

## **Validation and Legalization Process after Graduation from Kassel University**

The following documents have to be legalized:

- Certificate
- Master Certificate
- Diploma Supplement
- Transcript of Records

### **Step 1:**

Legalize your documents at the University of Kassel, cf. <https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/during-studies/certification>

In charge:

Herr Klobuczynski, E-Mail: [a.klobu@uni-kassel.de](mailto:a.klobu@uni-kassel.de)

Frau Opas, E-Mail: [opas@uni-kassel.de](mailto:opas@uni-kassel.de)

Tel.: +49 561 804 - 2205

Costs amount to 3 € per document. Please always bring a copy of the documents

### **Step 2:**

Legalize your documents at the regional council "Regierungspräsidium" in Kassel. Go to:

Frau Börner, Frau Bürger-Emden, Frau Hofmann, Frau Umbach and Herr Kortmann

E-Mail: [beglaubigung@rpks.hessen.de](mailto:beglaubigung@rpks.hessen.de)

Tel.: +49 561 106-2614

Costs amount to 18 € per document.

### **Step 3:**

If you want to validate your Master degree documents for one of the following countries, you have to send your documents to the so-called "Bundesverwaltungsamt" in Cologne. If your particular country is NOT listed, go on to step 4.

Please note that changes are possible, cf.

[https://www.bva.bund.de/EN/Services/Citizens/ID-Documents-Law/Apostilles-authentication/\\_documents/Info\\_Beglaubigung\\_Kachel.html](https://www.bva.bund.de/EN/Services/Citizens/ID-Documents-Law/Apostilles-authentication/_documents/Info_Beglaubigung_Kachel.html)

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- Islamic Republic of Afghanistan
  - Republic of the Union of Myanmar
  - Republic of Iraq
  - Hashemite Kingdom of Jordan
  - State of Qatar
  - Republic of Mali
  - Federal Democratic Republic of Nepal
  - Kingdom of Saudi Arabia
  - Federal Republic of Somalia
  - Syrian Arabic Republic
  - Togolese Republic
  - People's Republic of Bangladesh
  - People's Republic of China
  - Islamic Republic of Iran (except for higher education certificates)
  - Kingdom of Cambodia
  - Lebanese Republic (documents from the higher education sector only)
  - Islamic Republic of Mauritania
  - Republic of Rwanda
  - Republic of Senegal
  - Republic of the Sudan
  - Trade Office in Taipei, Visa Section (documents in the judiciary field only)
  - United Arab Emirates.

Send your documents to:

Bundesverwaltungsamt  
Referat ZMV III 4 – Beglaubigungen  
50728 Köln  
Germany

Costs amount to 25 € per document. Duration: between 10 and 14 days.

Please do not forget to enclose the following form:

[https://www.bva.bund.de/SharedDocs/Downloads/EN/Tasks/Apostilles\\_and\\_Authentication/antrag\\_endbeglaubigung\\_apostille.pdf?\\_\\_blob=publicationFile&v=3](https://www.bva.bund.de/SharedDocs/Downloads/EN/Tasks/Apostilles_and_Authentication/antrag_endbeglaubigung_apostille.pdf?__blob=publicationFile&v=3)

**Step 4:**

Legalize your documents at your particular Embassy/Consulate of your home country.

Costs vary between 10 to 35 €. Duration: between 5 and 15 days.