

Translation of Documents Required for Enrolment

If your application documents are in a language other than English or German, a translation is required. To make this process easier for you, we're offering applicants the option of translating these documents with our trusted translation partner.

Here's how it works:

1. Let us know if you would like to use our partner's services. Once you sign the consent form and send it back to us, our admissions team will forward the e-mail address indicated in your Online Application to our partner's platform, in order to start the process.
2. You will receive an e-mail from our partner's platform in order to complete your registration. Once that's done, you will need to upload the required documents at the partner's platform. These documents have been indicated by our Admissions Office, according to your individual application process. Please note that you can only upload one file per requested document. If you have more than one page for your document, you can compress (zip) all the files into one single compressed zip file or you can compile one single PDF file.
3. The translation partner will assess your documents and e-mail you an offer with the price and the date by which the documents will be ready.
4. You'll need to approve the offer by submitting your payment to the translation partner. You can pay either by wire transfer, PayPal or credit card.
5. After your payment is processed, your translated documents will be ready to be downloaded by the date indicated in the offer.
6. To finish the process, once the translated documents are ready, both you and our Admissions Office will receive this notification via e-mail. At this stage, nothing more needs to be done by you. The Admissions Office will download your documents from the provider's platform, and once they have been approved, you will receive an update by e-mail notifying you that this step has been completed.

What are the benefits of using this service?

- It's easy – the whole process takes place online, with just a few clicks.
- It's quick – your documents will be translated within 3-7 business days, depending on the source language.
- It saves you money - thanks to the strict quality assurance standards of our translation partner, we will waive the sworn translation requirements for enrolment for documents translated by this service provider.*

*Please note: if you need a visa in order to study on campus, the German Embassy may require that you provide sworn translations for your visa application.

Data Protection Information in relation to submitting translated documents

In order to enter into a study agreement with

**IU Internationale Hochschule GmbH,
Juri-Gagarin-Ring 152,
99084 Erfurt,
Germany (“IU”),**

you need to submit translated documents to complete your application. You chose to instruct

**M21Global,
Traduções e Edições Técnicas Multilingues,
Lda, Av. Infante D. Henrique, n.º 333H – Esc. 15, Parque das Nações,
1800 – 282 Lisbon, Portugal (“M21”),**

as translation provider. Upon your consent, M21 may send a copy of the translated documents directly to IU to accelerate your application procedure. You will not need to send or upload them again. Your consent is free-willing and can be withdrawn at any time with future effect.

Consent

I hereby consent that

**M21Global,
Traduções e Edições Técnicas Multilingues,
Lda, Av. Infante D. Henrique, n.º 333H – Esc. 15, Parque das Nações,
1800 – 282 Lisbon,
Portugal,**

will make any of my documents that I submitted for translation via <https://client.m21global.com/> available to IU Internationale Hochschule GmbH, Juri-Gagarin-Ring 152, 99084 Erfurt, Germany (“IU”), via <https://client.m21global.com/>. I have read the data protection information.

Place

Date

Full name

Signature

Data Protection Information in relation to submitting translated documents

In order to enter into a study agreement with **IU Internationale Hochschule GmbH, Juri-Gagarin-Ring 152, 99084 Erfurt, Germany (“IU”)**, you need to submit translated documents to complete your application. You chose to instruct **M21Global, Traduções e Edições Técnicas Multilíngues, Lda, Av. Infante D. Henrique, n.º 333H – Esc. 15, Parque das Nações, 1800 – 282 Lisbon, Portugal (“M21”)**,

as translation provider. Upon your consent, M21 may send a copy of the translated documents directly to IU to accelerate your application procedure. You will not need to send or upload them again. Your consent is voluntary and can be withdrawn at any time with future effect. Alternatively, it is possible to have the translations done by a sworn translator of your choice and to submit the translated certificates as notarized hard copies by post to the following address:

**IU Internationale Hochschule
Albert-Proeller-Str. 15-19
D-86675 Buchdorf**

Your translated documents that may include personal data with regard to your personal background, your education and CV (“your translations”) will be transferred from M21 to IU in order to execute your application for a study agreement. IU will be the data controller. IU has appointed Dr. Annette Demmel, SPB DPO Services GmbH, 10117 Berlin, annette.demmel@spb-dpo-services.com, as external Data Protection Officer. Legal basis for the transfer of your translations is your consent according to Art. 6 para. 1 lit. a) General Data Protection Regulation (“GDPR”). IU will receive your translations because you provided the documents to M21. Your translations will only be accessible by employees of IU who are responsible for study application and students administration. IU will not transfer your translations to third country or international organizations. Your translations will be processed for the time your application is processed and in case of an unsuccessful application deleted within one year. To learn more about the data processing in the course of your application, please see our general [data protection information](#). You may contact us either in writing or by e-mail datenschutz@iu.org to exercise the following rights:

- Access your data to check and review them;
- Have a copy of your personal data;
- Demand that we supplement, correct or delete your personal data; or cease or restrict the collection, processing, use or disclosure of your personal data; the right of rectification will comprise the right to have incomplete personal data completed, including by means of providing a supplementary statement;
- Object to the processing of your personal data;
- Receive your personal data in a structured, commonly used and machine-readable format and have it transmitted to another controller provided that the processing is based on your respective consent or to execute a contractual relationship or a relationship prior to entering into contract with you.

You can withdraw your consent at any time with future effect. Please address your withdrawal by mail to IU Internationale Hochschule GmbH, Juri-Gagarin-Ring 152, 99084 Erfurt, to the attention of Datenschutz, or by e-mail to datenschutz@iu.org. You have the right to lodge a complaint with a supervisory authority in relation to the processing of your personal data. In order to file a complaint, please contact the data protection authority at your place of residence or “Der Thüringer Landesbeauftragte für den Datenschutz, Häßlerstraße 8, 99096 Erfurt, Germany”. Your personal data will not be used for automated-decision making or profiling.