

YOUR UNIVERSITY ENTRANCE QUALIFICATION: SCAN AND OFFICIAL CERTIFICATION

We need your university entrance qualification (HZB) to check whether you meet the necessary school and academic qualifications for your desired university course. To ensure your application process is as quick and easy as possible, you can send us your HZB in advance via scan or as an image. This way, we can contact you sooner regarding your admission.

WHAT ARE THE ADVANTAGES OF A SCAN IN ADVANCE?

By simply uploading a scan or image on our upload page, we can more efficiently assess whether your qualifications are sufficient for your desired course. It simplifies enrolment and provides you with early assurance.

WHAT IS AN OFFICIALLY CERTIFIED COPY AND WHAT VALUE DOES IT OFFER?

An officially certified copy is confirmation from an official body in the form of an official seal, verifying that your certificate is genuine. For legal reasons, we require an officially certified copy, which you can send to us directly, either before or after your start.

Perhaps you already have a certified copy on hand. If not, you can have a copy certified here: Public bodies that carry an official seal can do official certification. These include, in particular:

- Authorities, e.g., municipal, district, city administrations (town hall), counties
- Lower administrative authorities such as local mayors and local managers
- Offices, e.g., district office, tax office, employment agency
- Notaries
- Churches organised under public law
- Police and courts
- Armed forces
- Chambers of crafts

(Certified copies are also recognised if the copy is made and stamped by the issuing body, e.g., schools, universities.)

Also, at our dual campuses of IU International University of Applied Sciences (IU) in Bad Honnef, Bad Reichenhall, Berlin, Bremen, Düsseldorf, Dortmund, Erfurt, Frankfurt, Hamburg, Cologne, Munich, Stuttgart, and many other IU locations, documents can be verified free of charge. All that is needed is a copy and the original document.

Certifications **not recognised** include those from the following bodies (even if they carry a seal):

- Lawyers
- Associations
- Chartered accountants or bookkeepers
- Health insurance companies
- Savings banks
- Banks

The official certification must include at least:

1. A note certifying that the copy/transcript matches the original, such as “It is hereby officially certified that the above/copy corresponds to the original.”
(Certification notice)
2. **The signature** of the certifying person
3. The imprint of the **official seal** (An official seal usually contains an emblem.)

① IT IS HEREBY OFFICIALLY CERTIFIED THAT THE FOREGOING/ABOVE COPY AGREES WITH THE ORIGINAL.

PLACE _____ DATE _____

NAME OF AUTHORITY PER PRO. _____

SIGNATURE _____

③

EMBLEM

AUTHORITY

If the copy/transcript consists of several individual sheets, it must be proven that each page comes from the same document. It is sufficient if only one page is provided with the certification notice and the signature, provided all sheets are layered, stapled, and sealed so that a part of the official seal appears on each page (as shown in the top left of the sample).

If the certification does not meet the requirements, IU cannot recognise the evidence. Therefore, please do not submit regular copies of your documents.

CERTIFIED COPIES FROM AUSTRIA AND SWITZERLAND

As local authorities often have difficulties with the term “certified copy,” a copy made by the above-listed authorities with a stamp and the addition “It is hereby officially certified that the above copy corresponds to the original” is sufficient.

FOREIGN DOCUMENTS OF FOREIGN QUALIFICATIONS

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

Certifications for foreign documents can be obtained from the following bodies:

- Consulates and German embassies
- Notaries who certify the document with an apostille
- Schools and universities that issued the certificate themselves

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

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