

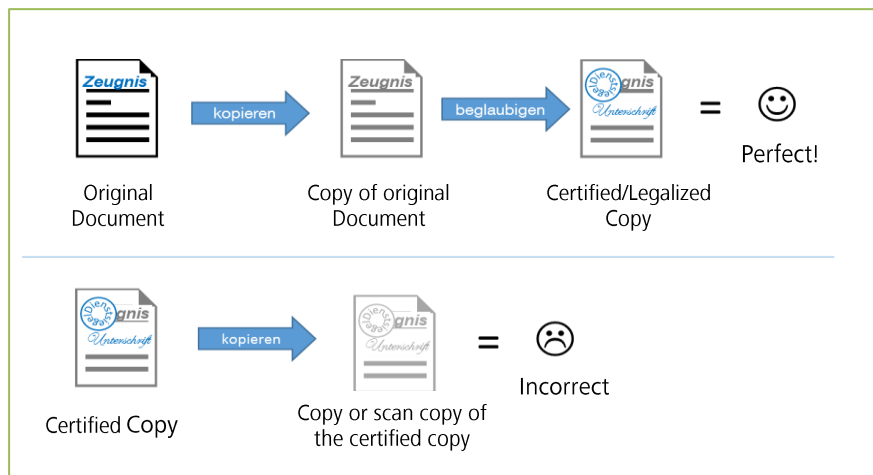
Leaflet regarding official legalization

Please read this fact sheet carefully. If a legalization/certification does not meet all the requirements outlined here, it cannot be considered.

1. What is a certified copy?

A certified copy is a certification by an official body stating that the made copy looks exactly like the original ("...mit dem Original übereinstimmt").

A copy of an original document is considered certified only if there is an original seal and signature on it. Copies or scanned versions of certified documents are simply copies and are not as such certified (and therefore not recognized as legalizations).



Please note the instructions of the UR Student Office:

Certified copies must always be submitted by mail, an electronic submission is not possible and cannot be accepted.

2. Where can I have my documents certified/legalized?

a) You are already in Regensburg / in Germany:

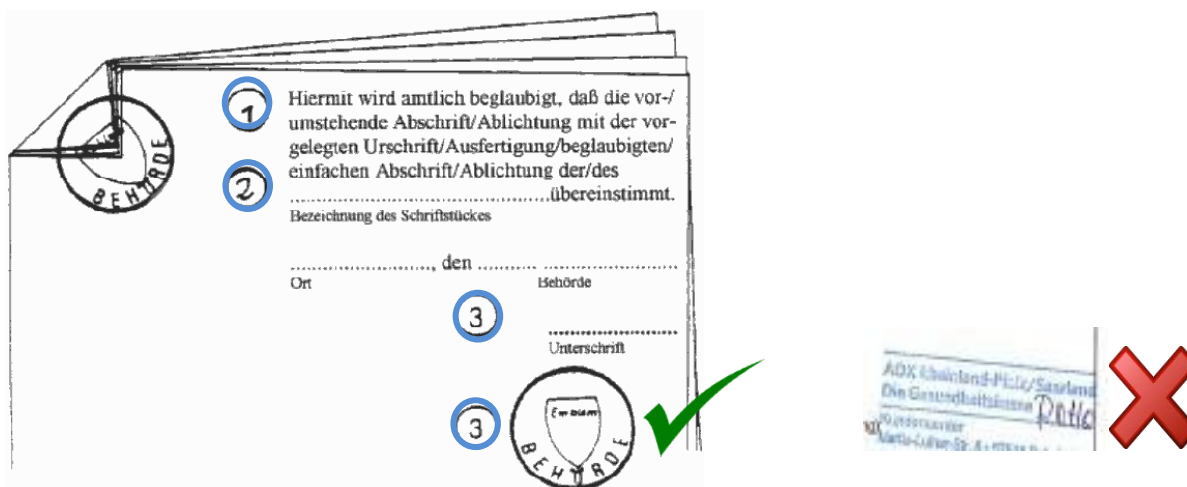
- Please contact a citizens' office in the city of Regensburg for certification: <https://www.regensburg.de/buergerservice/buergerbueros> or the municipal administration of the town in which you currently reside. Explain that you need the certification for a German authority (university).
- Legalizations can also be made by a notary.

Under no circumstances will certifications from private individuals, lawyers, parish offices, banks, health insurance companies or the AstA be accepted.

b) You are still abroad:

- Please contact the German embassy responsible for you.
- The school/college where you received your certificate can also issue a certified copy of the original.
- You can also get a certification from an official notary in your country.

3. How should a certification look like?



A certification is appropriate if it contains the following features:

- ✓ **Certification endorsement** attesting that the copy is the same as the original (see 1).
- ✓ **Original signature** of the certifying person confirming the certification endorsement.
- ✓ **Official seal**, which is usually round or oval and contains an emblem (often an official coat of arms) and the name of the authority. A simple hand stamp is not sufficient.

4. What is a certified translation and where can I get it?

A certified translation must be provided by an official ("sworn") translator. This translator confirms with a certification note (in German) and seal that he/she has the necessary qualification and swearing to issue a certified translation.

You can find an overview of sworn translators in Germany here:

<http://www.justiz-dolmetscher.de>

Documents in English or French do not need to be translated, here it is sufficient to submit a certified copy of the original language certificate.

In case of documents in other languages, the University of Regensburg requires for the enrollment BOTH a certified copy of the original language certificate (see point 1-3) AND a certified translation.