



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

Campus Center

# Information on the recognition of your qualifications

last updated November 2021

**Country-specific information**

**Application**

**FAQs**

# Welcome!

Generally, to apply to Universität Hamburg, you need to have your foreign education certificates recognized. You can apply to have your certificates recognized for free in the Universität Hamburg application portal.

Be aware that this recognition is only valid for applying to Universität Hamburg and cannot be used to apply to the Studienkolleg Hamburg or to other universities.

Recognition occurs on the basis of recommendations proposed by the Ministry of Education and Cultural Affairs, as published in the Central Office for Foreign Education.

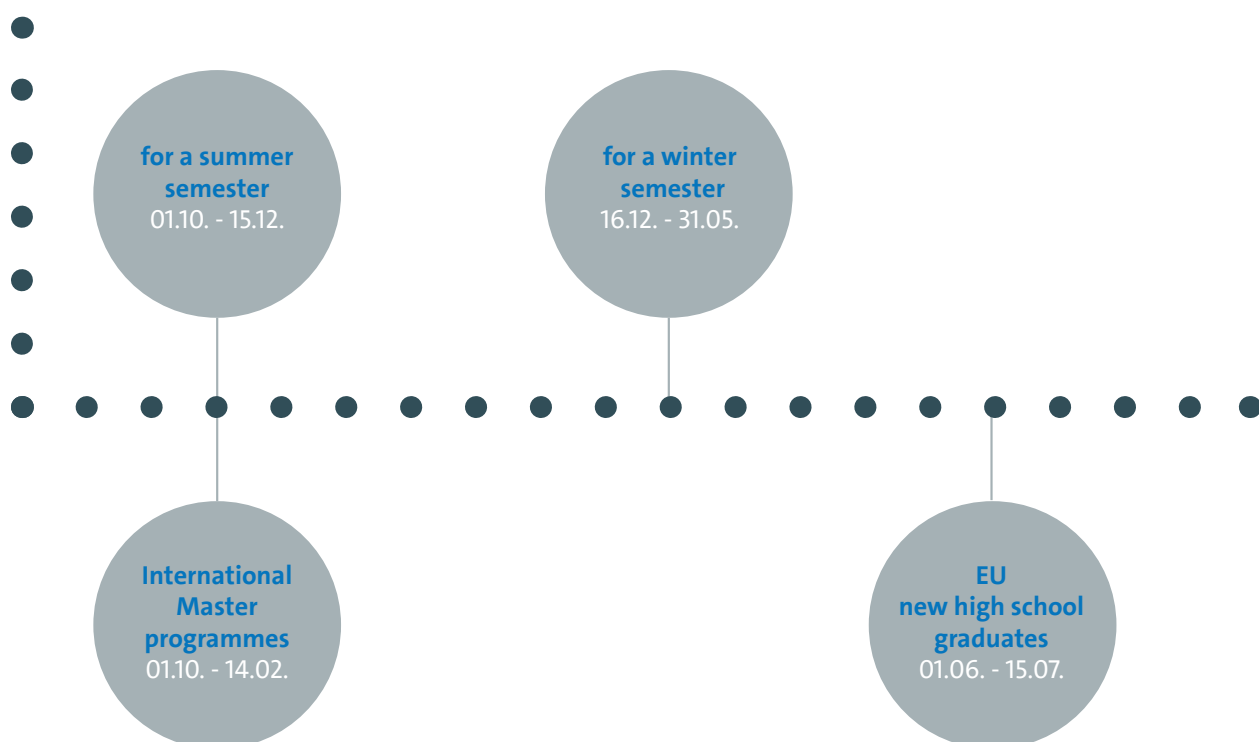
The recommended requirements are also available on a page operated jointly by the German Academic Exchange Service (DAAD) and the Central Office for Foreign Education at [www.daad.de/zulassungsdatenbank](http://www.daad.de/zulassungsdatenbank).

Make sure to also consider the country-specific information in this brochure.

