

Please note: This process currently takes more than 8 weeks

Legalization of the Master- and PhD certificate

After finishing the studies, every student gets a master or PhD -certificate, a transcript of records and a supplementary sheet. The certificate and transcript have to be legalized by the government of Lower Saxony, otherwise they may not be recognized in your own country. It is the responsibility of the students themselves to get the legalization.

1. Step:

Frau Dorothee Lohde (approves the signatures on behalf of the University)

Abteilung Wissenschaftsrecht und Trägerstiftung Bereich 82

Von-Siebold-Str. 2

37075 Göttingen

Tel. 39-21784

(Office hours = Tuesday and Thursday from 09.00-12.00 - please get in contact with her by email or phone before coming)

Dorothee.lohde@zvw.uni-goettingen.de

2. Step:

Polizeidirektion Göttingen Groner, Landstraße 51, 37081 Göttingen

Sachbearbeiterin: Frau Engelhardt

Telefon: (0551) 491 – 1715

Telefax: (0551) 491 – 1730

Mail: apostillen@pd-goe.polizei.niedersachsen.de

The documents are taken at the entrance (appointments might be feasible on arrangement)

Internet: https://www.pd-goe.polizei-nds.de/startseite/wir_uber_uns/service/apostillen-und-legalisationen-beglaubigungen-von-deutschen-urkunden-fur-die-verwendung-im-ausland-117673.html

The legalization from the state of Lower Saxony costs 15 € per document.

3. Step:

For students of some countries: The Embassy and/or Consulate in Germany have to approve the certificate before it can be recognized in the respective countries. In some cases, the Embassy/ Consulate may request an Endbeglaubigung (also known as Überbeglaubigung) from the Bundesamt für Auswärtige Angelegenheiten (BfAA, <https://bfaa.diplo.de/bfaa-de/service/apostillenundbeglaubigungen/endbeglaubigung-2566128>). This process incurs an additional cost of 22 € per document. Please note that the following website provides an information box with a list of the countries that appear to require an Endbeglaubigung: <https://www.auswaertiges-amt.de/de/urkunden-2007718>. However, students have to check the regulations of their own country by themselves. Please take contact to your embassy by telephone or mail and ask what is necessary in your case.

Important: Please be aware that this process may require additional time and plan accordingly.