

Simple Certification / Apostille / Legalization

Contact: apostille@hs-anhalt.de

Verification for Foreign Countries

Contact: verifikation@hs-anhalt.de

To obtain a **simple certification** or a **pre-certification for apostilles/legalizations** for your graduation certificates, please follow these steps:

1. Send your documents in their original form by post or bring them in person (by appointment) to Anhalt University of Applied Sciences. Please send an email in advance to: apostille@hs-anhalt.de

Address

Hochschule Anhalt
Zentrale Verwaltung – Beglaubigungen
Bernburger Straße 55
06366 Köthen

2. Please include the following information (with the email or the physical documents):

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- First and Last Name
- Date of Birth
- Student ID Number
- E-Mail Address
- Place of study (Bernburg, Dessau, or Köthen)
- Study program
- Study period from when to when and graduation date
- Name of the country for which pre-certification is needed
- Address in Germany to which the documents should be returned

3. Costs:

A processing fee of €5.00 is charged for each pre-certification (1x transcript, 1x certificate).

4. Process:

- You will receive a payment request via email
- Once your payment has been received, the documents will be checked for authenticity and signatures
- After the certification or pre-certification, you can either pick up the documents in person, or they will be sent to you

5. Apostille or Legalisation

The pre-certified documents must then be sent by post to the Saxony-Anhalt State Administration Office for further processing at the following address:

Address:

Landesverwaltungsamt Sachsen-Anhalt
Referatsteil Hoheitsangelegenheiten
Postfach 19 63
39009 Magdeburg

*Important: The State Administration Office does not allow personal appointments.
The submission and processing of documents is done exclusively by mail.*

6. Verification

Send your request, the consent form signed by the certificate holder, and the graduation documents for confirmation to: verifikation@hs-anhalt.de