The recognition process at Universität Hamburg is completely digital. Make sure that you have properly scanned all your supporting documents (high school diploma, university acceptance examination, academic assessments, academic achievements, completed degrees, etc.). If you do not have a German or English version of any of your documents, we require a certified translation in addition to the original document. You can find a list of certified translators in the database maintained by state justice administrators at [www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de).

The InfoService for Prospective International Students is happy to assist you at any time [www.uni-hamburg.de/int](http://www.uni-hamburg.de/int).

## UHH Foreign education recognition



# Country-specific information

## A

**Armenia:** As of 2018, we also require a certificate outlining your school's scoring in order to evaluate your high school certificate (Attestat).

**Austria:** To evaluate your secondary school certificate, we also need the end of year report from your last year of schooling and your subject table.

## B

**Bangladesh:** We need a complete list of your subjects and grades as well as the grading scale used by your educational institution to evaluate your secondary school certificate or university degree.

**Belgium:** We need the list of your subjects and grades from your last year of school to evaluate your secondary school certificate.

To evaluate a vocational bachelor's degree (bachelier professionnel), we also require one of the following documents:

a) proof of enrollment in a Belgian master's degree program or confirmation from your university that you are able to enroll in a master's degree program in a related subject without requiring any additional preparatory courses

b) confirmation you have completed a bridging course that would qualify you to enroll in a master's degree program in Belgium (passarelle / bachelor-na-bachelor).

**Bolivia:** To evaluate your secondary school certificate, we require the list of subjects and grades from the last two years of schooling.

**Bosnia and Herzegovina:** To evaluate your secondary school certificate, we need the list of subjects and grades from your last four years of schooling.

**Brazil:** To evaluate your secondary school certificate (Ensino Médio), we need the list of subjects and grades from your last three years of schooling.

## C

- Chile:** To evaluate your secondary school certificate (Licencia de Educación Media), we need the list of subjects and grades from the last four years of schooling and your university entrance examination (Prueba de Selección Universitaria).
- China:** As of 2019, to evaluate your secondary school certificate, we also need the certificates from the APS, your university entrance examination (gaokao), your national secondary school examination (huikao), and upper middle school.
- To evaluate your DSD school certificate, we need written confirmation from the DSD coordinator, your university entrance examination (gaokao) certificate or a letter of admission to a 211 university, your German language certificate, the certificate of completion for the foreign language middle school, and the list of subjects and grades for years 10–12.
- To evaluate your bachelor's degree, we also need your APS certificate, your bachelor's degree diploma, the list of subjects and grades for all semesters of study, and your upper middle school degree certificate.
- Colombia:** To evaluate your secondary school certificate (Titulo de Bachiller or Acta de grado), we need a list of subjects and grades from the last year of schooling and your university acceptance examination (ICFES).
- Costa Rica:** To evaluate your secondary school certificate (Titulo de Bachiller), we need a list of the subjects and grades from your last two years of schooling or the six grades from your secondary school examination (Prueba de Bachillerato).
- Croatia:** To evaluate your secondary school certificate, we need a list of subjects, grades for the last four years of schooling, and the results of the state-issued Matura (Svjedodzba o drzavnoj maturi or Potvrda o polozenim ispitima drzavne mature).
- Cuba:** To evaluate your secondary school certificate (Titulo de Bachiller or Certificación de Estudios Terminados), we need the list of subjects and grades from your last three years of schooling.
- Cyprus:** To evaluate your secondary school certificate (Apolyterion), we need the results of your pan-Cyprus examinations (Deltio Apotelesmaton Ypopsifiou).

## D

- Dominican Republic:** To evaluate your secondary school certificate (Titulo de Bachiller), we need a list of your subjects and grades from the last four years of schooling.

## E

**El Salvador:** To evaluate your secondary school certificate (Titulo de Bachiller), we need the list of subjects and grades from your last two years of schooling where 11 years have been completed or your last three years of schooling where a total of 12 years of schooling have been completed.

**Estonia:** To evaluate your secondary school certificate (Gümnaasiumi loputunnistus), we also need your state examination certificate (Riigieksamitunnistus).

