

## **YOUR UNIVERSITY ENTRANCE QUALIFICATION:**

### **SCAN AND CERTIFIED COPIES**

We need your university entrance qualification in order to verify whether you have the necessary school and academic qualifications to enrol in a study programme.

To make your application process as quick and easy as possible, you can send us a scan or photo of your qualification in advance. This way, we can get back to you quicker regarding your study admission.

#### **WHAT ARE THE BENEFITS OF SENDING A SCAN IN ADVANCE?**

By simply uploading a scan or photo on our upload page, we can check faster whether your qualifications are sufficient for your desired study programme. It simplifies the enrolment process and you'll find out sooner whether you qualify.

#### **WHAT IS AN OFFICIALLY CERTIFIED COPY AND WHAT VALUE DOES IT HAVE?**

An officially certified copy is a copy from an official body that bears an official seal to confirm that your certificate is genuine.

For legal reasons, we need an officially certified copy, which you can send us directly, before or even after you start with us.

You may already have a certified copy at hand. If not, you can get a copy certified here:

- Authorities, e.g. municipal, district, city administrations (town hall), and counties.
- Lower administrative authorities, e.g. local mayors and local chiefs
- Offices, e.g. district administration, tax office, employment agency
- Notaries
- Churches organised under public law
- Police and courts
- Federal Armed Forces
- Chambers of Crafts

(Certified copies are also recognised if the copy is made and stamped by the office that also issued the original, e.g. schools and universities).

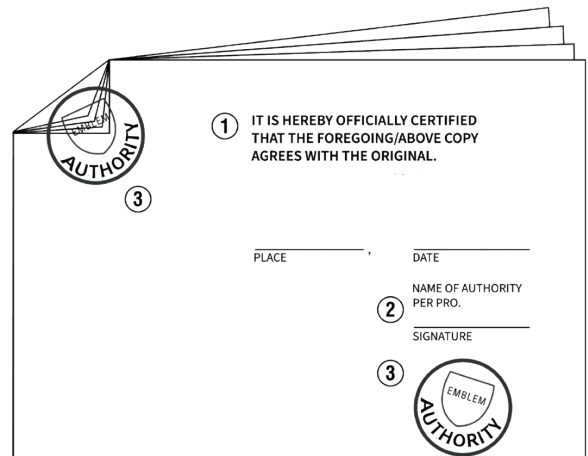
Certificates can also be verified free of charge at one of the dual locations of IU International University (IU) in Bad Honnef, Bad Reichenhall, Berlin, Bremen, Düsseldorf, Dortmund, Erfurt, Frankfurt, Hamburg, Cologne, Munich, Stuttgart and at many other IU locations. Please provide a copy and the original document for this purpose.

Verification from the following offices, among others, are not recognised (even if they bear a seal):

- Law firms or lawyers
- Associations
- Auditors or accountants
- Health insurance companies
- Savings banks
- Banks

As the sample on this page shows, the official certification must contain at least:

1. an annotation certifying that the copy/transcript agrees with the original, such as „It is hereby officially certified that the foregoing/above copy agrees with the original. (Attestation clause)
2. the signature of the certifier
3. the imprint of the official seal (an official seal usually contains an emblem).



If the copy/transcript consists of several individual sheets, it must be proved that each page is from the same document. It is sufficient if only one page bears the attestation stamp and the signature, provided that all sheets are superimposed, stapled and sealed in such a way that part of the official seal imprint appears on each page (see illustration in the upper left part of the specimen). If the certification does not meet the requirements, IU cannot recognise the copy/transcript as proof. Therefore, please do not submit regular copies of your documents.

## CERTIFIED COPIES FROM AUSTRIA AND SWITZERLAND

As the local authorities often have difficulties with the term „certified copy“, a copy made by the authorities listed above with a stamp and the addition „It is hereby officially certified that the foregoing/above copy agrees with the original“ is sufficient. Certified copies from Austria and Switzerland can be accepted.

## FOREIGN CERTIFICATES OF FOREIGN DEGREES

Only certificates in German or English can be accepted. All certificates in other languages must be translated. This means that we require a certified copy of the original document and an officially certified translation by a state-certified translator.

Certifications for foreign documents can be issued by the following offices:

- Consulates and German embassies
- Notaries who certify the certificate with the Apostille stamp
- Schools and universities that have issued the certificate themselves (in this case the certified copies must be issued by either the headmaster or the dean/rector/registrar of the university with the official seal. Certified copies obtained through the secretariat are not sufficient)

Please send the certified copy by post to the following address:

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