

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>:

uni-assist uni-assist e.V. Help Language - SIGN IN

CREATE NEW ACCOUNT

E-Mail

Enter e-mail

Please enter a valid e-mail address.

Re-enter e-mail address

Re-enter e-mail address

This e-mail address must match the above e-mail address.

Password

Please enter the desired password.

Passwords must be at least 6 characters.

Re-enter password

Re-enter password

This password must match the above password.

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

Create a new account.

[Legal Disclosure](#) [Terms and Conditions](#) [Privacy Policy](#) [Contact](#)

[How to apply](#) [Tools](#) [FAQs](#)

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

uni-assist uni-assist e.V. Help Language - SIGN IN

CREATE NEW ACCOUNT

Thank you for creating a new account.

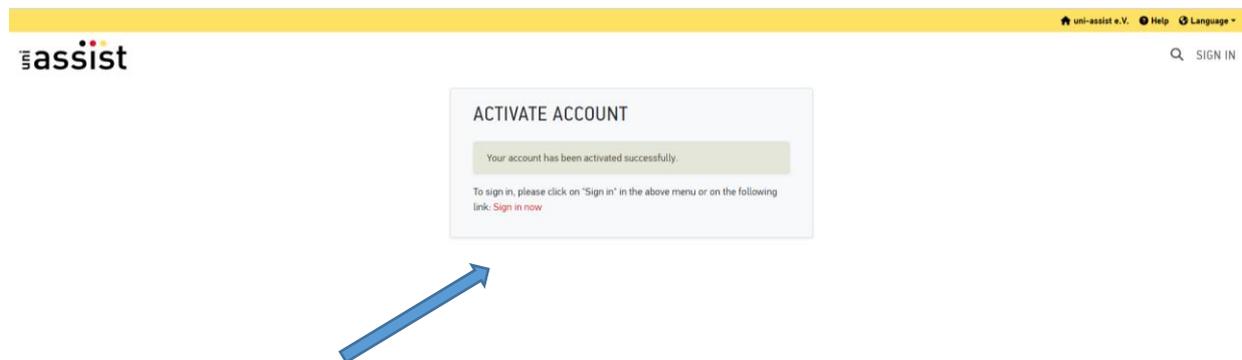
You will receive an e-mail with an activation link. To activate your account, please click on the activation link within the next 24 hours. If you don't receive an e-mail from us, please check your spam folder.

[Legal Disclosure](#) [Terms and Conditions](#) [Privacy Policy](#) [Contact](#)

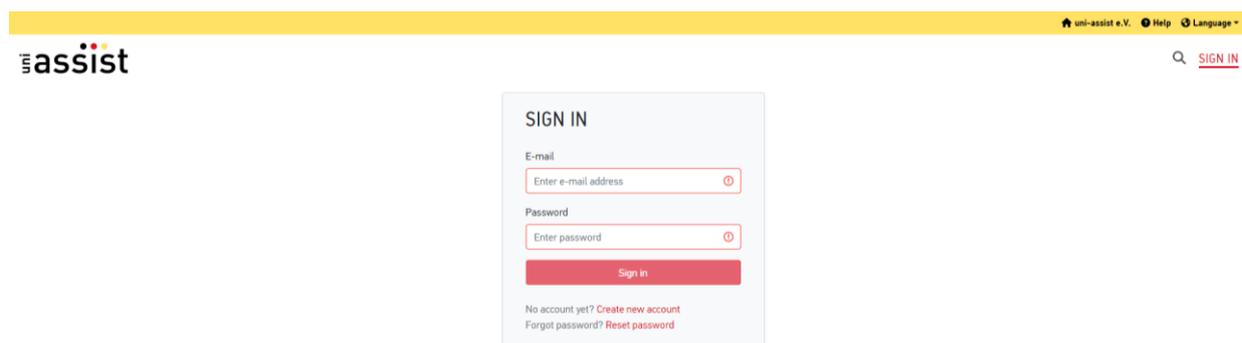
<p>How to apply</p> <ul style="list-style-type: none"> Get information Plan your application Assemble your documents Apply online Pay all fees Send & Track 	<p>Tools</p> <ul style="list-style-type: none"> Check, university admission Info country by country uni-assist universities Checklists Links Glossary of terms 	<p>FAQs</p> <ul style="list-style-type: none"> Get information Plan your application Assemble your documents Apply online Pay all fees Send & Track
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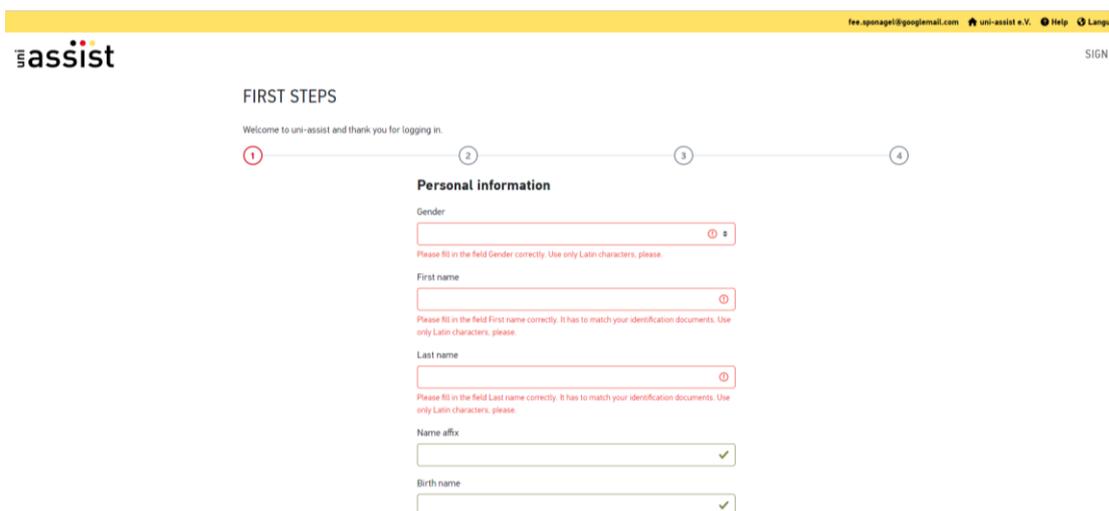
- Nachdem Sie den Aktivierungslink in der Email angeklickt haben werden Sie zur folgenden Seite weitergeleitet:



