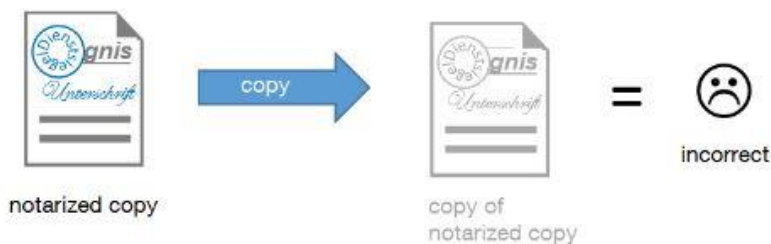




Submission of certified true copies/ attested copies for your enrolment at the Friedrich-Schiller-University Jena

Please read this handout carefully and make sure that your certified/attested copy meets the formal criteria described here. We only accept certified true copies in accordance with our requirements.

1. What does an official certification look like?



We only accept true copies with an official seal and authentic signature. A simple copy or scan of an officially notarized copy will not be recognised, as it thwarts the very purpose of a notarization (**certifying a single copy of a document in presence of the original**, executed by a person authorised to do so).

Apart from notarised hard copies, we will be accepting official digital signed copies (e.g., via Adobe Sign™) and/or other digital verifications, if we have the means to validate the information ourselves (e.g., by accessing a digital verification service portal).

Figure 1: Certified copy – correct and incorrect

2. Who is eligible to issue an official authorisation?

- authorized schools and institutions of higher education, as well as the relevant ministries of the respective home country
- the diplomatic body of the Federal Republic of Germany (German Embassies)

- the cultural department of the respective country's Embassy, from which the certificate originates

- authorities and notaries authorized to provide official notarization in the respective country

In no case will we accept notarizations from individual health insurance companies, banks or other companies.

Please note that your enrolment will fail if certified copies are not submitted in the required shape.