

## INFORMATION Certification of Documents

### Where can I have my academic documents certified?

In Germany, most public authorities that carry an official seal are empowered to certify documents. These include administrative authorities such as the Gemeindeverwaltung (municipal administration), Landkreise (county administrations) and lower administrative authorities (such as mayors, district authorities, city administrations etc.) and notaries public.

In case of school or university certificates, the institution who issued the document may also certify copies thereof.

Public authorities in Germany are entitled but not obliged to certify foreign language documents and many authorities choose not to. Should you have problems finding an authority in Germany that will certify your documents, please contact the embassy or consulate of your home country.

Please note that the following institutions/individuals, among others, are **not entitled to certify documents**: lawyers, accountants, banks, health insurance companies, translators/interpreters.

Translators and interpreters can only certify the translation which they have issued themselves but not the original document. Should you be required to submit an official translation of your documents, please note that the officially certified document in original language must always accompany the translation.

An officially certified copy is only considered valid if

- it bears the authority's official seal
- it bears the signature of the person certifying the document
- carries a remark that the copy is an exact duplicate of the original document

For documents consisting of more than one page it is sufficient if just one page bears the signature and seal, as long as all pages overlap, are stapled together and each page bears a part of the seal (see sample below).

If each page is certified individually, please make sure that your name is mentioned on each page (either in the original document or in the remark) and that the type of document (e.g. secondary school diploma, Bachelor's certificate etc.) is stated in the remark.

Please note that copies of certified copies will not be accepted.