- Klicken Sie auf **“Jetzt einloggen” (sign in now)** und melden Sie sich mit Ihrer Emailadresse und Ihrem Passwort, was Sie im Schritt 1 selber erstellt haben, an:



- 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!**



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

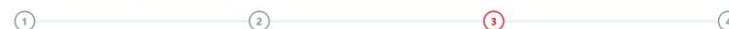
Please fill in the field Country correctly. Use only Latin characters, please.

[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



uni-assist

Search courses of study

Q Type in search term(s)

Semester

Winter Semester 2023/2024

University

YOUR NEW INBOX

Any messages from uni-assist will be made available to you in your inbox.

Confirmation:
I hereby confirm that I regularly check my inbox for new messages.

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

MY ACCOUNT MY APPLICATIONS MY INBOX (0)

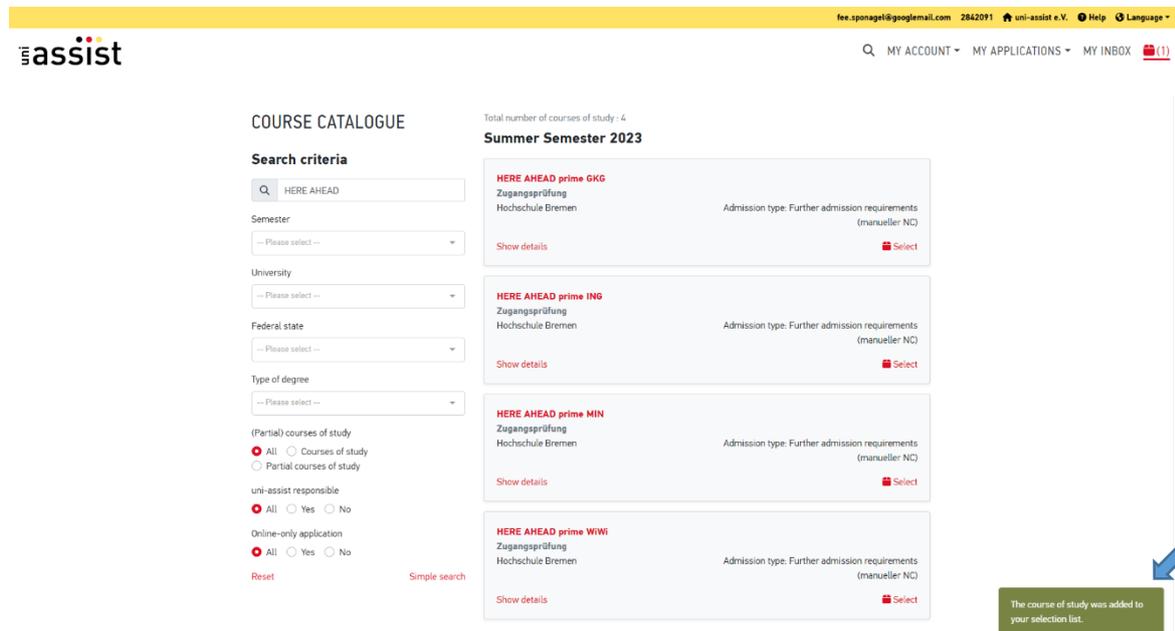
6. Nach dem Speichern werden Sie darum gebeten, Ihre **Inbox** regelmäßig zu checken. Dann werden Sie automatisch zum Semesterangebot weitergeleitet.

The screenshot shows the 'Search courses of study' page on the uni-assist website. At the top, there is a navigation bar with the uni-assist logo and user account information. The main search area includes a search input field containing 'HERE AHEAD', several dropdown menus for 'Semester', 'University', 'Federal state', and 'Type of degree', and radio button options for 'All', 'Courses of study', and 'Partial courses of study'. There are also checkboxes for 'uni-assist responsible' and 'Online-only application'. A red 'Reset' button is on the left and a red 'Search' button is on the right. At the bottom, a footer contains legal links.

