



Application Form

male female third gender

Surname:																				
Birth name:																				
First name(s):																				
c/o:																				
Street/house number:																				
Postal code/city:																				
Phone number:																				
E-mail:																				
Date/country of birth:																				
Nationality (-ies):																				

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

I hereby apply for evaluation of my foreign certificates:

- to gain admission to University („Hochschulreife“)
- as equivalent to a medium level of education („mittlerer Schulabschluss“)
- to gain admission to a University of Applied Science („Fachhochschulreife“)
- as equivalent to a basic level of education („Mittelschulabschluss“, previously „Hauptschulabschluss“)
- to gain admission to an apprenticeship (“Ausbildung”)

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 sciences, please specify the intended field(s) of study and include a written confirmation by the Bavarian University (of applied sciences) that an evaluation of your certificates is necessary.
 If you wish to take up an apprenticeship (“Ausbildung”) or apply for equivalency to basic/medium level of education, please also include a written confirmation stating that an evaluation of your certificates is necessary, issued by the school/organization in question.

Notes (for internal reference - not to be filled in by you)

Please turn over.

Which documents are needed for the evaluation process?

1. Please hand in a **written confirmation** that an evaluation of foreign certificates is needed in your specific case, issued by the Bavarian institution you applied at (e.g university or school).
2. Please submit certified/attested copies of all **foreign certificates** in the language they were issued in. The copies have to be certified by a notary public or an official of a local authority (e.g. "Gemeindeverwaltung") in the Federal Republic of Germany or by a state authority in a member state of the European Union/EEA or in Switzerland. If you want to submit attested copies of your certificates done in a non-member/third country, these have to be certified by the Embassy of the Federal Republic of Germany in your home country. In some cases attested copies will not be sufficient and the original documents are needed. If necessary, we will contact you directly.
3. For documents issued in German, English or French, **translations** are not needed. If your certificates have been issued in any other language, please add translations done by a sworn translator („öffentlich bestellte/ und allgemein beeidigte/r Übersetzer/in“). Translations done in a non-member/third country, can only be accepted if legalized by the Embassy of the Federal Republic of Germany in your home country.
4. Please add a photocopy of your **identity card or passport** (only page with name and photo – serial numbers and photo can be erased/blackened) and – if applicable – a confirmation of your **name change** (e.g. photocopy of your marriage certificate). If you possess more than one nationality, please indicate all and add photocopies of each of your passports.
5. Please add a **curriculum vitae** (CV) including detailed information about your school record (school years) and your academic record at institutions of higher education (name of the institution, field of study, duration of studies).
6. We kindly ask you to hand in the above mentioned documents along with the attached (application) form. If possible, please make sure to indicate a **contact address** in Germany for further correspondence.
7. If you want us to send your original documents back to your address abroad, you could ask a courier service to pick up the documents at the "Zeugnisenerkennungsstelle" in Gunzenhausen 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 are kept and filed away. We apologize for the inconvenience.

Please send your documents to the following address:

Bayerisches Landesamt für Schule
Zeugnisenerkennungsstelle
Stuttgarter Straße 1
91710 Gunzenhausen

The following documents have been enclosed:

Have you been in contact with Zeugnisenerkennungsstelle before?

Has there been any previous contact with our office in written form (letter or e-mail) on your behalf?

No Yes If so, when (year)? _____

For more information about **service hours** (phone or personal visits) please see:
https://www.las.bayern.de/zeugnisenerkennung/allgemeinbildende_schulabschluss/

Privacy/Data protection:

Detailed Information (in German) about data protection (privacy) can be found online:
https://www.las.bayern.de/zeugnisenerkennung/allgemeinbildende_schulabschluss/

Place, date

signature of applicant