## F

**Finland:** To evaluate your secondary school certificate (lukion päättötodistus or gymnasiets avgångsbetyg), we also need your university acceptance certificate (Ylioppilastutkintotodistus or Studentexamensbetyg).

## G

**Gambia:** To evaluate your secondary school certificate (WASSC), we need your scratch card (card number and PIN).

**Ghana:** To evaluate your secondary school certificate (WASSC or NECO), we need your scratch card (card number and PIN).

**Greece:** To evaluate your secondary school certificate (Apolytirio), we need the examination results and the total grade of your university acceptance certificate (Panelladikes eksetaseis).

**Guatemala:** To evaluate your secondary school certificate (Diploma de Bachiller), we need the list of subjects and grades for all of your secondary schooling (Ciclo Diversificado).

## H

**Honduras:** To evaluate your secondary school certificate (Titulo de Bachiller), we need the list of subjects and grades from your last two years of schooling where 11 years have been completed or your last three years of schooling where a total of 12 years of schooling have been completed.

## I

**India:** To evaluate your secondary school certificate, we need the list of your subjects and grades (X and X+II). As of spring / summer 2022 we also need the certificates from the APS.

**Indonesia:** To evaluate your secondary school certificate (Ijazah—Sekolah Menengah Atas or Madrasah Aliyah), we require, in addition to your school certificate, the state examination certificate and the attestation of authenticity (Pengesahan or Mengesahkan) issued by the Indonesian Ministry of Education and Culture or your school.

**Iran:** Be aware that we can only recognize studies at an Islamic Azad University as of 2014.

To evaluate your secondary school certificate, we also need proof of successful completion of the preuniversity courses and/or proof you have passed the inter university entrance exam.

If you have a Kardani degree, completed coursework, and/or a bachelor's degree or licentiate from a state-owned university or an Islamic Azad University, these must also be submitted.

If you do not have the original documents, contact the InfoService for Prospective International.

## J

**Japan:** To evaluate your secondary school certificate, we need your secondary school diploma and a list of the subjects completed and grades. Also submit your Center Test if available.

## M

**Mexico:** To evaluate your secondary school certificate (Bachillerato General), we need a list of your subjects and grades from the last three years.

**Mongolia:** To evaluate your secondary school certificate, we also need the general university acceptance examination and the results of the Mongolian language and script examination.

**Montenegro:** To evaluate your secondary school certificate, we need a list of the subjects and grades from your last four years of schooling.

## N

- Nepal:** To evaluate your secondary school certificate, we need the list of your subjects and grades (X and X+II).
- Nicaragua** To evaluate your secondary school certificate (Bachiller en Ciencias y Letras), we also need a list of your secondary school subjects and grades (Ciclo Diversificado).
- Nigeria:** To evaluate your secondary school certificate (WASSC or NECO), we need your scratch card (card number and PIN).
- High-achieving applicants should apply early for a scholarship, such as the DAAD scholarship, in order to benefit from an accelerated visa application process from the German diplomatic mission in Lagos.
- Applicants without scholarships must anticipate a delay of several years for the issue of a student visa.
- North Macedonia:** To evaluate your secondary school certificate, we need a list of the subjects and grades from your last four years of schooling.

## P

- Pakistan:** To evaluate your secondary school certificate, we need the list of your subjects and grades (X and X+II).
- Panama:** To evaluate your secondary school certificate (Titulo de Bachiller), we need a list of your subjects and grades from the last three years of schooling.
- Paraguay:** To evaluate your secondary school certificate (Titulo de Bachiller), we need a list of your subjects and grades from the last three years of schooling.
- Peru:** To evaluate your secondary school certificate (Certificado Oficial de Estudios), we need the list of your secondary school subjects and grades (Educación Secundaria).
- Poland:** To evaluate secondary school certificates dated after 2005, we also need your secondary school certificate (wiadectwo dojrzałości) and your certificate of graduation from a college or technical school (świadectwo ukończenia liceum/technikum).

**Portugal:** To evaluate your secondary school certificate, we need written confirmation from the Directorate General for Higher Education (DGES) of the concrete allocation of a university place in Portugal, proof of enrollment, or a letter of admission to a recognized Portuguese university.

