Germany or in a school with German *Abitur* examination regulations. This also applies to prospective students who are applying for a place in a higher semester of a course of study.

What do I need to do?

Please fill out the **application for preliminary review documentation (VPD)**.

<http://www.uni-assist.de/vpd-procedure.html>

You can have your documents checked through the entire year. Please note that you need to meet the application deadlines of the Augsburg University of Applied Sciences.

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

Obtain an officially certified copy of your university entrance qualification in the original language, as well as an officially certified translation. You can find details on certifications and translations in the information sheet on the admission procedure of the Augsburg University of Applied Sciences http://www.hs-augsburg.de/medium/download/studienangelegenheiten/studienbewerbung/infoblatt_zulassung.pdf

Please observe the special rules for prospective students from China, Mongolia and Vietnam.

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

Send the filled out application for preliminary review documentation (VPD) together with the officially certified copy and translation of your university entrance qualification and a copy of your ID to:

Hochschule für angewandte Wissenschaften 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 generally needs 3 – 6 weeks to process your application. Please plan in 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 Augsburg University of Applied Sciences.

Application period for the winter semester:

<u>NC Bachelor's courses</u>	2 May – 15 July
<u>Digital and regional – Systems Engineering</u>	2 May – 15 July
<u>Bachelor's courses with suitability test</u>	2 May - 15 June

Application period for the summer semester:

<u>NC Bachelor's courses</u>	15 November - 15 January
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You can submit the notice of the result of the preliminary review documentation to the Augsburg University of Applied Sciences at a later date than your application, but no later than 27 July or 30 January.

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

When you apply for the preliminary review documentation, you must transfer a fee to uni-assist. [More information on the costs incurred.](http://www.uni-assist.de/regulation-fees.html)

Please note that your application will not be processed unless you have transferred this fee. [More information on the transfer.](http://www.uni-assist.de/regulation-fees.html)

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

What is the further application process at the Augsburg University of Applied Sciences?

Parallel to the preliminary review documentation of your university entrance qualification by uni-assist, apply [online](#).

Then, print out the application, sign it and send it in the correct form and on time (by 15 June or 15 July for the winter semester or 15 January for the summer semester) with all required documents (proof of German language proficiency, simple copy of university entrance qualification, etc. – for an exact list, see your documentation checklist within the online application) to the Augsburg University of Applied Sciences:

Hochschule Augsburg
Sachgebiet III Studienangelegenheiten
An der Hochschule 1
86161 Augsburg

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