

Notes on the official authentication of documents

In Germany, the public bodies listed below may provide official authentication:

- Every public authority attesting documents with their stamp/seal (e.g. municipalities, counties, notaries)
- Schools and universities that issued your certificate.

Regardless of the regulations in other German states or approval procedures at other universities, ABK Stuttgart **will not accept** documents that were authenticated by other institutions such as:

- Religious institutions (e.g. parish administrations)
- Banks, savings banks, health insurance companies, associations, Student Union (Allgemeiner Studierendenausschuss/AStA)
- Insurance companies, lawyers, accountants, chartered accountants.

Abroad, the following bodies are authorized to provide official authentication:

- Schools and universities that issued your certificate.
- the diplomatic missions of the Federal Republic of Germany and authorities and notaries authorized to provide official authentication in the respective country.
- the Cultural Department of the embassy of the country where the certificate was originally issued (in Germany and abroad) may also provide official authentication.

Proper certification must contain at least:

- an endorsement confirming that the copy/photocopy corresponds to the original (certification statement)
- the signature of the authenticating party and
- the stamped seal. Official stamps usually contain an emblem. A simple rubber stamp is not sufficient.
- If the copy or photocopy consists of several sheets, it must be demonstrated that each page belongs to the same document. Multisheet authentication is also recognized when one page contains the certification statement and the signature, provided that all pages are folded in at the top and bound with a stapling eye and stamped so that each page carries an imprint of the seal. Of course, the pages can also be certified separately. In this case, please make sure that your name is listed on each page of the original. If it does not appear on each page, it has to be included in the certification statement, together with a note on the type of the document. If there is a copy on the front and back

of the sheet and the content of both pages is relevant, the certification statement must refer to the front and back (e.g. „This is to certify that the front and back of the copy corresponds to the original document.“) Otherwise, the front and back of the document must be certified separately.

Please note:

This information on the certification proceedings refers exclusively to the requirements regarding the official certification that is part of the application process at Stuttgart State Academy of Art and Design. If you need a certification for other purposes and other universities or bodies, please check their specific certificationrelated requirements as they may differ from ours.