

Notarization

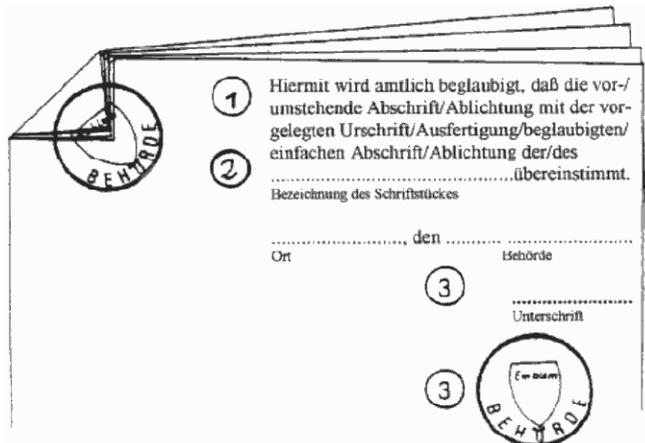
Which documents must be submitted as notarized copies?

The following documents will be accepted only as notarized copies:

- university entrance qualification/school leaving certificates
- transcript of records
- certificate (*document showing the over average grade achieved*)
- diploma (*document showing the academic title achieved, e.g. "Bachelor", "Master"*)
- diploma supplement
- language certificates

What does official notarization look like?

TU München can only accept notarizations issued by universities, embassies, authorities and notaries authorized to provide official notarization in the respective country. In no case will we accept notarizations from private individuals, solicitors, accountants or the AstA (student union executive committee)!



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The notarized copy must contain a statement of notarization indicating that the copy corresponds to the original (notarization endorsement; e.g.: 'This is to certify that the copy of the document in question corresponds to the original...') (**see 1**). The notarization can only be accepted when this statement contains the signature of the notary (**see 2**) and the official stamp, which usually includes an emblem (**see 3**).

Please ensure that the document is NOT only notarized with merely a rubber stamp. A simple ink stamp is insufficient! Official seals are usually round and contain an emblem. A notary without such a seal is not qualified to notarize your documents! You will have to find an authority with an official seal to notarize your documents!

Originals with embossed stamps

The original will often include an embossed official stamp which is not visible on the copy. In this case, the statement of notarization must also indicate the presence of an embossed stamp on the original.

Multi-page documents

If the copy consists of more than one page, evidence is required that all pages belong to the same document. It is sufficient for one page to carry the complete official seal and signature, provided that all pages are arranged and affixed so that they overlap and **each shows part of the seal**.

Alternatively, you may have each page notarized separately. In this case, your name must appear on each page of the original. If this is not the case, both your name and a reference to the type of certification (e.g. university entrance qualification) must appear in the statement of notarization on each sheet, clearly indicating that the pages belong together to constitute a single document. In no case may you add any missing information yourself!

If there are relevant copies on both the front and back of the sheet, the statement of notarization must refer to the front and back ("This is to certify that this page and its reverse side correspond to the original."). Otherwise, both the front and reserve sides of the sheet must be notarized separately.

Non-German documents

Documents not issued in German or English must be translated by a sworn translator (registered at court) into German. Translations must be formally notarized and submitted in the original. Additionally we need a notarized copy of the original document.

Documents from Iran have to be legalized by the German Embassy in Teheran to be accepted by TU München. Further information is available at

http://www.teheran.diplo.de/Vertretung/teheran/de/04_rk/Legalisationen/Legalisationen.html

Documents from China must be notarized with the round, red seal **and** an embossed seal of the university or notary!

For **special regulations concerning individual countries** please consult the information provided at <http://www.tum.de/en/studies/before-your-studies/application-and-acceptance/special-conditions-for-certain-countries/>

Further information

You may not enter any missing information (e.g. names, information concerning your grades,...) to the documents yourself!

A copy of an officially notarized copy is not considered to be notarized and must be officially re-notarized. If the notarization does not meet the requirements (e.g. because the seal of the multi-sheet authentication is broken, subsequent handwritten entries have been made, and the like), the notarized certificate will not be recognized. Incomplete notarization is also not permitted, even if undertaken by an authorized body.

Please hand in only documents that meet the requirements detailed above. **Important:** Please **do not submit originals** but only officially notarized copies. TUM cannot accept any liability for original certificates which are submitted unnecessarily. Please note that all submitted documents are digitized and therefore destroyed after a certain period of time.