

إرشادات حول تقديم طلب التقييم الأولي للشهادات (VPD) عبر موقع uni-assist

1. الخطوة الأولى لكي تقوم بعملية فحص شهادتك والتي تسمى (VPD) هي أن تنشأ حساب على موقع اوني أسيسست، كما هو موضح في الصورة التالية، عبر هذا الرابط:

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

The screenshot shows the 'CREATE NEW ACCOUNT' form on the uni-assist website. The form is titled 'CREATE NEW ACCOUNT' and has a yellow header bar with the uni-assist logo and navigation links. The form contains the following fields and instructions:

- E-Mail:** A text input field with the placeholder 'Enter e-mail'. Below it, a red error message reads: 'Please enter a valid e-mail address.'
- Re-enter e-mail address:** A text input field with the placeholder 'Re-enter e-mail address'. Below it, a red error message reads: 'This e-mail address must match the above e-mail address.'
- Password:** A text input field with the placeholder 'Please enter the desired password.'. Below it, a red error message reads: 'Passwords must be at least 6 characters.'
- Re-enter password:** A text input field with the placeholder 'Re-enter password.'. Below it, a red error message reads: 'This password must match the above password.'
- Terms and Conditions:** A checkbox with the text: 'I have read and do accept the current terms and conditions as well as uni-assist's privacy policy.'
- Submit Button:** A red button labeled 'Create a new account.'

At the bottom of the page, there is a black footer bar with the following links: 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', 'Contact', 'How to apply', 'Tools', and 'FAQs'.

2. بعد إكمال إنشاء الحساب سوف يقوم الموقع بإرسال بريد على إيميلك (E-Mail Account) الذي أدخلته مسبقاً، الإيميل المرسل يحتوي على رابط تفعيل (Activation link) حسابك الجديد على الموقع.

The screenshot shows the 'CREATE NEW ACCOUNT' confirmation page on the uni-assist website. The page has a yellow header bar with the uni-assist logo and navigation links. The main content area is a light green box with the following text:

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.

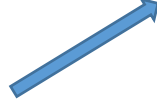
At the bottom of the page, there is a black footer bar with the following links: 'Legal Disclosure', 'Terms and Conditions', 'Privacy Policy', 'Contact', 'How to apply', 'Tools', and 'FAQs'.

3. بعد الضغط على رابط التفعيل سوف تظهر لك الصفحة التالية.

ACTIVATE ACCOUNT

Your account has been activated successfully.

To sign in, please click on "Sign in" in the above menu or on the following link: [Sign in now](#)



4. اضغط بعد ذلك على تسجيل الدخول الآن (sign in now / Jetzt einloggen) ثم قم بإدخال ايميلك وكلمة السر التي قمت باختيارها في الخطوة رقم 1

SIGN IN

E-mail
Enter e-mail address

Password
Enter password

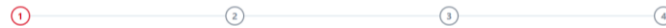
Sign in

No account yet? [Create new account](#)
Forgot password? [Reset password](#)

5. بعد تسجيل الدخول قم بإدخال بياناتك الشخصية (applicant data) وبياناتك الدراسية (educational history)، فقط بعد إدخال البيانات بشكل كامل يمكن تقديم الطلب، رجاء لا تنسى الضغط على حفظ (save) بعد إكمال إدخال البيانات!

FIRST STEPS

Welcome to uni-assist and thank you for logging in.



Personal information

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

First name
Please fill in the field First name correctly. It has to match your identification documents. Use only Latin characters, please.

Last name
Please fill in the field Last name correctly. It has to match your identification documents. Use only Latin characters, please.

Name affix

Birth name

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

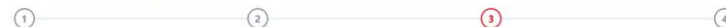
Please fill in the field Country correctly. Use only Latin characters, please.

