EIT InnoEnergy Master School Admissions Office
Certified Copy Guide

What are the basic requirements for certified copies & translations?

CERTIFIED COPIES

The **certified copies** of your **degree certificate** and **final transcript of records** have to either:

1. be **issued directly by the university, with stamp & signature physically put on EACH paper (original ink imprint, not printed!)** ***;** or

2. be **attested by an authorised person/organisation in your country**, such as a notary public, **with stamp & signature physically put on EACH paper page (original ink imprint, not printed!)** ***;** or

3. **contain an online verification link, digital signature or verification code** that can be used for verification by us, in which case a simple or digital copy (required in case of digital signatures) would suffice. *

Please make sure an actual stamp & signature has been put on every page of all certified documents you send, and that both are clearly visible and legible.

Alternatively, your university can also send us the documents DIRECTLY in a SEALED envelope. *

IMPORTANT: Print-outs or copies of stamps & signatures cannot be accepted, they have to be ACTUALLY (*physically leaving additional ink imprints through the act of signing & stamping*) put on each of the pages you send us!

***NOTE: specific country requirements may apply. Read about them here:** www.innoenergy.com/for-students-learners/master-school/application-process/for-accepted-students/

TRANSLATIONS

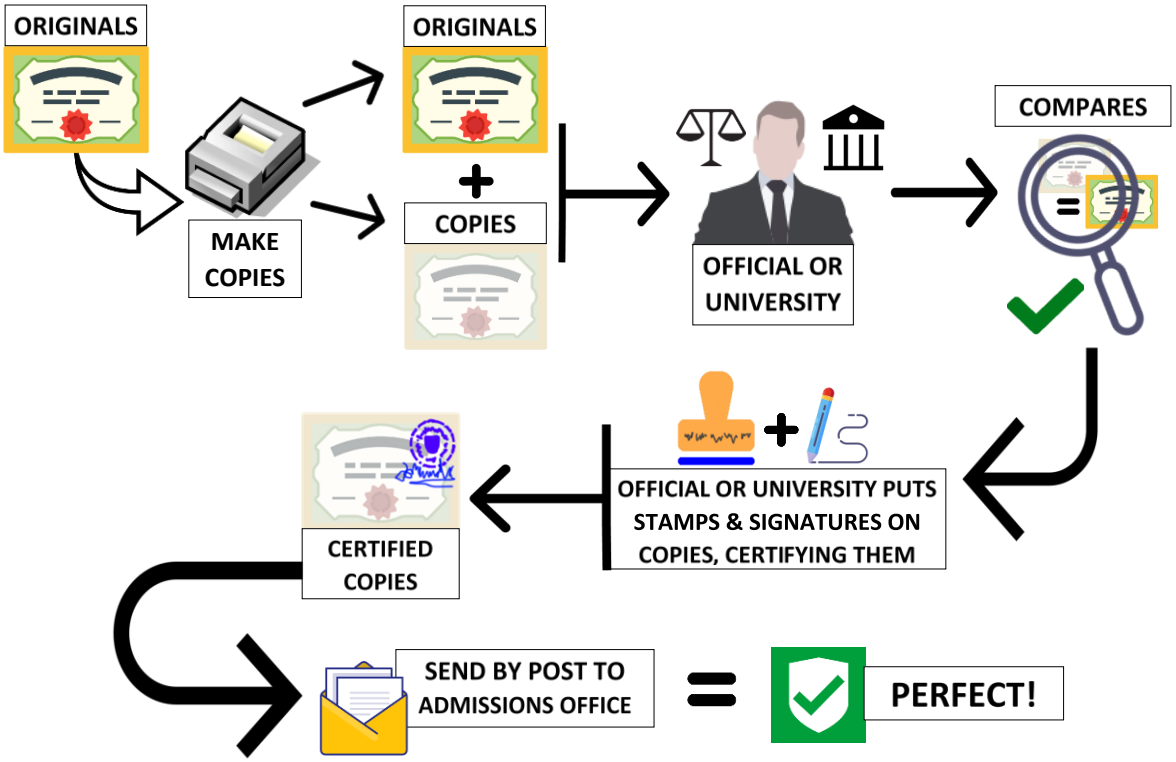
The **official translations** of your degree certificate and your transcript of records must also have the stamp & signature of the translator **physically put on EACH paper (not printed!)**. If you have received only pdf-files or pages with printed-on signatures & stamps from the translator, kindly ask them to send you the originals with the stamps & signatures actually put on each page as original ink imprint.

