

# Official certification of your documents

## Documents

When lodging your application, please submit only simple (complete) copies. Please only submit certified copies of the necessary documents together with your registration for enrolment and/or with your admission letter. Whenever officially certified documents are required, please note the following:

## Who is authorised to certify your documents?

Official certifications can be issued by all public authorities entitled to bear an official seal, such as government offices and notaries; certifications by churches organised under public law or Student Services are also accepted. Solicitors/attorneys, public accountants and associations are **not** authorised to issue official certifications.

## Rules

As illustrated by the sample on this page, the official certification must include at least the following:

- a statement certifying that the copy conforms to the original (**attestation clause**)
- the signature of the **attester** and
- a **stamp of the official seal**. An official seal generally includes an emblem.
- A simple text stamp is not sufficient.

## Further instructions

If a copy consists of several sheets, it must be proved that all pages originate from the same document. It is sufficient to have the attestation clause and signature placed on only one page if the sheets are placed on top of each other and tacked together (for example overlapping like scales) and then the official seal is stamped on them so that a part of it appears on every page (see illustration on the sample at the top left-hand side). Of course every page can also be certified separately. But in this case, please make sure that your name appears on every page of the original. If it does not appear on every page, your name must be included in the attestation clause, together with the designation of the type of document being certified. If copies appear on both sides of a sheet, and if both pages are relevant, the attestation clause must explicitly refer to both the front and back pages (e.g. "I herewith certify that the copy on this page and overleaf conforms to the original"). Otherwise, the front and back pages must be certified separately. If the paper of the original bears an embossed seal (an embossed stamp), this is normally not visible on the copy. In such cases the attestation clause must include a statement to the effect that the original certificate / document shows an embossed seal of the issuer.

## Please note!

**Official certifications will not be accepted by the University unless they comply with all requirements as specified above.**