

CERTIFICATION GUIDELINES

Regarding admission and enrolment, it is required to provide certified copies of all certificates in their entirety (educational certificates, e.g., high school leaving certificates, diplomas, university degrees, including an overview of subjects and grades and certified copies of the translation) by post within the first three months after the start of your studies.

We only accept copies as certified when they carry the original official stamp and original signature of the certifying person. Copies, scans, or uploaded copies of certified copies are not considered to be certified and cannot be accepted.

THE OFFICIAL CERTIFICATION

Officially, certified copies must consist of the following elements:

1. An endorsement confirming that the copy corresponds to the original, e.g., “Certified to be a true copy of the original seen by me”
2. The official signature of the certifying person
3. The original official authentication stamp with an emblem and/or embossment



As for multi-sheet authentication: such proof is considered to have been provided if one sheet is endorsed and countersigned and if all sheets have been arranged over each other in a fan-like manner and have been stapled so that a part of the official stamp is visible on each sheet (see top –left corner of the specimen).

On documents with more than one page, if not arranged as multi-sheet authentication, the certifier must write, stamp and sign “Certified to be a true copy of the original seen by me” not only on one page but on all other pages as well.

If the certification does not meet the requirements, we cannot accept it. It is the student's responsibility to ensure that the certified copies meet the requirements.

ACCEPTED CERTIFICATIONS

Certifications can be issued by:

- Embassies and consulates
- The school or the university that issued the original certificate
- A government-appointed notary (including the note of certification in English or German)
- The Ministry of Education of your home country
- Public authorities with an official stamp (courts, police departments and city halls)

We do not accept certifications without an official stamp. This includes certifications by solicitors, justices of the peace or other agencies that can only certify for domestic use.

TRANSLATIONS OF THE DOCUMENTS

If your degree was issued in a language other than English or German, a translation by a sworn translator is required. Sworn translators are allowed to certify their own translations, but not the original certificate. The certified translation must be sent along with the certified copy of the certificate in its original language by post. Copies of certified translations are not considered to be certified and cannot be accepted.

WE ARE HERE FOR YOU

If there are any questions, do not hesitate to get in touch with us. Please contact our study advisors.

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Monday - Friday from 10 - 18 CET