[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

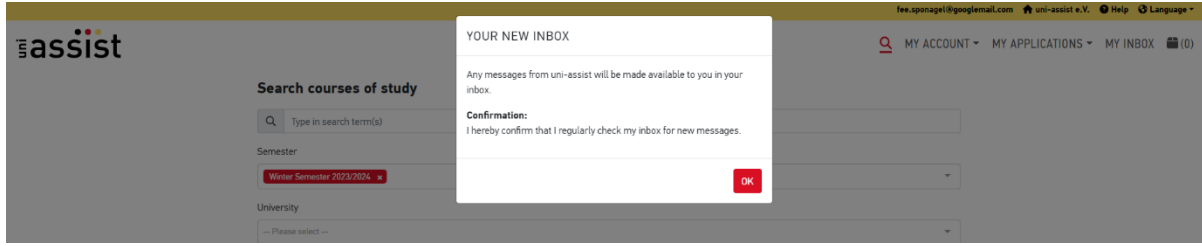
Back

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

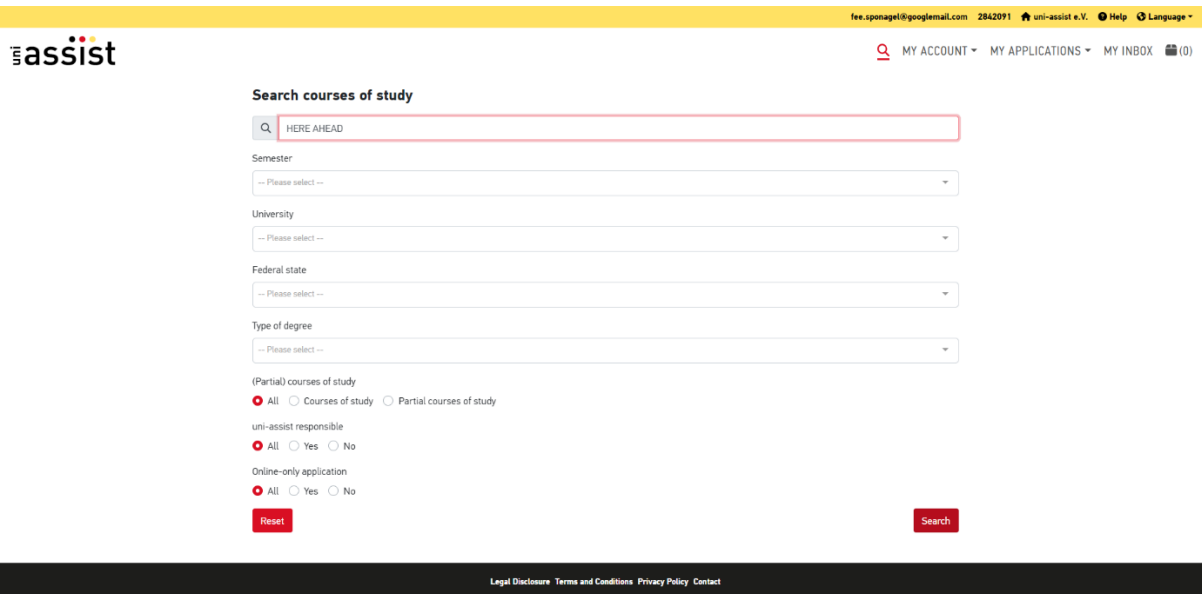
Enter password

Save

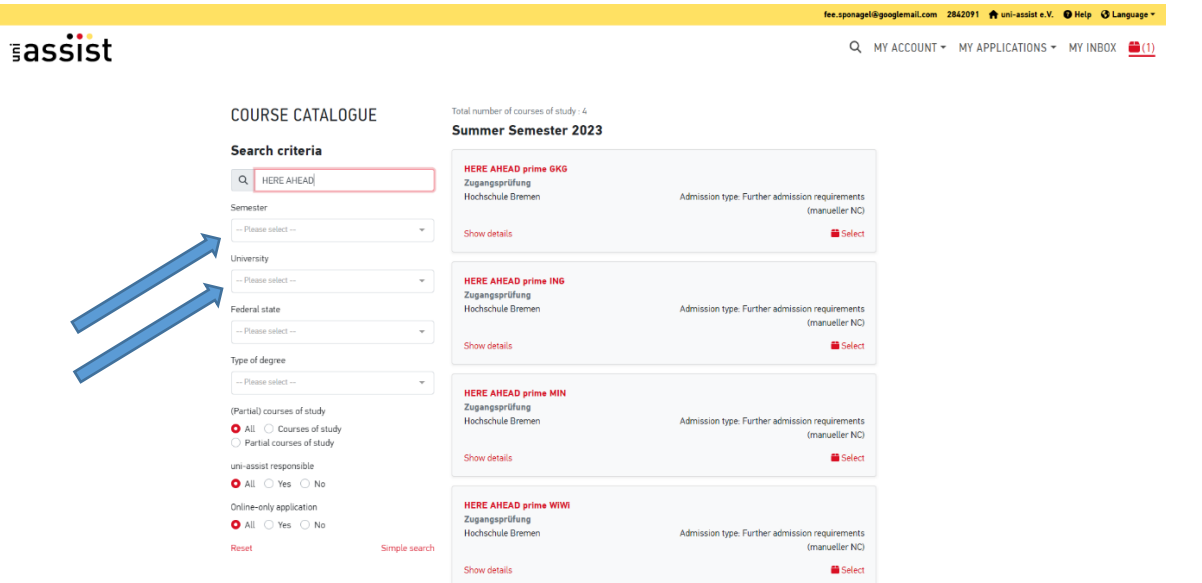




6. بعد إكمال ادخال البيانات، ستتلقى رسالة كما هو موضح في الصورة أعلاه، لتوضيح أنك ستتأكد من الرسائل التي تصلك على الموقع بشكل دوري في (my Inbox)، ثم ستظهر صفحة أخرى هي صفحة التخصصات المتاحة (course catalogue)



