



## 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.

If you want us to send your original documents to your address abroad, you could ask a courier service to pick up the documents at the “Zeugnisenerkennungsstelle” and deliver them to you directly at your own cost. Please note that we will return original documents after the evaluation procedure is finished whereas attested copies of your certificates/diplomas might be kept and filed away. We apologize for the inconvenience.

## The following documents have been enclosed:

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## Have you been in contact with Zeugnisenerkennungsstelle before ?

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

no

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

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Place

date

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signature of applicant

## There are various ways to contact us:

<b>1. postal address</b>	Bayerisches Landesamt für Schule - Zeugnisenerkennungsstelle Stuttgarter Straße 1, 91710 Gunzenhausen, Germany
<b>2. personal visits</b>	Stuttgarter Straße 1; 91710 Gunzenhausen, Germany Tuesday, Thursday: 10.30 – 12.30 a.m. 01.30 – 03.30 p.m.
<b>3. e-mail</b>	zast@las.bayern.de
<b>4. telephone hours (09831-686-252)</b>	Monday, Tuesday, Thursday, Friday: 09.00 – 10.30 a.m. Monday: 02.00 – 03.30 p.m.