

Info Sheet: Certified Copies or Original

You will **only** be officially enrolled at SRH Hochschule Berlin if you present original documents or certified copies with your application or on the first day of orientation.

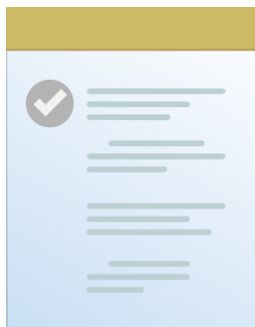
For **BA-students**: Secondary School Leaving Certificate & Transcript or equivalent;

for **MA-, MSc-, MBA-students**: BA certificate and transcript.

A Certified Copy is a third party's acknowledgement, attesting that the document you copied contains the same information as the corresponding original. You need officially certified copies from important documents that you don't want to hand in as originals, necessary e.g. if you want to enroll at SRH Hochschule Berlin (required for regular students and not for exchange students).

You have 2 options:

- 1) You bring your **original degree certificate & transcript** with you on the first day of orientation and present it at SRH during the check of the formalities. We will take a copy and give you back your documents.
- 2) You send a **certified copy in the mail** (NOT a scan via email) of your degree certificate & transcript to SRH before orientation or you hand in a certified copy of your degree certificate & transcript during the check of the formalities on the first day of orientation.



The easiest way to get a certified copy is to contact the school or university where you received your degree and ask them to issue a certified copy.

If you didn't obtain your certificate at a German institution and you live abroad, please address the **German embassy/consulate** in that country in order to find out which authority or notary is authorised to attest your copies. If you didn't obtain your certificate at a German institution and you live in Germany, please address the **respective embassy** of the country where you obtained the degree. You can also contact the Ministry of Foreign Affairs or the Ministry of Education in the country where you received your degree in order to find out if they can issue a certified copy.

If your original documents are in German language, you may get a certified copy of a document (in German) in authorities (only if the copy is also for a purpose by the authorities) like the **Bürgeramt** or in civil registry offices and **notary's offices**. Please be aware that you need to pay a service charge and that it might become difficult to get a certified copy for a non-German document in a German authority.

To avoid frustration, our recommendation for students whose documents are not in German is to go to the **embassy/consulate of your home country or the country of your degree certificate**.

Be aware that the following German entities are not authorised to issue officially certified copies: pastorates and other church institutions, charities, interpreters and translators, banks, associations etc.



List of **German embassies/consulates**:

http://www.auswaertiges-amt.de/DE/Laenderinformationen/03-WebseitenAV/Uebersicht_node.html

List of **embassies/consulates in Germany**:

http://www.auswaertiges-amt.de/DE/Laenderinformationen/VertretungenFremderStaatenA-Z-Laenderauswahlseite_node.html

Notaries in Berlin:

<http://www.notarkammer-berlin.de/>

Bürgeramt Berlin:

<https://service.berlin.de/dienstleistung/121701/>

Data bases for search of **translators**:

<http://www.bdue.de/en/information-for-clients/>

<http://www.gerichts-uebersetzer.de/>