

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

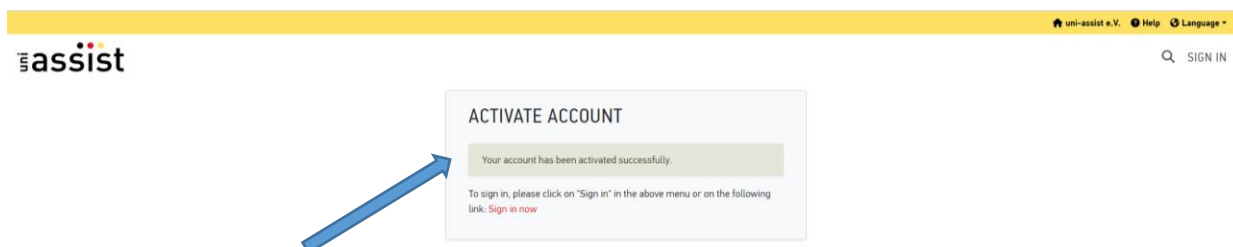
1. In order to apply for a preliminary documentation (Vopprüfungsdokumentation VPD) on uni-assist, please register via the online portal my.uni-assist.de at: <https://my.uni-assist.de/registrierung>:

The screenshot shows the 'CREATE NEW ACCOUNT' form on the uni-assist website. The form includes fields for E-Mail, Password, and Re-enter password, each with a red border and a red error message. Below the password fields is a checkbox for accepting terms and conditions. A red button at the bottom says 'Create a new account.' The header of the page is yellow with the uni-assist logo and navigation links. The footer is black with links for 'How to apply', 'Tools', and 'FAQs'.

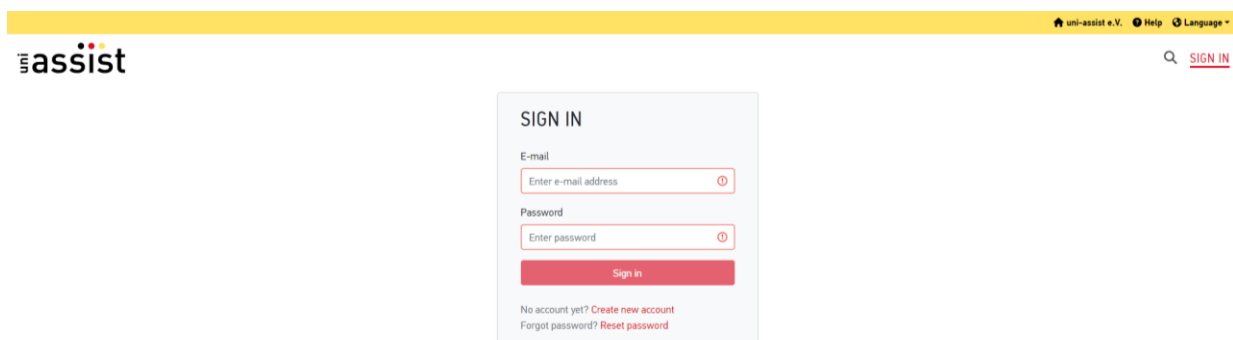
2. Then check your **email account** and click on the **activation link** that uni-assist sent you.

The screenshot shows the 'CREATE NEW ACCOUNT' confirmation page on the uni-assist website. The page has a yellow header with the uni-assist logo and navigation links. The main content area is white with a green box containing the text 'Thank you for creating a new account.' and instructions to check the email for an activation link. The footer is black with links for 'How to apply', 'Tools', and 'FAQs'. The copyright notice at the bottom reads '© 2023 uni-assist e.V. | Version: 02768232'.

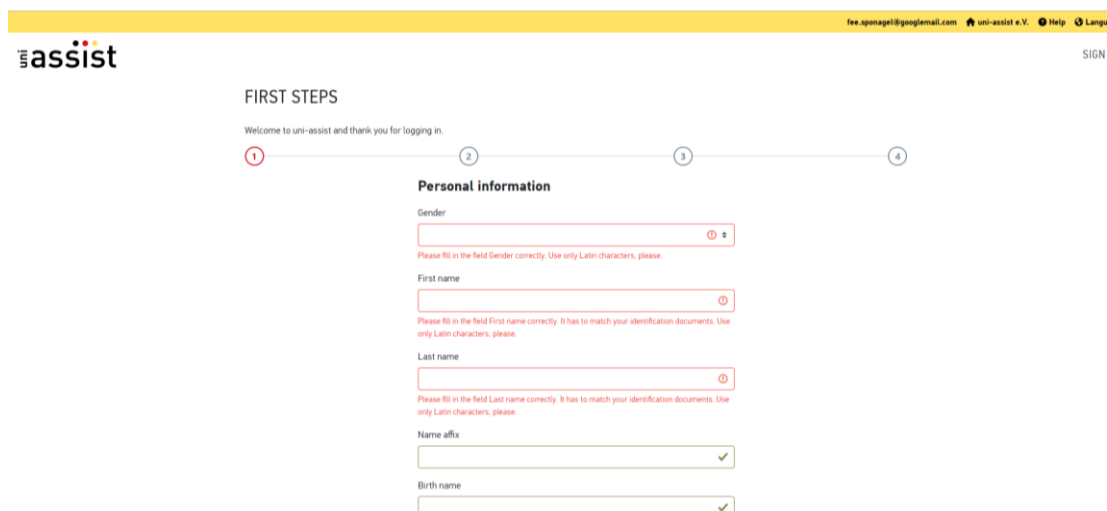
3. After you clicked on the activation link in the email, you will be directed to the following page:



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!



