

Date received

**Technische Hochschule Nürnberg**  
Postfach 210320  
90121 Nürnberg

## Application for Evaluating my Foreign Certificates to Gain Access to a Bachelor's Study Program at the Nuremberg Institute of Technology

Important: You must also apply online for admission to your desired degree program. Information about the application process can be found at [www.th-nuernberg.de/bewerbung](http://www.th-nuernberg.de/bewerbung).

**Study Program:** .....

My certificates are from the following country (-ies): .....

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### **Personal Data:**

Title: .....

Last/Family Name: ..... First Name: .....

Date of Birth: ..... Place of Birth: .....

Country of Birth: ..... Nationality: .....

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### **Address:**

Postal Code: ..... City: ..... Country: .....

Street, House number: .....

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### **You can contact me via:**

Email: ..... Phone or mobile number: .....

**Which documents are needed for the evaluation process?**

1. Please submit the originals of all foreign certificates in the language they were issued in. If you want to submit photocopies, the copies have to be certified by a notary public or an official of a local authority in the Federal Republic of Germany. If you want to submit photocopies of your certificates done abroad, these have to be certified by the Embassy of the Federal Republic of Germany in your home country. In special cases we need to see the original documents. In these cases a certified copy will not be sufficient.
2. If your certificates have been issued in a language other than German, English or French and are written in characters or symbols not used here, please add translations done by a sworn-in translator („*öffentlich bestellter und allgemein beeidigter Übersetzer*“). Translations done abroad can only be accepted if legalized by the Embassy/Consulate of the Federal Republic of Germany in your home country.
3. Please add a photocopy of your identity card or passport showing your nationality and your personal data. If you possess more than one nationality please indicate all and add photocopies of each of your passports.
4. Please add a curriculum vitae (CV) including a complete list of your academic record at institutions of higher education (universities, colleges etc.)
- 5. If your certificates have already been recognised by the "Zeugnisanererkennungsstelle München", please submit a photocopy of their approval.**
6. Please make sure to indicate a contact address in Germany where we will send the evaluation letter once it is issued. If you send us attested/certified copies of your certificates/diplomas, please enclose 1.45 Euro in German stamps. If you hand in original documents, please add 3.50 Euro in German stamps. In case you cannot provide a German contact address please include an international reply coupon for covering our postage to a foreign address. If you want us to send your original documents to your address abroad, you could ask a courier service to pick up the documents at our university and deliver them to you directly at your own cost. Please note that we will return original documents after the evaluation procedure is finished whereas attested copies of your certificates/diplomas might be kept and filed.

**The following documents have been enclosed:**

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\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature