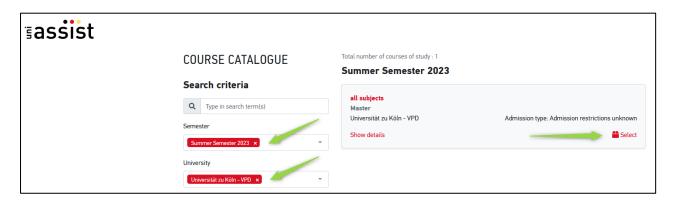# Information on requesting a VPD

Request a preliminary review documentation (VPD) from [uni-assist](#) for your bachelor's programme – even if you have already started or finished a master's degree. The VPD needs to be issued for the University of Cologne. Processing will only begin after receipt of all documents and payment. Experience shows that the processing time is eight weeks. Please find all information on uni-assist [here](#).

Select a semester in the left column. The VPD is not tied to an application semester, therefore you can also pick a semester that differs from your master's application. Afterwards, select „Universität zu Köln – VPD". Then click on „Select" on the right.

Please submit the following documents to uni-assist, which must not be authenticated:

- School leaving certificate/proof of having passed a university entrance exam
- Degree certificate if already available, if not, please upload a preliminary degree overview
- Overview of subjects and grades (transcript of records)
- University grading system
- An officially certified translation if the original documents were not issued in German or English Language
- Applicants with a degree from China, Vietnam or India: APS certificate.
- Further documents see [country-specific information](#)