

Zeugnisanerkennung – How does it work?

1. What is the Zeugnisanerkennung at Technische Hochschule Nürnberg (The Ohm)?

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 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 university entrance qualification- and is therefore an essential document for your application.

The Zeugnisanerkennung from Technische Hochschule Nürnberg is first and foremost valid for admission to Technische Hochschule 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](#) and all of the required documentation for the process must be submitted to Technische Hochschule Nürnberg in written form by post. After a processing period of ca. 2-4 weeks, you will receive the decision (the *Bescheid*) via e-mail.

3. Preparing your credentials

Your credentials (certificates, diplomas, etc.) must be in German, English, French, Spanish, Italian, Portuguese or Romanian to be reviewed. If the originals are in another language, you must organize an official, notarized translation (*begläubigte 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 Ohm's bachelor degree programs that you would like to apply to, in the line “Desired Study Program”. This information is important for the evaluation of your credentials. If you are not yet sure what degree program you would like to pursue, you may enter more than one.

5. A complete request comprises:

- The request form signed **by yourself** or an original Power of Attorney (“Vollmacht”) if a third party is representing you
- Officially certified copies of all your school/university certificates and diplomas including the overview of subjects and grades
- Resume or Curriculum Vitae (list dates with month and year for every school / academic or job background)
- A legible copy of your official ID / Passport

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

Technische Hochschule Nürnberg
Abteilung 5.ZA
Keßlerplatz 12
90489Nürnberg

Please be sure to label the envelope with a return address: your address at home2 or your contact address in Germany.

6. Data Protection

The TH Nürnberg needs to use and store the information in this form in order to allow it to perform academic and administrative functions. More information about the Data Protection Policy and its guidelines on our following webpage: <https://www.th-nuernberg.de/datenschutz/>

7. 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. You will need the *Bescheid* for your online application to a degree program at the Ohm.

8. Deadlines

You may request a *Zeugnisanerkennung* from Technische Hochschule 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 for either the Winter or Summer Semester; please be sure to inform yourself about the application deadlines associated with 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.

9. 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 Ohm 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”:
<https://studienkolleg-coburg.de/>

10. 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.

11. 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 2886
- Zeugnisanerkennung in general:
zeugnisanerkennung@th-nuernberg.de, Tel. 0049-(0)911 / 5880 4295