

## Information Sheet Certified Copies

The Admissions & Registrar's Office reviews the required qualifications of all applicants before granting admission to study programmes at BTU. All copies of the higher education entrance qualification and higher education degree(s) for bachelor and master/ Ph.D. studies, respectively, must be submitted as certified copies. When specified in the application procedure instructions, other application documents may also need to be submitted as certified copies.

### ***What is a certified copy?***

A certified copy of a document, such as a certificate, is a confirmation that the copy is authentic. It is for this reason that BTU's Admissions & Registrar's Office may only accept certified copies that have been certified in the correct form by authorised persons. Furthermore, if the original document is not in German or English, you must submit a notarised translation to German or English from a sworn translator.

### ***Who may certify a copy?***

#### **Certifying copies in Germany:**

Certification of documents can be done by any German government agency or other official authority that has an official seal. Certifications will be accepted from:

- Notary publics; or,
- Churches organised and governed by public law.

#### **Certifying copies abroad:**

Certifications of documents will be accepted from the following institutions abroad:

- German embassy / German consulate;
- Officially authorised foreign government agencies; or,
- Notary publics

Please also note that the issuing institution of a specific document (for example, the university issuing the degree/diploma/transcript etc.) can always certify its own documents.

### ***Who may not certify copies?***

Certifications of documents will not be accepted from the following authorities (even if they have official seals): lawyers, clubs, certified public accountants, technical experts, professional consultants, etc.

### ***What form should a certified copy take?***

Notarised certifications must include the **signature of the certifier and an official seal (with an emblem)**. A simple rubber stamp does not suffice as a seal. If there are multiple pages to the copy, including double-sided pages, then it must be obvious that the **notarisation applies to all of the pages**. This can be achieved by stacking all of the documents on top of one another, folding the top left corner of the pages in a scale-like manner, stapling the stack together, and placing the official seal on the folded corner so that **the seal is present on every page**. Please do not submit any original documents. We only accept certified copies. BTU assumes no liability for the submission of unsolicited original documents.

Your application documents will be destroyed if you are not admitted to the university. Upon request, we will send your documents back to you by May 31 (summer semester) or November 30 (winter semester) of the respective year. Along with your request, please include a self-addressed stamped envelope so that we can send the documents back to you.