Proof of participation in the Exames Nacionais alone is not sufficient.

## R

**Romania:** To evaluate your secondary school certificate, we need your Diploma de Bacalaureat and your enrollment sheet (foaie matricola).

## S

**Switzerland** To evaluate your Federal Vocational Baccalaureate (in the field of technology, architecture, and life sciences), we need, in addition to the certificate, written confirmation from a recognized Swiss university of applied sciences of (possible) admission to your chosen degree.

**Serbia:** To evaluate your secondary school certificate, we need a list of the subjects and grades from your last four years of schooling.

**South Korea:** To evaluate your secondary school certificate, we need a list of your secondary school subjects and grades as well as your university entrance examination (Scholastic Ability Test).

**Spain** To evaluate your secondary school certificate (Titulo de Bachiller), we also need the results of your university entrance examination (Evaluación de Bachillerato para el Acceso a la Universidad or Pruebas de Acceso a la Universidad).

**Sri Lanka:** To evaluate your secondary school certificate, we need the list of subjects and grades (Ordinary Level and Advanced Levels) and, as of 2002, the Common General (Paper) Test.

## T

**Taiwan:** To evaluate your secondary school certificate, we need a list of the subjects and grades from your high school and your university entrance examination (Xueke Negli Ceyan).



**Turkey:** To evaluate your secondary school certificate (Lise Diploması), we need the results of your university entrance examination (ÖSYS) indicating you have been granted a university placement.

Applicants who have sat the YÖS university entrance examination must also submit a certificate of enrollment or a letter of admission and proof you obtained the minimum grade required for admission to a Lisans degree program.

To evaluate your secondary school certificate (Açık Öğretim Lisesi, Anadolu Teknik Lisesi, or Anadolu Imam Hatip Lisesi), we need a list of the subjects and grades from your last four years of schooling.

To evaluate a preliminary Onlisans, we need, in addition to your Onlisans Diploması, a list of the subjects and grades for the Onlisans Diploması and your Lise Diploması diploma.

## U

**Uruguay** To evaluate your secondary school certificate, we need your school file (Legajo Estudiantil) listing the subjects and grades for your last two years of schooling and a list of all faculties in Uruguay to which you could be admitted.

## V

**Venezuela** To evaluate your secondary school certificate (Titulo de Bachiller), we need the list of subjects and grades for your secondary schooling (Ciclo Diversificado).

**United States:** A high school diploma alone is not sufficient for entrance to a German university. Only submit your high school diploma in connection with an assessment from a state-accredited German Studienkolleg.

We also need the list of subjects and grades for years 9–12 including your unweighted cumulative GPA.

Direct admission to German universities is only permitted with AP examinations. The AP results must be issued by College Board. Confirmation from your high school is not sufficient.

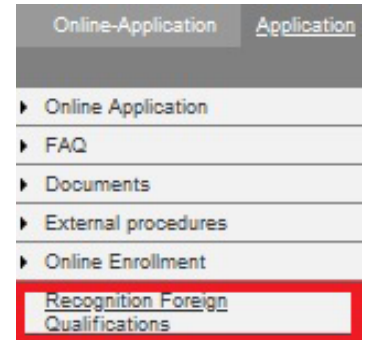
**Vietnam:** To evaluate your secondary school certificate, we need—in addition to your school leaving certificate—your APS certificate, your national upper school examination results (Nationale Oberstufenprüfung, NOP), an admission letter to a dai hoc, a certificate from your DSD coordinator if available, and your German language certificate (DSD-I or DSD-II).

# Applying

## REGISTERING

First, create a user account in STiNE, Universität Hamburg's student information system.

After registering, go to "Application" in the menu, and select "Recognition Foreign Qualifications."



## MAKING A NEW APPLICATION

Click on "Make an application" to start the program wizard, which will guide you through the next pages to select the right application process.

If you are interrupted and want to finish your application at a later time, be aware that you will need to restart the program wizard under "Make an application" to continue or change your information. Clicking on the procedure number (Vorangsnr.) or application process (Antragsverfahren) will only show you a summary of the information you have already entered.

