

Date received

Technische Hochschule Nürnberg
Faculty of Business Administration, IB Office
Bahnhofstrasse 87
90402 Nürnberg

Application for Evaluating my Foreign Certificates to Gain Access to a Bachelor's Study Program at the Ohm University, Nuremberg

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.

Desired Study Program: _____

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

Personal Data:

Title: _____

Surname: _____

First Name(s): _____

Date of Birth: _____

Country of Birth: _____

Place of Birth: _____

Nationality (-ies): _____

Address:

Postal Cod: _____ City: _____ Country: _____

Street, House Number: _____

You can contact me via:

E-Mail: _____

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 public notary or an official of a local authority in the Federal Republic of Germany. The Certification must always be made from submitted originals. If you want to submit photocopies of your certificates done abroad, these have to be certified by the Embassy/Consulate 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.
The certified copies will remain in the possession of the Evaluation Department of TH Nürnberg and cannot be handed back to you.
2. If your certificates have been issued in a language other than German, English, French, Spanish, Italian, Portuguese or Romanian 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*“). Certificate translations may only be made from an original certificate, not from a copy of a certificate! The translator must confirm this accordingly in their attestation. The attestation must also indicate the source language of the document.
3. Translations done abroad can only be accepted if legalized by the Embassy/Consulate of the Federal Republic of Germany in your home country.
4. 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. If you have changed your name – for example, because you got married – please include a record of your name change in your application.
5. Please add a curriculum vitae (CV) without any omissions which is current up to the date of application, including a complete list of your academic record at institutions of higher education (universities, colleges etc.).
6. **If your certificates have already been recognized by the "Zeugnisanerkennungsstelle München or Gunzenhausen", please submit a photocopy of their approval.**
7. **A personal visit is not necessary**; all your official documents must be sent to us by post. (Scans / uploads of certified documents cannot be accepted. We also do not accept simple photocopies of officially certified copies). In special cases we need to see the original documents or a legalization, for instance by an Apostille under Hague Convention. Please note that we will return original documents after the evaluation procedure is finished. In order to complete the application, you need to sign this form **by yourself**. When a third party (someone other than you) would like to sign on behalf of you, you must submit a Power of Attorney ("Vollmacht") in original together with a photocopy of the identity card or passport of the person who represent you. Simple photocopies will not be accepted.

The following documents have been enclosed:

.....

.....

.....

.....

Place, Date

Signature

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

If you are interested to register in a DSH Preparation Course offered by the TH Nürnberg please contact the Language Center directly (language-center@th-nuernberg.de)

If you are applying for a master's degree program, you do not have to undergo the *Zeugnisanerkennung* process. 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 and all of the required documentation for the process must be submitted to the TH 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 (*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 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:

- a. The request form signed **by yourself** or an original Power of Attorney ("Vollmacht") if a third party is representing you
- b. Officially certified copies of all your school/university certificates and diplomas including the overview of subjects and grades
- c. Resume or Curriculum Vitae (list dates with month and year for every school / academic or job background)
- d. 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
Faculty of Business Administration, IB Office
Bahnhofstrasse 87
90402 Nürnberg

Please be sure to label the envelope with a return address: your address abroad 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*) from Department 5.ZA (*Zeugnisanerkennung*) via e-mail. You will need the *Bescheid* for your online application to a degree program at the TH Nürnberg.

8. 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 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 Bachelorstudiengang 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* or preliminary exams.
- *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 cannot 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

10. What do the marks/grades mean?

Some bachelor 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

General questions about applying to study, admission, and matriculating:
international.office@th-nuernberg.de, Tel. 0911 / 5880 4136

Questions about the *Zeugnisanerkennung*:
zeugnisanerkennung@th-nuernberg.de, Tel. 0911 / 5880 4295

Questions about the DSH courses (Language Center):
language-center@th-nuernberg.de, Tel. 0911 / 5880 4097