



# Application for an official certification and a pre-certification of TU Berlin documents

Please note the information on our website: <https://www.tu.berlin/en/go2963/>

## PERSONAL INFORMATION

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>Last name:</b> .....              | <b>All first names:</b> .....        |
| <b>Street &amp; house no.:</b> ..... | <b>Care of, apartment no.:</b> ..... |
| <b>Zip code:</b> .....               | <b>Town/City:</b> .....              |
| <b>Student ID:</b> .....             | <b>Date of birth:</b> .....          |
| <b>Email:</b> .....                  | <b>Telephone:</b> .....              |

**OFFICIAL CERTIFICATION:** An official certification verifies that the copied document corresponds with the presented original document. The official certification must include the following: statement confirming that the copied document corresponds with the original document, original signature of the certifying person as well as the original stamp of the official seal.

- Only documents issued by TU Berlin can be officially certified.
- Documents without signature cannot be certified.
- Up to 3 copies per document can be officially certified, these have to be submitted
- For each official certification/copy € 2.00 will be charged. (for ex. 1 Diploma Supplement with 3 pages = 2 € )
- Grades cannot be officially certified. Grades can be printed through the TUB student online account (tuPORT) and are valid without a signature. Certificates with stamp and signature can be issued by the Examination Office for a certain fee.

**PRE-CERTIFICATION:** TU Berlin documents must in some cases be provided with a so-called apostille or legislation if you want to use them abroad. This usually requires a pre-certification by the TU Berlin. This pre-certification confirms that the signature and seal of the original document are true and the issuing person was entitled to do so.

- Only documents issued by TU Berlin can be pre-certified.
- Documents without signature cannot be pre-certified.
- Up to 3 copies per document can be pre-certified.
- Pre-certification of copied documents can be issued for a fee of € 5,00/document. **Pre-certification on an original document is free of charge.**

**I APPLY FOR AN OFFICIAL CERTIFICATION**

- ... and submit the following documents:
- the original document of TU Berlin to be official certified **and**
  - the numbers of copies to be official certified **and**
  - the proof of payment of the corresponding amount.

**I APPLY FOR A PRE-CERTIFICATION OF COPIES**

- ... and submit the following documents:
- the original document of TU Berlin **and**
  - the numbers of copies to be pre-certified **and**
  - the proof of payment of the corresponding amount.

**I APPLY FOR A PRE-CERTIFICATION ON AN ORIGINAL DOCUMENT**

- ... and submit the following documents:
- the original document of TU Berlin to be pre-certified.

## NUMBER:

|  |                             |
|--|-----------------------------|
| _____ Final report of academic records | _____ Diploma Supplement    |
| _____ Degree certificate               | _____ Other document: _____ |

.....  
Date at the time of application



.....  
Signature of applicant at the time of application

.....  
Date upon collection



.....  
Signature of applicant upon collection

## BEARBEITUNGSVERMERK - NUR VON DER TU BERLIN AUSZUFÜLLEN!

|   |  |
|---|--|
| <input type="checkbox"/> Weitergeleitet an IB am:                                     | <input type="checkbox"/> Original hat vorgelegen und wurde zurückgegeben |
| <input type="checkbox"/> Bei Abholung erforderlich: Nachweis über die Zahlung i.H.v.: | € <input type="checkbox"/> Zahlung ist bereits erfolgt                   |