7. Geben Sie bei Suchkriterien „HERE AHEAD“ ein, wählen Sie das **Semester** aus und wählen Sie unter Hochschule „Hochschule Bremen“. Jetzt können Sie das **Cluster** auswählen, in dem Sie gern nach dem **Vorbereitungsprogramm :prime** studieren möchten.

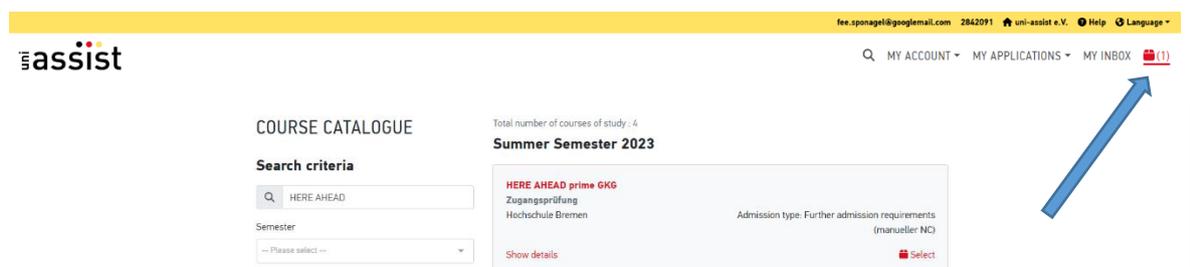
The screenshot shows the 'COURSE CATALOGUE' search results page. The search criteria on the left are identical to the previous screenshot, with 'HERE AHEAD' in the search field and 'Semester' selected in the dropdown. Two blue arrows point from the search criteria to the results. The results section, titled 'Summer Semester 2023', shows four entries for 'HERE AHEAD prime' programs: GKG, ING, MIN, and WIWI. Each entry includes the program name, 'Zugangsprüfung Hochschule Bremen', and 'Admission type: Further admission requirements (manueller NC)'. There are 'Show details' and 'Select' buttons for each entry.

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



The screenshot shows the 'uni-assist' course catalogue interface. On the left, there are search criteria filters for 'HERE AHEAD', Semester, University, Federal state, Type of degree, and (Partial) courses of study. The main area displays a list of courses for 'Summer Semester 2023' with 4 total courses. The first course is 'HERE AHEAD prime GKG' (Zugangsprüfung Hochschule Bremen). A blue arrow points from the 'Select' button of this course to a green notification box that reads: '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.



The screenshot shows the 'uni-assist' course catalogue interface. In the top navigation bar, there are links for 'MY ACCOUNT', 'MY APPLICATIONS', and 'MY INBOX'. A blue arrow points to the 'MY INBOX' link, which has a small red box icon and the number '(1)' next to it, indicating one item in the inbox.

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

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:

uni-assist e.V. Help Language
 LICATIONS - MY INBOX (1)

uniassist

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)



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

ICATIONS 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:

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ICATIONS MY INBOX (1)



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

uni-assist e.V. | Help | Language

APPLICATIONS | MY INBOX (1)

12. Nachdem Sie alle rot markierten Felder ausgefüllt haben, erscheint der Text **offene Pflichtfragen** in grün.



[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.

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 (no 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

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

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MY ACCOUNT MY APPLICATIONS MY INBOX (1)

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

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MY ACCOUNT MY APPLICATIONS MY INBOX (1)

To selection list

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

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

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MY ACCOUNT MY APPLICATIONS MY INBOX (1)

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 GK6 — 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.

Back

To payment process

16. Nachdem Sie alle Hinweise gelesen und zugestimmt haben, klicken Sie bitte auf **Zum Bezahlvorgang**.

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 GK6 — 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.

Back To payment process

17. Sobald Sie die **Meine Antragsübersicht** auf dem Bildschirm sehen, wissen Sie, dass Ihre Bewerbung erfolgreich übertragen wurde und nun von uni-assist bearbeitet wird. Die Bearbeitungszeit kann einige Wochen in Anspruch nehmen. Sie erhalten alle weiteren Informationen per Mail.

uni-assist MEIN KONTO ▾ MEINE ANTRÄGE ▾ MEIN POSTFACH (0)

MEINE ANTRAGSÜBERSICHT

Summer Semester 2023

Hochschule Bremen Bewerbung für 1. Fachsemester

HERE AHEAD prime GKG — Zugangsprüfung - Application for 1st semester Zulassungstyp: NC-frei

Antragsformular Details anzeigen Studiengang erneut der Auswahlliste hinzufügen. Antrag zurückziehen

Zahlung erhalten In Bearbeitung

Papierloses Bewerbungsverfahren: Bitte schicken Sie für diesen Antrag keine Dokumente per Post. Laden Sie Ihre Dateien stattdessen bitte online hoch.

[Zum Upload meiner Dokumente](#)

Anträge insgesamt: 1