



Eingangsdatum:

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

(School Information Center)

☎ (040) 428 99 22 11 Email: schulinformationszentrum@bsb.hamburg.de
Hamburger Straße 125 a • 22083 Hamburg • www.hamburg.de/siz

**Application for grading a school report obtained abroad for
the federal state of Hamburg**

(§ 48 Hamburg School Act of April 16th 1997 in its currently valid version)

Please fill in completely!

Personal data:

First name: _____ Surname: _____

Birth name: _____ Date of birth: _____

Country of birth: _____ Nationality: _____

Address: _____

Phone by day: _____

Email: _____

Purpose of the application (please mark with a cross)

School attendance Training search Job search

Other: _____

Previous educational history

School attendance (please specify the years)

Primary School from to Country

Secondary School
(up to class 10) from to Country

High School
(from class 11) from to Country

Please turn over!

Please fill in completely or cross out.

Vocational training (please specify the years)

from	to	Profession	Country
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Study periods at universities (please specify the years)

from	to	Field of study	Country
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from	to	Field of study	Country
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University degree (Diploma)

from	to	Profession	Country
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I confirm that I have truthfully given the information in this application to the best of my knowledge and belief:

Location	Date	Signature
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The following documents must be attached to this application (as an officially certified copy):

1. current and complete curriculum vitae with presentation of educational background, in German language with date and signature
2. proof of identity (e.g. passport or identity card) and confirmation of registration by the Hamburg Residents' Office (Einwohneramt) (in the case of residence outside of Hamburg: written proof of a concrete training or work offer in Hamburg)
3. if applicable certificate of change of name (e.g. marriage certificate) and document translation
4. school-leaving certificate with a summary of subjects and grades (in the original language) and translation by a **sworn**** translator (firmly attached to the copy of the original)
5. if applicable, university degree certificate **or** proof of studies (without degree) with overview of subjects and grades, and translation by a **sworn*** translator firmly attached to the copy of the original

Please note:

Certificates originally issued in English in the country of origin do not initially require translation into German.

*You can find addresses of translators on the Internet at www.justiz-dolmetscher.de or www.dievereidigten.de. Please instruct the translator to firmly attach a copy of your foreign-language documents to the translation! In addition, it is necessary for the translator to specify in which form (original or certified photocopy) you have submitted your foreign-language document! Official translations and translations made abroad according to international standards are generally also valid in Germany.

In the case of proofs in non-Latin characters, a direct translation of the final degree titles (transliteration) into Latin characters is absolutely necessary.