

Application for Recognition of Certificates for the Bachelor's program at Pforzheim University

I am hereby applying for admission to Pforzheim University:

Please choose:	Semester:					
	Field of Study:					
Personal details:						
Surname			First name			
Birth name						
Date of birth			Place of birth			
Nationality(ies)						
Gender		<input type="checkbox"/>	female	<input type="checkbox"/> male		
Contact details						
Email						
Other						
Are you a refugee?	<input type="checkbox"/>	yes			<input type="checkbox"/>	no
Have you been granted political asylum?	<input type="checkbox"/>	yes			<input type="checkbox"/>	no
Place:			Date:			
Signature:						

Please send the application form and the additional documents to be submitted (see page 2) to the following address:

Hochschule Pforzheim
Akademisches Auslandsamt
Tiefenbronner Str. 65
D-75175 Pforzheim

Notes on the application

Application documents:

1. Application for recognition of certificates (for the Bachelor's program at Pforzheim University)
2. Curriculum vitae (C.V.) – complete list of previous education and training
3. Secondary School certificates
(e.g. GCE A- and AS-level, Baccalaureat, Matura, High School Diploma, etc.)
4. Transcript of Records - complete list of secondary school subjects and grades
5. Applicants from **China**, **India** and **Vietnam** need to send the original certification of the Academic Evaluation Centers (Akademische Prüfstelle, APS) at the German Embassies in Beijing, New Delhi or Hanoi.

If available, please add:

6. Proof of having passed the university entrance examination
7. Proof of study periods (certificate of completion, proof of enrollment, transcript of records, overview of the grading system, etc.)
8. If applicable, proof of German language skills that entitle you to study
(DSH-2, DSH-3, TestDaf (4), telc C1, Goethe C2, DSD II)

Proof of German language skills can be submitted by the time of enrollment at the latest.

Please hand in certified copies of all your certificates, transcripts and other papers, as well as German or English translations of all enclosed documents. Translations are not required if your documents are in English or French.

Please note: ALL copies must be certified

These institutions may notarize your documents:

- The issuing schools and universities as well as the responsible Ministry of Education in the home country
- A German Embassy or Consulate
- The cultural department of the embassy of the country from which the certificate originates
- The authorities and notaries authorized to officially certify in the respective country

Incomplete and uncertified application documents cannot be processed.

We do not return any application documents.