

Guideline for certification

You can find a list of documents which have to be submitted to our university as certified copies for verification reasons in your letter of admission. Verification of your documents is necessary to process enrolment. For the application process itself no certified copies are necessary, you only have to upload scans of the named original documents in the upload area.

We highly recommend to submit certified documents and no original ones, although original ones would of course also be accepted.

Where can I get my documents certified?

In Germany, any public institution ("öffentliche Stelle") which has an official stamp ("Dienstsiegel") is authorised to certify documents. This includes: town halls / citizen centres, "Ortsbürgermeister" (local mayors), "Kreisverwaltungen" (local governments), parish offices, courts, notaries.

When you are outside of Germany you can get your documents certified by German Embassies and Consulates. As we do not have experts for all the countries our certification regulations are stricter than the ones of uni-assist.

Standards for official certification

An official certification must at least contain the following information:

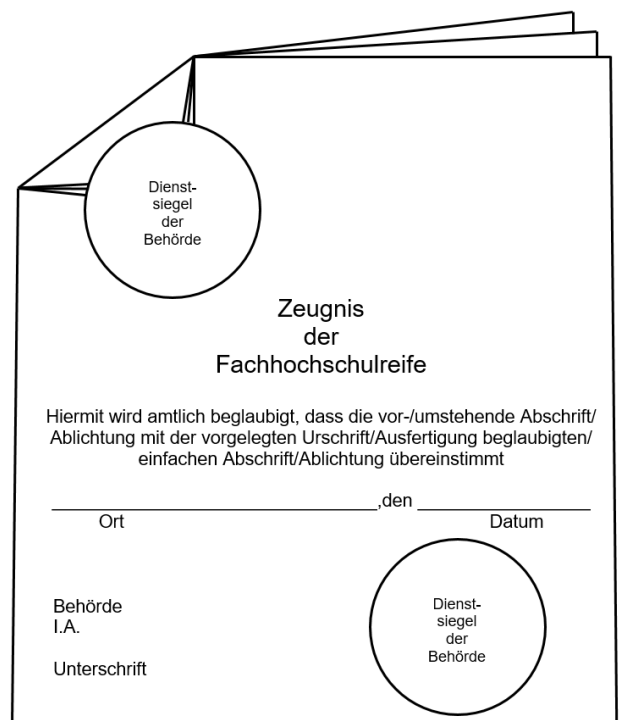
1. an endorsement certifying that the copy corresponds to the original one.
2. the original signature of the certifying person
3. the original official stamp

If the certification does not meet the above named requirements, the university will not recognize the document. Please make sure yourself that the certification corresponds to the form.

Officially certified copies consisting of multiple pages must clearly show that every page has been officially certified in the same process.

The official stamp must be visible on all pages. In order to achieve this, the person who certifies the copy attaches the pages to each other in a staggered arrangement and then stamps them with the official stamp. This results in every page carrying a part of the official stamp. With this method, the certification declaration and signature need to be applied to only one page. If a notary attests the copy using a ribbon and an embossed seal, the certification declaration and signature also need to be applied to only one page.

Officially sworn and dedicated translators can't certify documents. Transpations have to be certified officially according to the above named criteria.



The diagram shows a document with two circular official stamps, one at the top left and one at the bottom right, both labeled "Dienst-siegel der Behörde". The text on the document reads:

Zeugnis
der
Fachhochschulreife

Hiermit wird amtlich beglaubigt, dass die vor-/umstehende Abschrift/
Ablichtung mit der vorgelegten Urschrift/Ausfertigung beglaubigten/
einfachen Abschrift/Ablichtung übereinstimmt

_____ ,den _____ Datum

Ort

Behörde
i.A.
Unterschrift