

Information regarding the pre-authentication of certificates of the University for use abroad: Legalisation and apostille

German certificates are frequently only recognised abroad if their authenticity has been confirmed by the consulate of the foreign country in question located in Germany (legalisation), or if they are accompanied by an apostille in accordance with the Hague Convention of 5 October 1961. It is therefore necessary to make sure when sending certificates to other countries that the certificates have been issued by the body that is responsible therefor and that their content is correct.

In order to be legalised by foreign consulates, certificates must first be authenticated by the competent German authority.

You can obtain such **authentications** or the **apostille** for certificates which have been issued by the Georg August University of Göttingen (such as examination reports, Bachelor's certificates, Master's certificates, doctoral certificates, etc.), from the Göttingen Police Department (*Polizeidirektion*).

As a rule, however, you will first require a **“pre-authentication”** (*Vorbeglaubigung*) by the Georg August University of Göttingen.

Pre-authentication by the Georg August University of Göttingen

The Legal Matters Relating to Science and Funding Foundation (*Wissenschaftsrecht und Trägerstiftung*) Department of the Georg August University of Göttingen (Von-Siebold-Str. 2, D-37075 Göttingen) carries out the **pre-authentication** of all public certificates issued by the Georg August University of Göttingen, particularly with regard to

1. certificates relating to preliminary, interim and final examinations,
2. certificates awarding an academic title or degree,
3. study books*, as well as
4. English translations which are enclosed with the certificates referred to at 1 and 2 in accordance with the examination rules.

Contact: Ms Kellermann (Tel. +49 (0) 551/39 24496; on duty every day from Monday to Friday, mornings only)

The signatures of the staff of the Legal Matters Relating to Science and Funding Foundation Department who are authorised signatories have been deposited at the Göttingen Police Department.

Prerequisites for carrying out pre-authentication

The **original certificate** must be submitted, as the pre-authentication must always be directly applied thereto. Please therefore note that a copy or officially-certified copy of the certificate **cannot** be pre-authenticated.

The original certificate presented must be signed in person by the respective authorised signatory and carry the seal of the Georg August University of Göttingen, applied by die stamp, colour print or automatic means.

The cost of pre-authentications

Preliminary certifications by the Georg August University Göttingen are carried out for the Göttingen Police Department within official assistance, and are hence free of charge for the applicant.

* Translator's note: recording attendance and credits