We do not require a legalisation of the translations.

In case your university has issued your documents directly in English, no translation is necessary.

Please note that we ONLY accept translations from properly licensed translators / translation agencies that are authorised to attest that the translation is the legal equivalent of the original text!

OPTION 1:



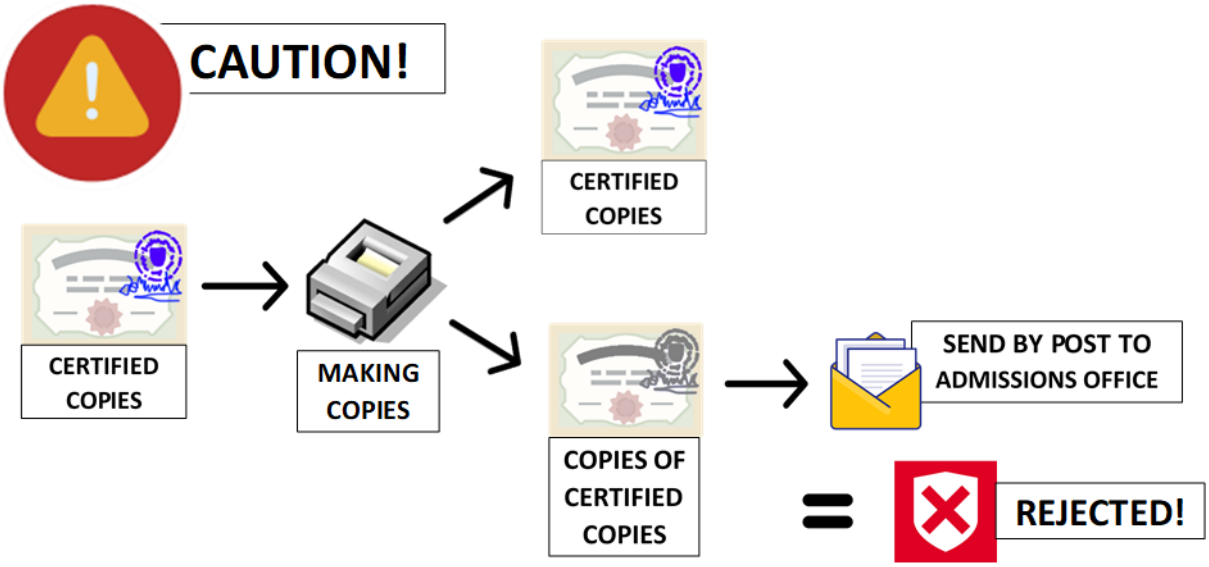
IMPORTANT: CHECK LOCAL LAWS WHO IS AUTHORISED TO OFFICIALLY CERTIFY COPIES IN YOUR COUNTRY!

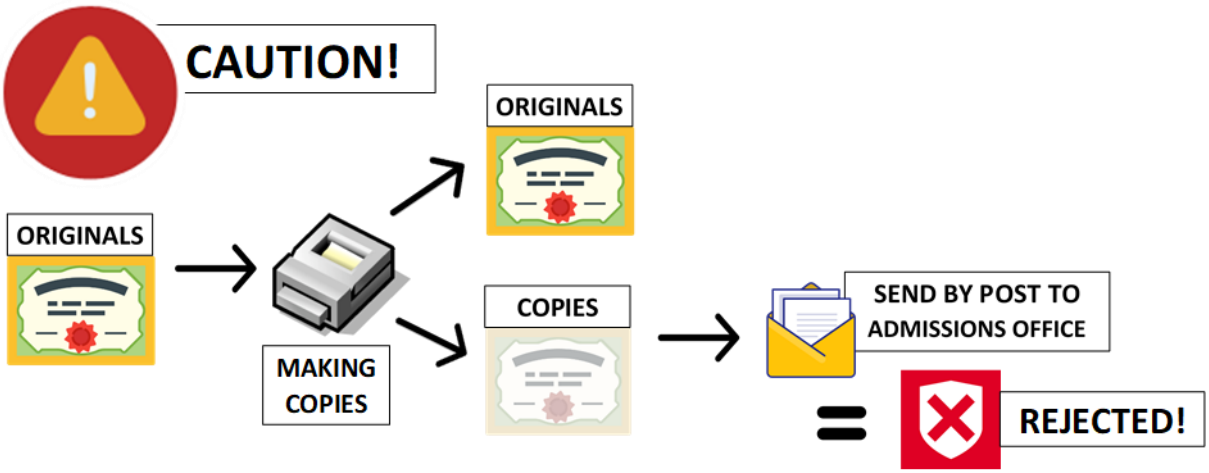
CAUTION!

