FAQs uni-assist

Who should apply via uni-assist?
All applicants for a Bachelor’s or Diplom degree programme who have not acquired their certificates of previous education in Germany or at a school that follows the German Abitur examination regulations. This also applies to applicants applying for a place in a later semester of a degree programme. You also need to apply via uni-assist if you have received notification from a certificate recognition office for the state of Bavaria or another German state.

Why do the documents need to be checked by uni-assist? What is “preliminary review documentation” (Vorprüfungsdokumentation)?
Foreign applicants who have not acquired their university entrance qualification in Germany or at a school that follows the German Abitur examination regulations must request preliminary review documentation from uni-assist before applying to the FHWS. uni-assist uses uniform guidelines from the Zentralstelle für ausländisches Bildungswesen (Central Office for Foreign Education, ZAB) to decide whether your university entrance qualification can be assessed like a German one. Because this depends on the country in which you gained your school leaving qualification, there is not a single, uniform rule for this. The information system for the recognition of foreign qualifications (anabin) provided by the ZAB provides some initial assistance on whether your university entrance qualification might be recognised as an admission requirement for a degree at the FHWS.

How does the preliminary review documentation work?
Please register on the uni-assist website and follow the instructions there. Make sure that you only submit complete documents, so that there is no delay in assessing your certificates!

https://www.uni-assist.de/online/?lang=en
You don’t apply here for a course (e.g. Logistics or Business and Engineering), you just apply for the preliminary review documentation!

If you have further questions on the preliminary check documentation, please see the information on the uni-assist website: http://www.uni-assist.de/vpd-procedure.html

What kinds of university entrance qualification are there?

A university entrance qualification can be either direct or indirect, and either general or subject-specific.

- Direct: With a direct university entrance qualification, you can begin a degree programme straight away.
- Indirect: Before the degree programme, you must complete a preparatory course (Studienkolleg) or BIC and pass the assessment test. This results in a direct university entrance qualification.
- General: A general university entrance qualification allows you to study any subject.
- Subject-specific: Those who hold a subject-specific university entrance qualification may only study subjects in a certain field. The field is defined by the subject studied in the home country or in which relevant examinations have been taken.

It is not unlikely that your previous education will result in more than one type of university entrance qualification. In such cases, uni-assist will process each of your applications with the most appropriate university entrance qualification. It is therefore important that you always submit all your previous education certificates in full. After all, even a certificate that you consider unimportant could help your application.

How do I have to apply?

Step 1: Preliminary review documentation via uni-assist

1. Register with uni-assist
2. Complete the online application
3. Print the request for preliminary review documentation
4. Send the request electronically
5. Sign the print-out of the request and send it together with the necessary application documents by post to uni-assist

Hochschule Würzburg-Schweinft
C/o uni-assist e.V.
Geneststraße 5
10829 Berlin
Preliminary review documentation for your university entrance qualification can be provided all year round.

Official notarised copies and sworn translations of all certificates must be submitted in full. This cannot be done electronically, only in paper form. Copies of notarised documents – regardless of whether they are in electronic or paper form – are only simple copies and have not been notarised themselves. A copy is only considered notarised if it is marked with an original notarisation stamp.

Step 2: Application via the FHWS application portal

1. Apply online via our applicant portal FHWS application portal (https://go.fhws.de/apply/)
2. Please keep to the instructions in the portal.
3. Upload the following documents as PDF files to the application portal:
   - School-leaving and/or study certificate(s)
     If your certificates are NOT issued in German or English, please upload a copy of a certified translation in German or English
   - Preliminary documentation (PD) from uni-assist (not needed if you apply for a Master’s Degree Programme)
   - Passport
   - Proof of language proficiency
     Please note that depending on the degree programme, additional documents may be required (e.g. internship references). Please see the leaflet on your chosen degree programme for details.
   - A CV listing all stages of education/qualifications and the associated data.
4. Bring the original documents on the day of your enrollment at FHWS with you.

Applications via the FHWS are only possible during the application period: 1st April to 15th July each year.

General information on the necessary documents: Please note that it is not necessary to include a personal statement. This will not be taken into account in the application.

Please do not send your original certificates to uni-assist – only notarised copies of the required documents. Notarisations must be issued by public bodies or solicitors. If your certificates were not issued in German or English, they must be translated into German or English by an officially sworn translator. Ensure that all documents are complete.

Please note that the FHWS will not forward or process incorrectly-addressed applications. All your documents must be received in the correct form no later than the deadline, 15th July. Neither the FHWS nor uni-assist will make any exceptions regarding the application deadline.

When can I apply?
You can send your documents to uni-assist for checking at any time, even if the official application period for the FHWS has not yet begun. However, we recommend that you apply as early as possible, at least six weeks before the application deadline. The advantage of an early application for you is that uni-assist can let you know about the result of their checks in good time, giving you the opportunity to complete your application before the deadline if necessary.

What are the next steps in the application process?
1. You need to apply via the FHWS applicant portal and at the same time at UniAssist for your preliminary review documentation (VPD).
2. Please upload all necessary documents as PDF file to the FHWS application portal. When you have received the preliminary review documentation (VPD), upload it to the FHWS application portal as well.
3. Bring the original documents on the day of your enrollment at FHWS with you.
**How much does the application (preliminary review documentation) via uni-assist cost?**

You will need to pay a fee to uni-assist when you request the preliminary review documentation.

- The preliminary review documentation for the first university costs EUR 75.00 per person. For each additional university application for the same semester, the fee is EUR 15.00 each.
- Processing costs are charged per university and semester. This means that you only pay the processing costs due for each semester and university, regardless of how many degree courses you apply for at the same university.

**Example**

<table>
<thead>
<tr>
<th>University/semester</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHWS / WS 2015</td>
<td>EUR 75.00</td>
</tr>
<tr>
<td>TH Deggendorf / WS 2015</td>
<td>EUR 15.00</td>
</tr>
<tr>
<td>FHWS / SS 2016</td>
<td>EUR 75.00</td>
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<tr>
<td>TH Deggendorf / SS 2016</td>
<td>EUR 15.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>EUR 180.00</strong></td>
</tr>
</tbody>
</table>

**How long does the process take?**

It usually takes around 3-6 weeks for uni-assist to process your request. Please plan for it to take a few days longer, as any further enquiries can extend the process. uni-assist will send you the preliminary check documentation by post.

Once it has received your application, the university then needs another 1-2 weeks before it can give you a final acceptance or rejection.

Please note that university cannot and will not give you any information on the ongoing application process.