

Dear applicant,

If you want to find out if your educational background qualifies you for admission to our bachelor's degree program International Business at the Technische Hochschule Nürnberg, you must have your academic credentials evaluated by us. Before preparing your credential please carefully read the following requirements on the notarization of your certificates.

Official certification must be carried out by the following authorities:

In Germany

- by seal-bearing state authorities, e.g. city or municipal administrations (city hall), registration office (Einwohnermeldeamt), schools
- by notaries

Outside Germany

- by German embassies and consulates

Within the EU/the EEA (European Economic Area)

- by a governmental authority or office authorized to administer seals

Which qualities must an official notarization have?

- Statement of authenticity indicating that the copy corresponds to the original.
- This statement must contain the original signature of the notary.
- Official seal, usually round or oval, containing an emblem (e.g. official crest) and the name of the authority. A simple ink stamp is insufficient! A notary without an official seal is not qualified to notarize your documents!
- Multi-sheet authentication of several pages of a document is permissible if the pages are bound with string or seals. Multi-sheet authentication is also recognized when the pages are folded in at the top and bound with a stapling eye and so stamped that each page has an imprint from the pressure of the seal.
- Each page can also be notarized separately. If so, please make sure that your name appears on each page of the original. Also, both your name and a reference to the

type of certification must appear in the statement of authenticity on each sheet, verifying that each page derives from the same original.

- A copy of an officially certified copy is not considered to be authenticated and must be officially re-authenticated.
- If the authentication does not meet the requirements (e.g. due to the opening of the multi-sheet authentication), the authenticated certificate will not be recognized.
- Incomplete authentication is also not permissible even if it was undertaken by an authorized body.
- We will not accept notarizations from private individuals, solicitors, accountants, health insurance funds, a priest's office etc. Schools or universities may only authenticate certificates that they have issued themselves.

What is a certified translation?

Documents not issued in German or in German/ English language must be translated by a sworn translator (registered at court) into German or English.

Translations of records cannot be made from copies. They must be translated directly from the originals. The translator must indicate this in his certification. In addition, he must state the language from which the translation was made. Additionally we need a notarized copy of the original (foreign language) document. Certificates in English do not have to be translated. Furthermore, the certification mark must be dated, signed and stamped by the authority.

If the photocopy consists of several individual sheets, it must be proven that each page originates from the same document. It shall be sufficient for only one page to be endorsed and signed, provided that all the sheets (e. g. overlapping) are superimposed, stapled and sealed so that part of the stamp appears on each page. Each page can also be certified separately. It shall be verified that the name of the holder of the certificate appears on each page of the original. If not, the name must be included in the relevant certification endorsement.

Translations made **in Germany** must be certified by a court-sworn translator for that specific language. The translator's seal must contain the inscription "Öffentlich bestellter und vereidigter Übersetzer" ("Publicly appointed and sworn translator"). The seal must also indicate the language for which the translator is officially sworn. In addition, the translation must bear the address of the translator.