COUNTRY	Special Requirement
France (CPGE)	If you attended ***classes préparatoires***: certified copies & translations of all CPGE transcript of records (*Bulletin du Semestre / Relevé de Notes*) are required as well.
Pakistan	Hard copies of transcript & degree certificate with HEC stamp & signature on every page, must arrive in one package at Admissions Office.
Italy	*Laurea* transcript with final grade (out of 110) and an original *Marca da Bollo*.
Lebanon (private universities)	*Certificate of Equivalence* issued by the Equivalences Commission of Higher Education of the Education Ministry required *(with official English translation)*
Tunisia (private universities)	*Certificate of Equivalence issued by the Ministry of Higher Education required (with official English translation)*

CAUTION!

COUNTRY	Transcript must be sent directly by University	Degree certificate required as certified copy
Australia	YES	NO
Cameroon	YES	NO
Canada	YES	NO
Eritrea	YES	NO
Ethiopia	YES	NO
Ghana	YES	NO
New Zealand	YES	NO
Nigeria	YES	NO
U.S.A.	YES	NO
All Others	**NO, but accepted**	YES

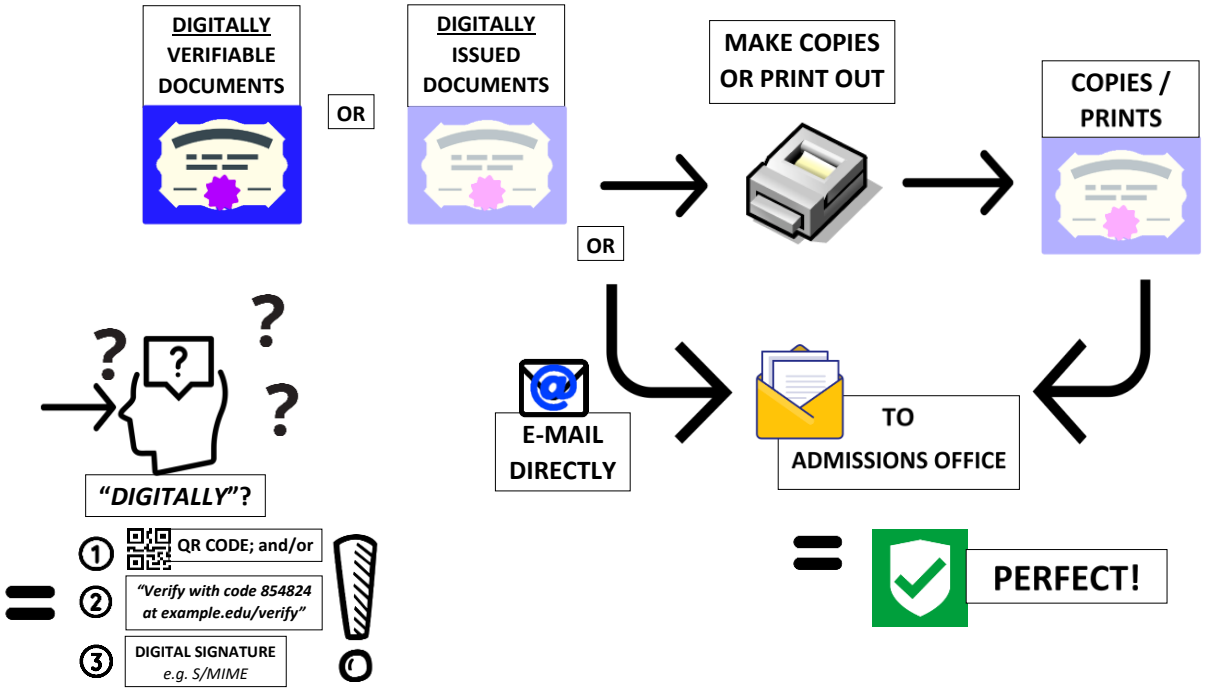




WHEN IN DOUBT, CONTACT THE ADMISSIONS OFFICE AT:

admissionsoffice@innoenergy.com

OPTION 2:



IMPORTANT: DIGITALLY SIGNED DOCUMENTS MUST ALWAYS BE SENT BY E-MAIL!

