

## **UniAssist Manual**

# UniAssist guide for your FH application

#### Why we use UniAssist?

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.

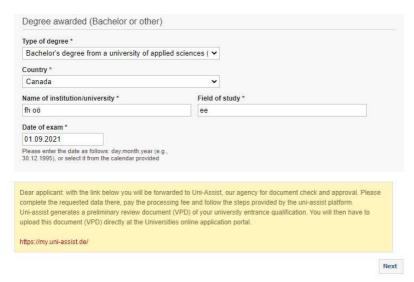
If you are eligible to apply for the programme, UniAssist will issue a so called **VPD** (**Preliminary Review Document**) which is a required document in order for you to complete your online application.

In case of any questions, please feel free to contact us via our chat www.international.chat.fh-ooe

This guide explains the following topics:

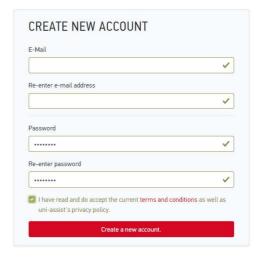
- 1. Registration in UniAssist
- 2. Filling in your applicant details and educational history
- 3. Uploading required documents
- 4. Selection of the desired university and the study program of your choice
- 5. Completing your FH application

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:

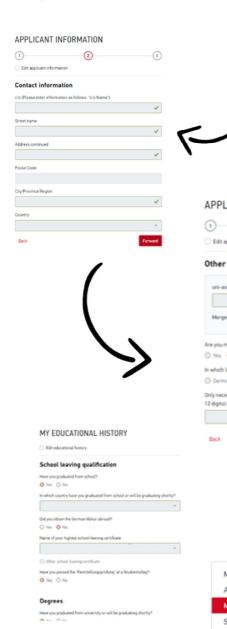


You must follow the link to UniAssist and create an account with them.

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

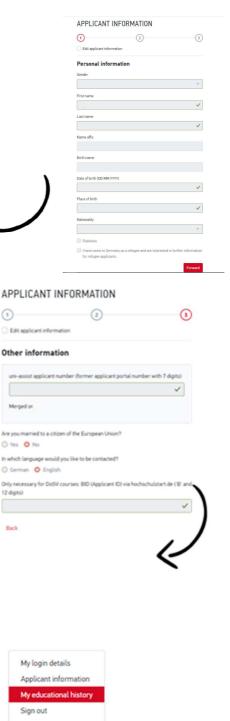


#### Fill in your information.



Merged or.

Sign out





- 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

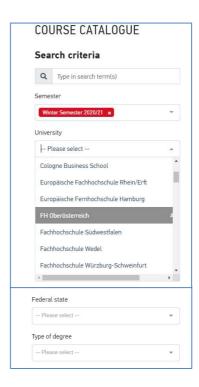
## Step 4

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**.

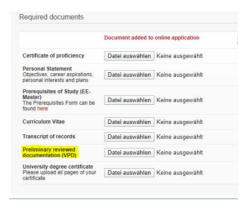
If you search by Federal state, the FH Oberösterreich is listed under "Sonstige".

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



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.



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/

#### **Our Ambassadors:**

www.fh-ooe.at/en/international/student-ambassador/



fhooe international



www.facebook.com/FH.Upper.Austria