Welcome to Universität Hamburg's portal for recognition of foreign education

Please click on "Create Request" to start submitting the recognition request. If you cancel the processing uploaded however will not be saved. In this case, you will have to start over with filling out the request for Request".



Create Request

≡	TRACKING NO.	RECOGNITION PROCEDURE	STATUS
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## SELECTING THE APPLICATION PROCESS

The wizard will usually show one or two application procedure options. Select "Recognition of Foreign Qualifications for Bachelor and Master Degrees" unless you are applying for a master's degree program in physics or international business and sustainability.

Recent EU high school graduates who receive their diplomas after 31 May have until the end of the standard application period (15 July) to apply.

The recognition portal is not available during the period 16 July–30 September.

## PERSONAL INFORMATION

The wizard will automatically utilize the personal data you provide during registration. You cannot change your master data on this page.

Enter your nationality (nationalities) and your native language(s) in full. Be aware that these fields are mandatory.

The screenshot shows two sections of a registration form. The first section is titled 'Nationality, Native language' and contains a dropdown menu for 'Nationality' with a warning icon and the text 'Field cannot be empty.' below it, and a dropdown menu for 'Second nationality'. The second section is titled 'Native language' and contains a dropdown menu for 'Native language' with a warning icon and the text 'Field cannot be empty.' below it.

## PREFERRED COURSE OF STUDY

In the next step, enter whether you have an endorsement of recognition from a grade recognition office of the federal German states, from another university, or from uni-assist e.V.

If you already know what you want to study, we will only check whether you are eligible for admission to this degree program at Universität Hamburg.

If you are undecided or interested in multiple degree programs at Universität Hamburg, leave that field empty.

The screenshot shows two sections of a registration form. The first section is titled 'Vorabfrage' and contains a question: 'Verfügen Sie bereits über einen Anerkennungsvermerk von einer deutschen Behörde mit Angaben zur Art der Hochschulzugangsberechtigung und ggf. zur Fachbindung?' and a dropdown menu for 'Zeugnisanerkennung liegt bereits vor?'. The second section is titled 'Angestrebter Studiengang' and contains a question: 'Welches Fach streben Sie an?' and a dropdown menu for 'Angestrebtes Fach'. Below this is another question: 'Typ des angestrebten Abschlusses' with a dropdown menu showing 'Bachelor'.

## YOUR EDUCATION HISTORY

### ENTER YOUR SCHOOL AND OTHER STUDIES (WHERE APPLICABLE) OVER THE NEXT FEW PAGES.

Information on the grading system is usually displayed on your diploma or is available from your education institution. If your diploma does not list a grade scale, you must submit additional certification from your educational institution.

You can then upload your documents (secondary school certificates, university acceptance examination, academic assessment, academic achievements, completed degrees, etc.) as PDF files. Make sure that all pages, including cover pages, are fully and clearly legible. If you do not have a German or English version of any of your documents, we require a certified translation in addition to the original document.

## SENDING YOUR APPLICATION

Make sure you read the following declaration carefully. We require that original documents are submitted for quality assurance.

If you do not have all the original documents specified, contact the InfoService for Prospective International Students: [www.uni-hamburg.de/int](http://www.uni-hamburg.de/int).

Antrag abschicken

Ich bin damit einverstanden, dass die Universität Hamburg, hier: Referat 30, Beratung und Administration, meine Daten zu folgendem Zweck bzw. folgenden Zwecken: **Anerkennung meiner Bildungsabschlüsse** verarbeitet. Die Daten werden 365 Tage nach Abschluss der Bearbeitung gelöscht. Meine Einwilligung kann ich jederzeit mit Wirkung für die Zukunft gegenüber Referat Beratung und Administration widerrufen. Die bisherige Verarbeitung bleibt von einem Widerruf unberührt.

[Hier](#) finden Sie weitere Informationen zur Datenverarbeitung.

