

Information on certified copies

What is a certified copy?

A certified copy is a special kind of reproduction of a document. Certified copies are copies of documents that have been certified by an authorised body to be an exact copy of the original. Certified copies contain a seal and a signature which confirm that the original and the copy match.

Certification of documents

- Certified copies can only be issued on the basis of the original document. It is not possible to have copies subsequently certified. The original document must be presented for certification.
- Certified copies are only valid in the original. Copies of certified copies are not accepted.



What do I have to consider as an international student?

- When applying, documents that must be submitted as certified copies can also be certified by student associations, lawyers and other institutions.
- When you matriculate on site, you must present the originals so that they can be checked against the documents submitted.