

# Zeugnisanerkennungsstelle für den Freistaat Bayern Application Form

Mr    Ms

**Surname:**

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Birth name:

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**First name(s):**

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c/o:

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Street/house number:

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Postal code/City  
(Contact address) :

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e-mail:

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Phone number /fax:

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Date of birth / country:

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Nationality (-ies):

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

I hereby apply for evaluation of my foreign certificates

- |  |  |
|--|--|
| <input type="checkbox"/> to gain admission to University („Hochschulreife“)                          | <input type="checkbox"/> as equivalent to a medium level of education („mittlerer Schulabschluss“) |
| <input type="checkbox"/> to gain admission to a University of Applied Science („Fachhochschulreife“) | <input type="checkbox"/> as equivalent to a basic level of education („Hauptschulabschluss“)       |

Please insert here all relevant information concerning the purpose of your application:

Please tick off the kind of evaluation you apply for.  
In case you wish to take up studies at a University or a University of Applied Science, please specify the intended field(s) of study and give the name of the University or of the University of Applied Science.

## 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 these have to be certified by a notary public or an official of a local authority in the Federal Republic of Germany.  
If you want to submit photocopies of your certificates done abroad, these have to be certified by the Embassy of the Federal Republic of Germany in your home country.  
For some European languages translations are not required. If your certificates have been issued in a language other than European and written in characters or symbols not used here, please add translations done by a sworn translator („öffentlich bestellter und allgemein beeidigter Übersetzer“). Translations done abroad can only be accepted if legalized by the Embassy of the Federal Republic of Germany in your home country.  
In special cases we need to see the original documents. In these cases an attested copy will not be sufficient.  
In order to find out if it is necessary to provide original documents please contact us directly (e.g. via e-mail).
2. Please add a photocopy of your identity card or passport giving your nationality and your personal data. If you possess more than one nationality please indicate all and add photocopies of each of your passports.
3. Please add a curriculum vitae (CV) including a complete list of your academic record at institutions of higher education (universities, colleges etc.)
4. We kindly ask you to hand in the above mentioned documents along with the attached (application) form or supplement.  
Please make sure to indicate a contact address in Germany where we will send the evaluation letter once it is issued.

## The following documents have been enclosed:

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## Have you been in contact with Zeugnisanerkennungsstelle before ?

Has there been any previous contact with Zeugnisanerkennungsstelle in **written** form on your behalf ?

no

yes, in \_\_\_\_\_(month/year) by \_\_\_\_\_(Surname/First name)

Place

date

signature of applicant