



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

CENTRAL UNIVERSITY ADMINISTRATION  
REFERAT III.3  
INTERNATIONAL OFFICE - ADMISSIONS



## Information on certified copies and translations

### Certificated copies **w i t h i n** the Federal Republic of Germany:

Certification of documents must be carried out by one of the following:

- A German, seal-bearing **authority (see example below)**, a **notary**, an **officially sworn translator** for the language concerned, a **consulate** or the relevant home country **embassy** in Germany.

**Certification wording:** The certification clause issued by authorities in the Federal Republic of Germany is as follows: „Die Übereinstimmung der vorstehenden/umstehenden Kopie mit dem Original des (Name des Zeugnisses) wird hiermit amtlich beglaubigt. “ [“It is hereby certified that this copy below/overleaf is identical to the original of the (name of certificate).”] The certification clause must bear the place, date, signature and seal of the authority.

**Form of certification:** Several sheets together: If the copy consists of several sheets, proof must be provided that each sheet belongs to the same original. It is sufficient for one sheet to bear the certification clause and signature providing all sheets are placed on top of each other in an offset arrangement, then stapled together and stamped in such a way that part of the official seal appears on each of the sheets. Each sheet individually: It is also possible to have each sheet certified separately. Here, care should be taken to ensure that the name of the certificate holder appears on every page of the original. If not, the name must be included in the certification clause each time.

### Certificated copies **o u t s i d e** the Federal Republic of Germany:

Certification of documents must be carried out by the following:

- German **embassies** and **consulates**.
- The **school** or **university** which has issued the certificates. Educational institutions may certify copies of their own certificates. In this case, the certified copies must bear the official seal of the **Head of School** or of the **Dean or President of the University**. Certification by the administration office is not sufficient.
- A **notary** who applies the *apostille* stamp to the copies.

**Important:** All certificates must be submitted as certified copies without exception. Certificates in the following languages do not have to be translated: English, French, Italian, Catalan, Latin, Portuguese, Romanian and Spanish.

### Certified translations (see also overleaf):

Certificate translations may only be made based on the original certificate:

- Certificate translations may not be made from a copy of the certificate. They must be made directly from the original certificate. This must be stated by the translator in the certification clause. The language from which the translation was made must also be stated.

**Certificate translations w i t h i n Germany:** These must be made and certified by a court appointed translator in the Federal Republic of Germany.

- The translator's seal must include the following phrase: „*Öffentlich bestellter und vereidigter Übersetzer*“ [*Publicly appointed and sworn translator*].
- The seal must also indicate for which language the translator is legally approved.
- The translator's address must appear on the translation.

**Certificate translations from a b r o a d:** Certificate translations made abroad can be issued either:

- By an **embassy** or a **consulate of the Federal Republic of Germany** with the following certification/legalization clause: „*Gesehen in der Botschaft (im Konsulat) der Bundesrepublik Deutschland zur Legalisation...*“ [*Seen in the embassy (consulate) of the Federal Republic of Germany for legalization purposes ...*].
- By a **notary** in the country concerned with the *apostille* stamp.
- By the home country **consulate** or **embassy** in Germany.
- By an officially sworn translator in Germany who checks the translations made abroad and subsequently adds their own stamp.

**Important: Do not send us any original certificates or original translations.** Please only send us certified copies of your original certificates and of your original translations. During the entire application and registration period, all documents remain with the International Admissions Office and **cannot be made available to you, even for a short period of time.** Please note that it is **not generally possible to send documents back to you.** Documents can be collected three months after expiry of the application deadline on submission of a passport or ID card in Room G 018. If documents are not collected, all applications are disposed of after one year in accordance with data privacy regulations. No responsibility is accepted for the loss of application documents.

Status: 01.06.2015,  
subject to alterations

Mailing address:  
Ludwig-Maximilians-Universität München  
III.3 Internationale Angelegenheiten -Zulassung  
Geschwister-Scholl-Platz 1  
80539 München