

Zeugnisanerkennungsstelle für den Freistaat Bayern

bei der Ministerialbeauftragten für die Gymnasien in Oberbayern-West

Application Form

☐ Mr ☐ Ms

Surname:

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Birth name:

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First name(s):

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c/o:

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Street/house number:

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Postal code/City
(Contact address) :

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e-mail:

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Phone number /fax:

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Date of birth / country:

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Nationality (-ies):

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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 („Hauptschulabschluss“)

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 Science, please specify the intended field(s) of study and give the name of the university or of the University of Applied Science.

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 send us attested/certified copies of your certificates/diplomas, please enclose 1.45 Euro in German stamps.
If you hand in original documents, please add 3.50 Euro in German stamps.
In case you cannot provide a German contact address please include an international reply coupon for covering our postage to a foreign address. 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 “Zeugnis aner kennungsstelle” 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:

Have you been in contact with Zeugnis aner kennungsstelle before ?

Has there been any previous contact with Zeugnis aner kennungsstelle in **written** form on your behalf ?

☐

no

☐

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

Place

date

signature of applicant

There are various ways to contact us:

1. postal address	Zeugnis aner kennungsstelle für den Freistaat Bayern Postfach 40 20 40, 80720 München, Germany
2. personal visits	Pündterplatz 5; 80803 München, Germany Monday, Tuesday, Thursday, Friday: 10.00 – 12.00 a.m.
3. e-mail	zastby@zast.bayern.de
4. telephone hours (089/38 38 49 - 0)	Monday, Tuesday, Thursday, Friday: 9.00 – 10.00 a.m. Monday, Tuesday, Thursday: 2.00 – 3.00 p.m.