7. (هذه النقطة فقط لمن يسجل في برنامج Prime للطلاب الراغبين في الدراسة التحضيرية) رجاء! أدخل عبارة (Here Ahead) في المكان الموضح تحت خيارات البحث (search criteria) ، تحتها مباشرة اختر الفصل المناسب، ثم اختر اسم الجامعة كما يلي (hochschule Bremen)، الآن كل ما عليك هو اختيار القسم الذي تود أن تدرسه في برنامج الدراسة التحضيرية Prime



8. هذه النقطة فقط لمن يسجل في برنامج here studies للطلاب اللاجئين)

رجاء! أدخل عبارة (Here) في المكان الموضح تحت خيارات البحث (search criteria)، تحتها مباشرة اختر الفصل المناسب، ثم اختر اسم الجامعة كما يلي (Universität Bremen)، الآن اختر المجال العام الذي تود الدراسة فيه لاحقاً في الجامعة بعد انتهاء دورة اللغة (فقط دورة لغة وليست دراسة تحضيرية هنا) في برنامج Here studies.

The screenshot shows the uni-assist website interface. At the top, there is a navigation bar with the uni-assist logo and user account information. Below this, the 'COURSE CATALOGUE' section is displayed for 'Summer Semester 2023'. On the left, there are search criteria filters including Semester, University, Federal state, and Type of degree. A search bar contains the text 'HERE AHEAD'. Below the filters, there are radio buttons for '(Partial) courses of study' and 'uni-assist responsible'. The main content area shows a list of four courses, each with a 'Show details' link and a 'Select' button. The courses are: HERE AHEAD prime GKG, HERE AHEAD prime ING, HERE AHEAD prime MIN, and HERE AHEAD prime WIWI. Each course is a 'Zugangsprüfung' at 'Hochschule Bremen' with 'Further admission requirements (manueller NC)'. A blue arrow points to the 'Select' button of the first course.

9. بعد اختيار القسم المناسب ستظهر رسالة أن طلبك تمت اضافته لقائمة الإختيار (selection list) كما هو موضح في الصورة.

This screenshot is similar to the previous one, but it includes a confirmation message. A blue arrow points to the 'Select' button of the first course. Below the course list, a green box contains the text: 'The course of study was added to your selection list.' The rest of the interface, including the search criteria and course list, is identical to the previous screenshot.

10. الآن انتقل إلى قائمة الإختيار (selection list) بالضغط على الرمز أعلى الصفحة كما هو موضح.

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MY ACCOUNT MY APPLICATIONS MY INBOX (1)

COURSE CATALOGUE

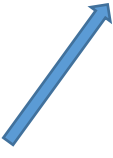
Total number of courses of study: 4
Summer Semester 2023

Search criteria

HERE AHEAD

Semester
-- Please select --

HERE AHEAD prime GKG
Zugangsprüfung
Hochschule Bremen
Admission type: Further admission requirements (manueller NC)
Show details **Select**



11. لإكمال التسجيل رجاء اضغط على الأسئلة الإجبارية غير المجابة (unanswered mandatory questions)، في حال كانت تظهر باللون بالأحمر.

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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.

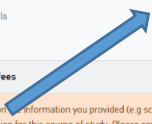
Summer Semester 2023

HERE AHEAD prime 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



12. رجاءا قم بالإجابة على كل الخانات التي تظهر باللون الأحمر

uniassist 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:

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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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QUALIFICATIONS - MY INBOX (1)

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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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QUALIFICATIONS - 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

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APPLICATIONS | MY INBOX (1)

13. بعد الإجابة على الأسئلة الإلزامية سيتغير لونها للأخضر، الآن يمكن الانتقال للخطوة التالية وهي تحميل الشهادات اللازمة، كما هو موضح في الصورة.



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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

<p>HERE AHEAD prime GKG Zugangsprüfung Hochschule Bremen</p> <p>Application for 1st semester</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 style="text-align: right;">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>	

14. قم بالضغط على تحميل شهاداتي (upload my documents)، عندها سيتم نفاك للصفحة الموضحة أدناه.

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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

15. بعد تحميل الشهادات يرجى الضغط على المربع أعلى الصفحة كما هو موضح، للعودة للصفحة السابقة.

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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



16. الآن انتقل لاختيار طريقة دفع تكاليف التقييم (select payment option) واختر الطريقة المناسبة لك

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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.](#)

Back Proceed to checkout

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 GK9 — 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. تأكد من الموافقة على كل الخيارات قبل الانتقال لعملية الدفع (to payment process)، كما هو موضح في الصورة.

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 GK9 — 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](#)

18. إذا ظهرت لك الصفحة كما في الصورة الموضحة أدناه، فهذا يعني أن uni-assist تلقت الطلب وسيرسلون لك تقييم لشهادتك، قد تستغرق العملية بعض الوقت، وسيتم إعلامك بالنتيجة من قبلهم عن طريق الإيميل.

MEINE ANTRAGSÜBERSICHT

Sommersemester 2021

HERE GKG Bachelor Universität Bremen	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.
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Anträge insgesamt: 1