



# UniAssist Manual

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**UniAssist guide for  
your FH application**

# Why we use UniAssist?

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For applicants from countries outside the European Union, an online application must be made through a platform called UniAssist.

UniAssist is an external company which **evaluates foreign academic documents** to verify if applicants meet the minimum requirements of a particular educational level.

UniAssist charges a **processing fee of EUR 75** which is non-refundable. Typical **processing time is between 4-6 weeks**.

If you are eligible to apply for the programme, UniAssist will issue a so called **VPD (Preliminary Review Document)** which is a required document in order for you to complete your online application.

In case of any questions, please feel free to contact us via our chat [www.international.chat.fh-ooe](http://www.international.chat.fh-ooe)

This guide explains the following topics:

1. **Registration in UniAssist**
2. **Filling in your applicant details and educational history**
3. **Uploading required documents**
4. **Selection of the desired university and the study program of your choice**
5. **Completing your FH application**

# Step 1

When entering your country on the FH application portal, **countries outside of the EU** trigger a popup for UniAssist and the following notice will appear:

Degree awarded (Bachelor or other)

Type of degree \*

Bachelor's degree from a university of applied sciences ( v)

Country \*

Canada ( v)

Name of institution/university \*

fh oö

Field of study \*

ee

Date of exam \*

01.09.2021

Please enter the date as follows: day.month.year (e.g., 30.12.1995), or select it from the calendar provided

Dear applicant: with the link below you will be forwarded to Uni-Assist, our agency for document check and approval. Please complete the requested data there, pay the processing fee and follow the steps provided by the uni-assist platform. Uni-assist generates a preliminary review document (VPD) of your university entrance qualification. You will then have to upload this document (VPD) directly at the Universities online application portal.

<https://my.uni-assist.de/>

Next

You must follow the link to UniAssist and create an account with them.

After completing the form, you will receive an e-mail confirmation with an activation link to confirm your account.

CREATE NEW ACCOUNT

E-Mail

✓

Re-enter e-mail address

✓

Password

✓

Re-enter password

✓

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

Create a new account.

# Step 2

Fill in your information.

## APPLICANT INFORMATION

1 2 3

Edit applicant information

### Contact information

c/o (Please enter information as follows: 'c/o Name')

Street name

Address continued

Postal Code

City/Province/Region

Country

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## APPLICANT INFORMATION

1 2 3

Edit applicant information

### Personal information

Gender

First name

Last name

Name affix

Birth name

Date of birth (DD.MM.YYYY)

Place of birth

Nationality

Stateless

I have come to Germany as a refugee and am interested in further information for refugee applicants.

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## APPLICANT INFORMATION

1 2 3

Edit applicant information

### Other information

uni-assist applicant number (former applicant portal number with 7 digits)

Merged or:

Are you married to a citizen of the European Union?

Yes  No

In which language would you like to be contacted?

German  English

Only necessary for DoSV courses: BID (Applicant ID) via hochschulstart.de (€) and 12 digits)

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## MY EDUCATIONAL HISTORY

Edit 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?

Did you obtain the German Abitur abroad?

Yes  No

Name of your highest school-leaving certificate

Other school-leaving certificate

Have you passed the 'Feststellungsprüfung' at a Studienkolleg?

Yes  No

### Degrees

Have you graduated from university or will be graduating shortly?

Yes  No

- My login details
- Applicant information
- My educational history**
- Sign out

# Step 3

Exercise your patience and understanding. We assure you that every application and inquiry will be taken care of. The universities are aware of the delay.

MY DOCUMENTS

How you can help us evaluate your documents faster:

- Please only upload PDF files (max. 10 MB per document).
- Please sort documents with several pages before uploading them (e.g. transcript).
- 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).

**Please note:** uploaded files cannot be deleted.

Select or drop a file here  Choose category

1. Scanned copy of your passport
2. Scanned copy of your High School / University diploma (in English or German from a sworn translator)
3. Copy of your Transcript of records (in English or German from a sworn translator)
4. Scanned copy of your motivation letter

# Step 4

Please ensure that you select the **correct academic term** (semester). The FH Upper Austria is only listed in the **Winter Semester** given that we only have one intake per year.

Note that the university is listed under its German name as **FH Oberösterreich**.

If you search by Federal state, the FH Oberösterreich is listed under **“Sonstige”**.

Once you have selected your desired university, you will be able to **select the study programme of your choice**.

COURSE CATALOGUE

**Search criteria**

Semester

University

Cologne Business School

Europäische Fachhochschule Rhein/Erft

Europäische Fernhochschule Hamburg

**FH Oberösterreich**

Fachhochschule Südwestfalen

Fachhochschule Wedel

Fachhochschule Würzburg-Schweinfurt

Federal state

Type of degree

# Step 5

Please note that completing all required steps on UniAssist does **not automatically trigger your application on the FH application portal**. You will need to complete your application once you receive the VPD.

Once you have received your VPD from UniAssist, you can upload it to our application portal and complete your application.

Required documents		
Document added to online application		
Certificate of proficiency	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
Personal Statement Objectives, career aspirations, personal interests and plans	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
Prerequisites of Study (EE- Master) The Prerequisites Form can be found <a href="#">here</a>	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
Curriculum Vitae	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
Transcript of records	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
<b>Preliminary reviewed documentation (VPD)</b>	<input type="button" value="Datei auswählen"/>	Keine ausgewählt
University degree certificate Please upload all pages of your certificate	<input type="button" value="Datei auswählen"/>	Keine ausgewählt

We furthermore **ONLY accept VPDs that are specified for our university**.

If you do not meet the requirements to apply for your chosen degree programme, UniAssist will inform you accordingly. You will unfortunately not be able to complete your application with us.

## Dear applicant:

Uni-Assist is a very important requirement, and we would like to point out that this requirement cannot be waived.

Should you have any further questions, please do not hesitate to contact us.

We are very much looking forward to receiving your application.

### FH Website:

[www.fh-ooe.at/en/](http://www.fh-ooe.at/en/)

### Our Ambassadors:

[www.fh-ooe.at/en/international/student-ambassador/](http://www.fh-ooe.at/en/international/student-ambassador/)



fhooe\_international



[www.facebook.com/FH.Upper.Austria](http://www.facebook.com/FH.Upper.Austria)