CSC
CAMPUS SERVICE CENTER

Degree Certification

Your official degree and transcript of records can be certified on request. This is not an automatic service the university provides; therefore, you will need to request this individually. In the following you will find the most commonly asked questions about degree certification.

- What is a degree certification ?
- Who issues certified copies?
- How much does a authenticated copy cost?
- Authenticated documents to use abroad

What is a degree certification?

An officially certified copy must contain a verification, stating that the copy matches the original document. The certification does not attest to the authenticity or validity of the document presented, only that the original and the copy match in terms of content.

Otto-von-Guericke University Magdeburg is only allowed to certify its own university degrees and documents (according to §33 (1) of the German Administrative Procedures Act (Verwaltungsverfahrensgesetz)).

Other documents such as copies of identity cards, passports, birth/marriage certificates, or high school certificates cannot be certified if they were not issued by the Otto-von-Guericke University.

The formal requirements for an official certification are taken from §33 of either the German Federal or State Administrative Procedure Acts.

Who issues certified copies?

Campus Service Center
Universitätsplatz 2, Building 18 - Room 156
Mr. Daniel Gruß
Tel. +49 (0)391 67 50 004
Mail: daniel.gruss@ovgu.de

How much does an certified copy cost?

For official acts and other services that are not official acts, Otto-von-Guericke University Magdeburg charges fees and standard amounts to cover expenses in accordance with the current version of the ALLGO LSA (General Scale of Charges of the State of Saxony-Anhalt) and the cost tariff (appendix to the aforementioned document).

When issuing certifications, no copies need be submitted by the student.
The preparation is already included in the fee and will not be deducted from the overall amount in the event that the applicant provides his or her own copies.

A charge of 6.00 per authenticated page is applicable.

Authenticated documents to use abroad

The state administration office has put together a ›flyer (pdf) with information regarding certification of documents for use abroad.
Please also note the information provided by the ›German Federal Foreign Office.

Contact

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FAQ Top5

- ›**De-Registration**
- ›**Transcript of Records**
- ›**Thesis Submission**
- ›**International student applicants**