



Freie und Hansestadt Hamburg
Behörde für Schule und Berufsbildung
Schulinformationszentrum (SIZ)

(School Information Center)

INFORMATION

FOR THE EVALUATION OF FOREIGN EDUCATIONAL CERTIFICATES BY THE CERTIFICATE RECOGNITION OFFICE IN HAMBURG

at the **Schulinformationszentrum**, 22083 Hamburg □ Hamburger Straße 125a¹ **Mailing address:**
Postfach 76 10 48 □ 22060 Hamburg □ □ +49 40 428 99 22 11
eMail: schulinformationszentrum@bsb.hamburg.de

THE CERTIFICATE RECOGNITION AUTHORITY CERTIFIES THE EQUIVALENCE OF FOREIGN EDUCATIONAL CERTIFICATES WITH LOCAL SCHOOL-LEAVING QUALIFICATIONS WITH EFFECT FOR HAMBURG

- for the purposes of school and vocational integration / further education and employment
 - for application to secondary schools in Hamburg (with suitable visa)
 - for candidates of legal, pedagogical and medical state examinations
- **BUT NOT THE EDUCATIONAL CERTIFICATES OF**
- foreign applicants² for the Studienkolleg, the state universities in Hamburg as well as for universities outside Hamburg³; please contact the admission offices directly. Further details can also be found on the websites of the universities.

PLEASE MAKE AN APPOINTMENT FOR CONSULTATION OR CERTIFICATE RECOGNITION.

The school information centre is open at the following times and can be reached by telephone:
Mondays, Wednesday and Fridays 10 a.m. to 12 p.m., Tuesdays and Thursdays 2 p.m. to 4 p.m.

THE FOLLOWING DOCUMENTS MUST BE AVAILABLE IN FULL FOR THE EVALUATION OF THE CERTIFICATE:

¹ Public transport U3, Bus 37 and 261 to station Hamburger Straße

² Information on the recognition of a foreign higher education entrance qualification can be found on the Internet at www.anabin.de

³ www.wissenschaft.hamburg.de Information on university studies at other locations can be found at www.inobis.de.

Translated information sheet – MerkblattSIZ-21.dot

- **Passport or identity card**, if applicable proof of change of name, late repatriate certificate
- **Curriculum vitae** with details of previous education
- **last certificate or diploma** of the foreign school or college / university
 - as an **original or a certified photocopy**⁴ and as a
 - simple **photocopy for the files**⁵ of the certification authority
- **Grade overview** (transcript) about the results at the school and / or university
 - as an **original or a certified photocopy**⁴ and as a
 - simple **photocopy for the files**⁵ of the certification authority
- Proof of **entrance examination** or **matriculation** for academic studies
 - as an **original or a certified photocopy**⁴ and as a
 - simple **photocopy for the files**⁵ of the certification authority
- For all foreign-language certificates of education, **translations** into German by a **sworn translator**⁶ as an **original or certified photocopy**⁴ and as a simple **photocopy for the files**⁵ of the Certificate Recognition Office. For documents in English, a translation may be dispensed with by arrangement.

The evaluation is only valid together with the evaluated document and its translation.

No fees will be charged for the evaluation of the certificate, the costs for necessary translations and the copies brought along for the Certificate Recognition Office will be borne by the applicant.

The school information centre on the Internet: www.hamburg.de/siz

⁴ You can obtain certified copies of foreign-language documents from notaries or consular offices of the country of origin, as well as from many local or municipal authorities. Copies of German documents are certified by the district offices.

⁵ A second simple photocopy can be attached to the evaluation certificate (useful for obtaining certified copies at the customer centres of the district offices).

⁶ Sworn translators can be found on the Internet at www.justiz-dolmetscher.de and www.dievereidigten.de
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