

CERTIFICATION OF DOCUMENTS

The following applies to certificates, proofs, etc., which must be submitted in the form of an officially certified copy: If you submit official certificates, e.g. certificates from authorities, please ensure that these certificates contain the original imprint of the official seal. Electronically generated certificates are excepted.

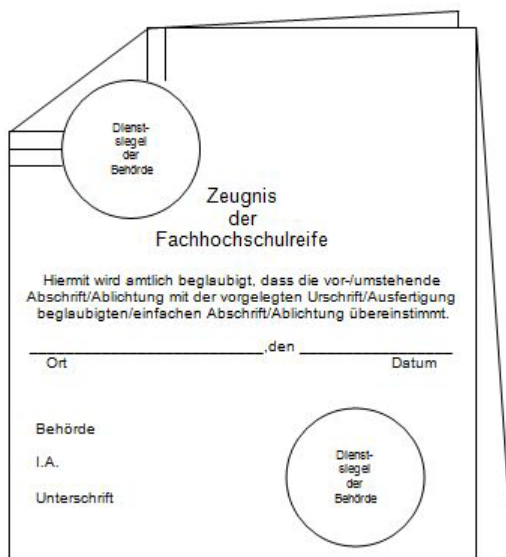
If you have already applied to Weihenstephan-Triesdorf University of Applied Sciences in the past, the documents submitted at that time cannot be used. Even if you are already enrolled, the documents in your file cannot be used.

Official certification can be carried out by any public body that bears an official seal. These are, for example, authorities and notaries. Authentications from the following bodies (even if they bear a seal) are not recognised: Lawyers, associations, auditors, accountants, churches, savings banks, health insurance companies.

A required but improper certification may result in exclusion from the procedure.

The official certification must - as the sample shows - at least contain:

- » a note certifying that the copy/transcript corresponds to the original (certification note),
- » the signature of the certifier, and
- » the imprint of the official seal. An official seal usually contains an emblem. A simple hand stamp is not sufficient.



If the certification does not meet the above requirements, the university will not recognise the document. Please make sure yourself that the certification complies with the form. Point out the correct form of the certification to the office carrying out the certification.

If the copy/transcript consists of several individual sheets, it must be proven that each page originates from the same document. It is sufficient if only one page bears the certification mark and the signature, provided that all the sheets are placed on top of each other (e.g. in a scale-like manner), stapled and sealed in such a

way that part of the official seal imprint appears on each page (see illustration in the upper left part of the specimen). Of course, each page can also be certified separately. In any case, make sure that your name appears on each page of the original. If it is not written everywhere, it must be included in the certification notes, together with a reference to the type of document.

If there is a copy on the front and back of a sheet and the content of both sides is important, the certification note must refer to the front and back (e.g. "It is hereby certified that this copy of the front/back corresponds to the original"). If this is not the case, the front and back must be certified separately.

At the Weihenstephan-Triesdorf University of Applied Sciences, **no** certifications are made!