

QUESTION 9: WHICH FORM MUST THE SUBMITTED DOCUMENTS HAVE?

Unless the original documents are officially issued in German or English, you need a certified translation of the foreign language certificates into either German or English.

Please make sure all submitted copies are authenticated. Never submit original documents!

Standards for Authentications

Authentications must always contain an original official stamp ('Dienstsiegel'), an authentication declaration (stating that the copy or duplicate is identical to the original document) and an original signature of the authenticating person.

A simple copy or scan of your authenticated documents is not enough. uni-assist only accepts a copy as authenticated, if it bears the original official stamp, authentication declaration and signature and is submitted in paper form.

The official stamp has a round or oval shape and contains an emblem. Authentications which only bear a stamp without emblem (only containing text) are not accepted.

Copies consisting of several pages, must clearly show that every page has been authenticated in the same process. To clearly show this, you have two possibilities:

- Have every single page authenticated separately. If you go for this option, make sure that your name is mentioned on each page of the original document. If your name is not mentioned on each page, your name must be included in the authentication declaration stating the type of certificate.

- Have all pages of the copy of your certificate authenticated together. If you go for this option, the official stamp must be visible on each page. So, you need to arrange the pages in such a way that each of them shows a part of the official stamp (see image below). In this case, the authentication declaration and signature need to be on only one of the pages.



- Exception: If a German notary authenticates your document (sealed and tied together with a ribbon), an authentication on only one of the pages is accepted.

If you have your documents authenticated outside of Germany, the following institutions can help:

- ✓ issuing schools and higher education institutions,
- ✓ your home country's ministry of education,
- ✓ German embassies,
- ✓ the embassy's culture department of the country from which the certificate originates,
- ✓ the public authorities and notaries authorised to authenticate in your home country.

In Germany, each public institution may authenticate if they have an official stamp. For example:

- ✓ local government administration,
- ✓ parish offices,
- ✓ local mayors or municipal administrator, city, town or district administrations, local citizen registration offices and town halls,
- ✓ courts and notaries.

The following are not allowed to authenticate:

- ✗ e.g. firms, corporations, associations and foundations which have an official stamp like banks, churches, insurances and student unions,
- ✗ translators and interpreters (Sworn translators can only certify their translations, but not authenticate any original documents.),
- ✗ tax consultants, auditors, lawyers or legal advisers,
- ✗ private individuals.

Standards for Certified Translations

We accept translated certificates from:

- ✓ within Germany: sworn translators, the responsible department of the issuing school or higher education institution,
- ✓ outside of Germany: institutions authorised to produce sworn translations or translations accepted by court.

uni-assist cannot accept non-certified translations from standard translation agencies.

Standards for the Language of Certificates

Submit copies of your certificates in their original language and their translation into German or English.

Your country officially issues certificates not only in their original language, but also in German or English? Then you don't need to submit a translation.

!! IMPORTANT INFORMATION !!

You need to have authenticated not only of the copies of the original documents, but also of the copies of the certified translations.

Sworn translators may certify their own translations – but they cannot authenticate documents.

Public institutions in Germany are authorised to authenticate documents in foreign languages – but they are not obliged to do so. If you do not find any public institution in Germany willing to authenticate your documents, please contact the embassy of your home country.

HELPFUL LINKS

Authentication of copies

<https://www.uni-assist.de/en/how-to-apply> » Assemble your documents

Translators database

<http://search.bdue.de/>