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.

1 2 3 4

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.

1 2 3 4

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](#).

Save



The screenshot shows the uni-assist website interface. A modal window titled "YOUR NEW INBOX" is displayed in the center. It contains the text: "Any messages from uni-assist will be made available to you in your inbox." Below this, there is a "Confirmation:" section with the text: "I hereby confirm that I regularly check my inbox for new messages." At the bottom right of the modal is a red "OK" button. In the background, the website header shows the uni-assist logo, a search bar, and navigation links like "MY ACCOUNT", "MY APPLICATIONS", and "MY INBOX (0)". The main content area has a "Search courses of study" section with a search bar and dropdown menus for Semester, University, Federal state, and Type of degree.

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

The screenshot shows the uni-assist website interface. The "Search courses of study" section is active. The search bar contains the text "HERE AHEAD". Below the search bar are several dropdown menus for Semester, University, Federal state, and Type of degree. There are also radio button options for "(Partial) courses of study" (All, Courses of study, Partial courses of study), "uni-assist responsible" (All, Yes, No), and "Online-only application" (All, Yes, No). At the bottom of the form are "Reset" and "Search" buttons. The website header shows the uni-assist logo, a search bar, and navigation links like "MY ACCOUNT", "MY APPLICATIONS", and "MY INBOX (0)". The footer contains links for "Legal Disclosure", "Terms and Conditions", "Privacy Policy", and "Contact".

7. Enter **(HERE AHEAD)** under “**search criteria**”, select the semester and choose under University, “**Hochschule Bremen**”. Now you can choose the cluster in which you would like to study after the preparatory studies: **prime**

The screenshot shows the uni-assist website interface. The "COURSE CATALOGUE" section is active. The search criteria are: "HERE AHEAD" in the search bar, "Summer Semester 2023" for Semester, and "Hochschule Bremen" for University. The results show four clusters: "HERE AHEAD prime GKG", "HERE AHEAD prime ING", "HERE AHEAD prime MIN", and "HERE AHEAD prime WIWI". Each cluster has a "Show details" link and a "Select" button. Two blue arrows point from the "University" dropdown menu to the "Hochschule Bremen" option and from the "HERE AHEAD prime" text to the first cluster result. The website header shows the uni-assist logo, a search bar, and navigation links like "MY ACCOUNT", "MY APPLICATIONS", and "MY INBOX (1)". The footer contains links for "Legal Disclosure", "Terms and Conditions", "Privacy Policy", and "Contact".

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

The screenshot shows the uniassist website interface. At the top, there is a yellow header bar with contact information and navigation links. Below this, the 'uniassist' logo is on the left, and search/navigation links are on the right. The main content area is titled 'COURSE CATALOGUE' and includes a 'Search criteria' section with various filters like Semester, University, Federal state, and Type of degree. To the right of the filters, there is a list of courses for 'Summer Semester 2023'. Each course entry includes the course name (e.g., 'HERE AHEAD prime GKG'), a brief description, and an 'Admission type'. A green notification box at the bottom right of the course list area contains the text 'The course of study was added to your selection list.' and is pointed to by a blue arrow.

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

This screenshot is similar to the previous one, showing the uniassist course catalogue. However, a blue arrow points to the 'MY INBOX' link in the top right navigation bar, which is accompanied by a small box icon and a red indicator showing '1' item. This link is the intended path to the selection list.

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

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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 6KG 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.

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MY ACCOUNT MY APPLICATIONS MY INBOX (1)

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:

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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Help
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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:

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Help
Language

APPLICATIONS
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. 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.

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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

Application for 1st semester
<p>HERE AHEAD prime GKG Zugangsprüfung Hochschule Bremen</p> <p>Admission type: Further admission requirements (manueller NC)</p> <p>Show additional application-related questions (no unanswered mandatory questions)</p> <p>Show details</p> <p>Remove</p>
<p>Handling fees EUR 75.00</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>

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:

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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 Select Choose category

Upload file

To selection list

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

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

*uni*assist

[fee.xpona@uni-assist.de](#)
[2842091](#)
[uni-assist e.V.](#)
[Help](#)
[Language](#)

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

[Back](#)
[Proceed to checkout](#)

16. Make sure to click all the Options before clicking on “**to payment process**”.

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 Novafin 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. 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.

MEINE ANTRAGSÜBERSICHT

Summer Semester 2023

Hochschule Bremen

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

Bewerbung für 1. Fachsemester

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



(Payment received)



(in progress)

