

## Info Sheet: Certified Copies or Original

You will only be officially enrolled at SRH Berlin University of Applied Sciences if you present original documents or certified copies with your application or on the first day of the Welcome Week.

### For Bachelor students

- ✓ Original of university entrance certificate/ Secondary school leaving certificate & transcript
- ✓ Original of study contract incl. signature

### For Master students

- ✓ Original of university entrance certificate/ Secondary school leaving certificate & transcript
- ✓ Bachelor Diploma/ Certificate & transcript
- ✓ Original of study contract incl. signature

How can you submit these documents to the SRH? You have two 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.

How can you get a certified copy? There are different ways:

1. Contact the school or university where you received your degree to ask them to issue a certified copy.
2. Address the German embassy/consulate in that country to find out which authority or notary is authorized to attest your copies.
3. If you did not 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.
4. Contact the Ministry of Foreign Affairs or the Ministry of Education in the country where you received your degree 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) at authorities (only if the copy is also for a purpose by the authorities) such as the Bürgerbüro/ Kundenzentrum 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.

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

**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.

Some helpful contacts:

Embassies & Consulates	Notaries	Data bases for search of translators
→List of <a href="#">German embassies/consulates</a> →List of <a href="#">embassies/consulates in Germany</a>	→Notaries in <a href="#">Sachsen</a> →Notaries in <a href="#">Hamburg</a> →Notaries in <a href="#">Berlin</a>	→ <a href="#">BDUE</a> → <a href="#">Gerichts-Übersetzer</a>