Ich versichere, dass ich alle vorstehenden Angaben wahrheitsgemäß und nach bestem Wissen und Gewissen gemacht habe. Mir ist bekannt, dass die Originalzeugnisse zur Qualitätssicherung stichprobenartig vorgelegt werden müssen. Diese Nachprüfung erfolgt gestaffelt nach Länderkohorten im Laufe des Studiums. Mir ist bewusst, dass fehlende oder falsche Angaben eine Exmatrikulation zur Folge haben können (§42HmbHG).

Bestätigen und Daten senden

Pflichtfeld - bitte ausfüllen

## EVALRESULT

All done! In a few moments, you will receive an automatically generated confirmation of receipt.

Note that the evaluation process can take several weeks. You will receive the result in your STiNE account before the end of the application period.

**Be aware that the recognition process is separate from the application process at Universität Hamburg and does not replace it.**

If you have a direct general or direct subject-specific higher education entrance qualification, you may apply to Universität Hamburg during the following application periods:

Summer semester:	1 December–15 January
Winter semester:	1 June–15 July
International master's degree:	15 February–31 March

For more information on the application process at Universität Hamburg, see <https://www.uni-hamburg.de/en/campuscenter/bewerbung.html>

The InfoService for Prospective International Students is happy to assist you at any time: <https://www.uni-hamburg.de/en/campuscenter/beratung/kontakt/kontaktformular-internationales.html>.

# FAQs:

## **Which documents do I need to submit?**

Follow the recommendations in the information portal on foreign education qualifications at [anabin.kmk.org](http://anabin.kmk.org) (in German) or in the DAAD admission database at <https://www2.daad.de/deutschland/nach-deutschland/voraussetzungen/en/57293-database-on-admission-requirements/>. Also, take note of the country-specific information in our recognition process brochure. If you are unsure whether a document is relevant for your evaluation, submit it as well.

## **Where can I find information on certified translations?**

If you do not have a German or English version of any of your documents, we require a certified translation in addition to the original document. You can find a list of certified translators in the database maintained by state justice administrators at [www.justiz-dolmetscher.de](http://www.justiz-dolmetscher.de).

You can find further information and/or a list of translators via the consular services web pages of German diplomatic missions.

## **I cannot remember exactly when I started or finished school.**

We need to know the complete duration of your schooling. However, you do not have to specify these to the day. For example, if you began school/studying in September 2000, enter "01.09.2000."

## **What do I enter into the fields for highest and lowest grade?**

The highest or maximum grade is the highest possible grade that can be awarded for an individual examination.

The lowest grade is the minimum that can be awarded while still passing the exam. Generally, these are indicated in the grade scale on your degree certificate. If your documents do not display a grade scale, you will need to submit additional confirmation from your educational institution.

## **I already have preliminary review documentation (VPD) / an evaluation result from uni-assist e.V.**

Preliminary review documentation (VPD) issued by Universität Hamburg and evaluation results for other universities will continue to be accepted by Universität Hamburg. You do not need resubmit an application for recognition. Have you completed some coursework or other academic achievement in the meantime?

If so, a follow-up assessment may be useful at Universität Hamburg.

## **I missed the application period. Can I apply at Universität Hamburg anyway?**

To apply to Universität Hamburg, you need to have your foreign education certificates recognized. If you have an endorsement of recognition from a grade recognition office of the federal German states, from another German state university, preliminary documentation or an evaluation report from uni-assist e. V., or an APS certificate or 211 confirmation, you may apply directly to Universität Hamburg.

Be aware that these documents do not provide a converted grade, and you must therefore apply to Universität Hamburg with the lowest possible grade.

## FAQs:

### **Can I use the endorsement of recognition from Universität Hamburg to apply to other universities?**

No. Unfortunately, the endorsement of recognition is only valid for applications to Universität Hamburg.

If you would like to apply to the Studienkolleg Hamburg or another university, you must follow the recognition process of the institution in question.

### **I am having technical difficulties.**

The recognition portal is currently under development. The beta version may have longer loading times. If the portal does not respond, restart the recognition wizard. Your data will not be lost. If you have any further questions, contact [www.uni-hamburg.de/int](http://www.uni-hamburg.de/int).