SINGAPORE: OpenCerts is accepted as well. Please send us your file by e-mail.

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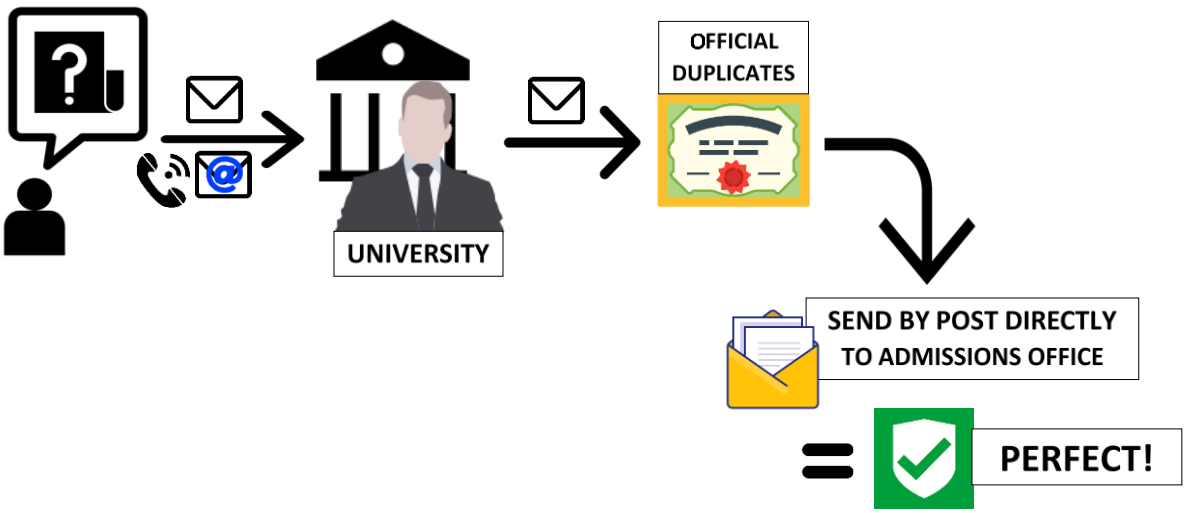
OPTION 3:



CAUTION!

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New Zealand	YES	NO
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FAQ

Can I self-certify documents?

No.

Can someone I know certify the documents?

Unless he is an authorised person by law in your country, such as university officer, notary public or ministry official, and acting in this capacity when doing it, this is not possible.

Does it have to be a notary public?

It depends on your local laws. While in some countries the requirements are relatively strict on who is legally authorised to certify documents (e.g. Germany, Japan), in others several licensed professionals are legally authorised to do so (e.g. UK, Australia). When in any doubt, contact us at the Admissions Office for guidance on what can be accepted and what not.

Do you require an apostille?

No, but they may be accepted by us on a case-by-case basis if they are either a.) provided as original affixed apostilles on the documents you sent, or b.) verifiable online (e.g. QR code). Please note some universities will require one for local enrolment, but they will inform you separately about this.

I only received stamps on my documents, but no signatures!

Please ask them to add one next to each stamp. If they refuse, contact the Admissions Office for further guidance.

I only received signatures on my documents, but no stamps!

Please ask them to add one next to each signature. If they refuse, contact the Admissions Office for further guidance.

I didn't receive any signatures, but the notary/university attached their seal for a raised paper imprint and it has their stamp on it, it is booklet-bound with watermarks in the paper etc.

