

Checklist for Application Documents for Bachelor's Degree Programs

Please apply through uni-assist (www.uni-assist.de), print out the application, sign and send it by post, together with all the following documentation, to uni-assist.

Required documents:

- Officially certified copies* of the foreign certificates:
 - School leaving certificate with overview of grades
 - Proof of study achievements with overview of subjects and grades (if available)
 - Proof of university entrance examination in the home country (if available)
- Officially certified copy* of the official German or English translation of the foreign school leaving certificate. We only accept certified translations by a sworn translator. If the original document is in English, you do not have to provide a translation.
- Officially certified copy* of the certificate proving your pre-study internship.
- If the internship was completed abroad, you have to submit a German translation of your internship certificate. If the original document is in English, you do not have to provide a translation!
- For the German-language degree programs, you have to present proof of German language examinations. For the English-language degree program "International Wine Business", you have to present proof of English language examinations as officially certified copies*.
- If applicable, certificates of previous study periods at German universities and, if applicable, confirmation of ex-matriculation.
- Copy of your passport
- Curriculum vitae

*Important Information on certified copies/translations:

Foreign certificates must be submitted as **officially certified copies**.

In general, certified copies are only accepted if they have been issued by one of the following bodies:

- Diplomatic representations of the Federal Republic of Germany abroad.
- Authorities and notaries authorized to issue official certifications in the respective foreign country
- Schools or universities that have issued the original certificate
- German notaries and courts
- Official authorities: Federal authorities, state authorities, local authorities, official churches

Translators may only certify their own translations but no copies of original documents.

Certificates must always be issued in the original language of the country of origin and must be attached with an English or German translation.

- Documents from Germany and abroad may only be translated by a certified translator.