



Uni-Assist Manual

**Starting point for
your application**

Why and what is it for?

For applicants from countries outside the European Union, an online application must be made through a platform called Uni-Assist. This platform is commonly used in Germany and Austria.

This process guarantees a clear and transparent procedure for the authentication of your documents. This procedure allows you to secure access to our University's research. On our side, the application stays free, and with your VPD* document you can apply at any of our study programs.

If you already received a code from Uni Assist but did not yet apply with us, please apply, and let us know. We will try to proceed with your application faster. In case of any questions, please feel free to contact us through our chat, which is open every day www.international.chat.fh-ooe

**VPD is a document given by Uni-Assist which you submit directly to the University when you apply there. The VPD includes information on which educational certificates you gave to Uni-Assist.*

Step 1

After completing the form, you will receive an e-mail confirmation with an active link to confirm your account and start filling the application form.

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.](#)

CREATE NEW ACCOUNT

 [SIGN IN](#)

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 7 days. If you don't receive an e-mail, please check your spam folder.

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.

[Forward](#)

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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Forward



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 ('B' 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

How you passed the 'Zeitszeugnisprüfung' at a Studienkolleg?

Yes No

Degrees

Have you graduated from university or will be graduating shortly?

Yes No

MY ACCOUNT - MY APPLICATIONS - MY INBOX (1)

My login details

Applicant information

My educational history

Sign out

MY ACCOUNT - MY APPLICATIONS - MY INBOX (1)

My login details

Applicant information

My educational history

Sign out

Step 3

icate 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

MY APPLICATIONS

MY APPLICATIONS

Documents:

1. Scanned copy of the passport.
2. Notarized copy of the original language certificate (Toefl, IELTS, etc..)
3. Notarized original of the diploma. (translation from a sworn translator)
4. Notarized original school certificate. (translation from a sworn translator).
5. Scanned copy of the motivation letter.

OR ANY OTHER DOCUMENTS RELATED TO THE COUNTRY OF ORIGIN.

www.fh-ooe.at/en/international/your-country/

Dear applicant:

Uni-Assist is a very important step for your application, this ensures that your previous studies are validated for you to study with us.

We are very excited to hear from you, if you have any questions please don't hesitate to send us an email we will be happy to help.

Follow us in our social media and take a look at our University and life in Austria, feel free to contact any of our ambassadors if you need more help in your language, and also for a closer insight.

Best of luck in your application we look forward to hear from you



[fhoee_international](#)



www.facebook.com/FH.Upper.Austria

FH Website:

www.fh-ooe.at/en/

Our Ambassadors:

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