

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

Last name:	All first names:
Street & house no.:	Care of, apartment no.:
Zip code:	Town/City:
Student ID:	Date of birth:
Email:	Telephone:

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.
- For each official certification/copy € 2.00 will be charged.
- 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 € 2,00/copy. 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