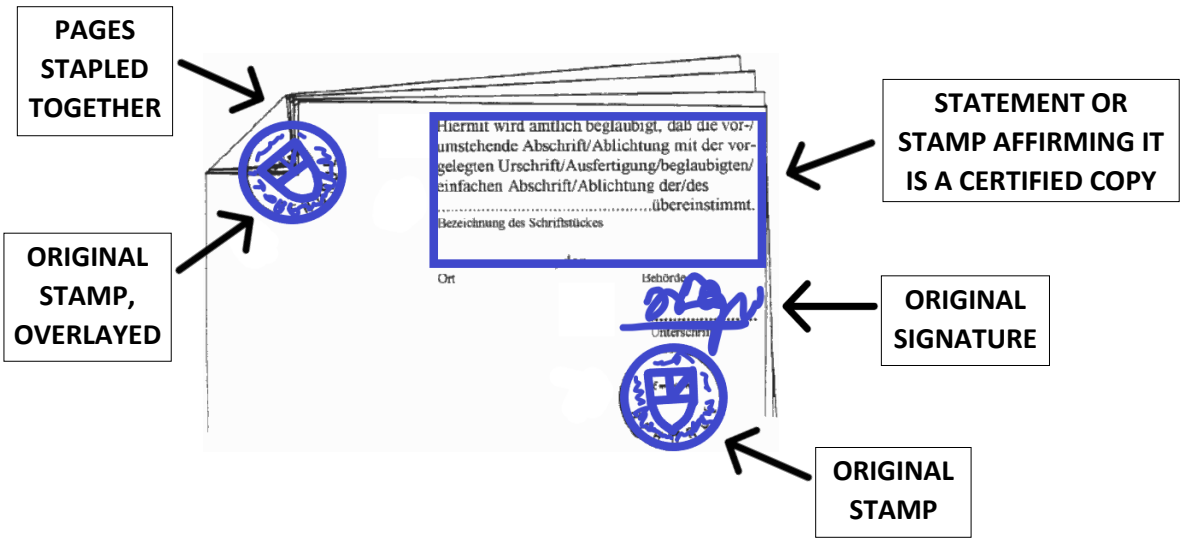
Contact the Admissions Office for further guidance **before** sending the documents; a case-by-case decision may be possible.

Can't I just copy the originals myself and send them to you?

No, the copies need to be verified by an authorised authority in your country to prove the copies are indeed of your original documents, and we need to see as such by way of an original stamp imprint & signature affirming it on every page.

Is there really no way around the *signature & stamp on every page* requirement?

Only one, and only if conforming **exactly** to this standard:



Can I get the documents certified, copy them and then send you the copies of the certified copies?

No, we need the ***stamp imprint and signature as originals*** on the copies. Think of it this way: if you were given a signed check, but you copy the check at home and go with this copy to your bank – would they cash out?

Can you send the documents back to me?

No, they must be retained by us as proof for enrolment. In exceptional circumstances, please contact the Admissions Office for further guidance.

Is it okay if my university sends the documents directly to you?

Yes! That is excellent, and actually required for applicants who graduated at universities from Australia, Cameroon, Canada, Eritrea, Ethiopia, Ghana, New Zealand, Nigeria or the USA. If your graduation is attested in the transcript the university sends us directly, you can dispense with sending us your degree certificate.

I am from Pakistan. Do I need a HEC stamp?

Yes! You will need to post hard copies of your degree certificate and your final transcript. Both documents must have been certified by the Higher Education Commission (HEC) in Pakistan. Each page of your transcript of records, as well as your degree certificate has to be stamped and signed by HEC. All documents need to reach the Admissions Office at the same time. Your admission will remain conditional until the paper copy of the HEC attestation, with original stamp and signature has arrived. Please note: We only accept documents attested after 1st March 2009.

Do you accept any documents by e-mail?

Only if they are verifiable online for us, e.g. through a digital signature of the university in the PDF-files themselves, a verification code/link, or a QR-code (if you graduated in Singapore, OpenCert is accepted as well). We cannot accept them by e-mail if they don't.

Do the translations need to be officially certified as well?

This is not necessary - that said, if you were to go the extra mile and have them officially certified according to our standards, we would accept them as well.

You can send us the translations as originals – the stamp & signature of the translator has to be on every page as original ink imprint. Printed-on stamps and signatures are not accepted – even if you received them as such from the translators themselves. In such a case, please ask them to send you the translations with the actual stamp & signature put on every page for real.

THANKS FOR YOUR INTEREST AND COOPERATION! 😊

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NOTE: This guide was created to help you in the admission process. It is neither exhaustive, nor authoritative. In case any information contained herein deviates from, or conflicts, with the one on our official website, the official website information shall always take precedence, unless confirmed by the Admissions Office to you separately by e-mail.

For further information, contact us at: admissionsoffice@innoenergy.com V1.1

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