

Zeugnisanerkennung – How does it work?

1. What is the *Zeugnisanerkennung* at the TH Nürnberg?

The *Zeugnisanerkennung* is the process of evaluating academic credentials and may result in the confirmation of qualification for admission. That means, the *Zeugnisanerkennung* is the way you find out if your educational background qualifies you for admission to a bachelor's degree program at the Technische Hochschule Nürnberg. If your credentials are evaluated positively, the *Bescheid der Zeugnisanerkennung*, the official letter that confirms the process and your qualification, is the document that certifies your "*Hochschulzugangsberechtigung*" (HZB) – the qualification for admission to a university - and is therefore an essential document for your application.

The *Zeugnisanerkennung* from the TH Nürnberg is first and foremost valid for admission to the TH Nürnberg itself. If you are applying to study at another university, you should inquire there, whether the decision from the TH Nürnberg will be accepted.

2. How do I request a *Zeugnisanerkennung*?

The request form (accreditation form) and all of the required documentation for the process must be submitted to the TH Nürnberg in written form. After a processing period of ca. 2-4 weeks, you will receive the decision (the *Bescheid*) via e-mail. It is not possible to evaluate documents for admission in person. Documents submitted electronically (e.g. e-mail / scanned) cannot be evaluated.

3. Preparing your credentials

Your credentials (certificates, diplomas, etc.) must be in German, English, or French to be reviewed. If the originals are in another language, you must organize an official, notarized translation (*beglaubigte Übersetzung*). It is possible that additional documents will be requested to complete the evaluation.

4. The request form

Be sure to enter one or more of the TH Nürnberg's degree programs that you would like to apply to, in the line "Studiengang".

5. A complete request comprises:

- The request form
- Credentials (certificates, diplomas) and associated documents (transcripts, etc.)
- Curriculum vitae (list dates with month and year)
- A copy of your official ID / Passport

Place all documents together in an envelope and send it to the following address:

Technische Hochschule Nürnberg
Studierendenservice
Postfach 210320
90121 Nürnberg

Please be sure to label the envelope with a return address: your address or your contact address in Germany.

You may also bring the envelope personally to the University and hand it in to the Student Advisory Service (*Studierendenservice*, Building KJ); they will forward the request to our Department.

6. Evaluation process

The evaluation process takes ca. 2-4 weeks. After the process is completed, you will receive the official decision (*Bescheid*) via e-mail. Please print the *Bescheid*, so you have a paper copy.

7. Deadlines

You may request a *Zeugnisanerkennung* from the TH Nürnberg at any time and you will receive an answer within the processing period (ca. 2-4 weeks).

However, the request for a *Zeugnisanerkennung* is not the same as applying to study at our University in a degree program; you must apply online within the deadlines; please be sure to inform yourself about the application deadlines associated with your intended program. They can be read specifically on the web page for your intended program.

It is recommended that you organize the *Zeugnisanerkennung* as early as possible, so that you can meet any deadlines for your desired degree program.

8. How do I understand the *Bescheid*?

The following statements may be in the *Bescheid*:

- *Zulassung für den beantragten Studiengang oder mehrere beantragte Studiengänge*: This *Bescheid* permits you to apply for the degree programs you indicated on the form. Please be sure to note any additional requirements for your desired degree program, e.g., *Numerus Clausus*.
- *Ablehnung*: This *Bescheid* indicates your qualifications did not meet the requirements for admission to the University or the program(s) you indicated. The reasons for the rejection will be described in the official letter. If anything is unclear, you may request an explanation via e-mail or telephone.
- *Ablehnung mit Zulassung zum Studienkolleg*: You may not apply to the TH Nürnberg with this decision. However, a letter with this decision enables you to apply for a place at the Studienkolleg Coburg, where you can earn a "Hochschulzugangsberechtigung": www.sk-coburg.de

9. What do the marks/grades mean?

Some degree programs can only admit a limited number of students, this restriction is called *Numerus Clausus* (NC). If you are applying for a degree program with an NC, a grade point average will be calculated as part of the *Zeugnisanerkennung* process from your academic credentials that is consistent with the German grading system and that can be used for the admission process.

10. Questions

About the Bachelor's program International Business:

ib-bachelor-ib@th-nuernberg.de, Tel. 0049-(0)911 / 5880 2888

About the Bachelor's program International Business and Technology:

ibt-bachelor-ib@th-nuernberg.de, Tel. 0049-(0)911 / 5880 2721