

Certification of German certificates (university degrees) for use abroad is carried out in 2 or 4 steps depending on the desired country the authentication is intended for

Step 1 – Hochschule Anhalt = university that awarded you a degree that needs certifying:

Certification is only carried out by Ms Doreen Hennen in Köthen:
Please bring along the original PLUS one copy of your BA /MA degree certificate

[Hennen, Doreen](mailto:doreen.hennen@hs-anhalt.de) +49 (0) 3496 67 1016 doreen.hennen@hs-anhalt.de



Hochschule Anhalt
D-06366 Köthen
Bernburger Str 55
Gebäude 03, Zimmer 119 (**building 3, room 119, Campus Bernburger Straße**)

Please contact her before you see her. **Arrange appointment prior to your visit in Köthen.**

Step 2 – Landesverwaltungsamt Magdeburg (State Administration of Saxony – Anhalt) legal authority completing certification (Vorbeglaubigung – pre-authentication)

Landesverwaltungsamt
Nebenstelle Magdeburg
Hakeborner Straße 1
39112 Magdeburg

Phone: +49 (0)391 567-2159 Frau Lube
Phone: +49 (0)391 567-2155 Frau Reinsdorf
Opening Hours: **Monday-Friday**: 9 am to 12 am and **Monday - Thursday** 1pm to 3pm

Email: poststelle@lvwa.sachsen-anhalt.de
Web: www.lvwa.sachsen-anhalt.de

Do not call upon them unannounced, **make prior arrangement for personal visit or arrange everything for dealing with this in writing. You will need 30 Euro in cash in order to pay for certification.**

Visiting personally: Bring along with you: Degree certificate HS Anhalt, Passport, Visa/Residence Permit, Registration with local council (Bürgeramt/Einwohnermeldeamt).
You can also arrange group appointments just make sure you contact them in advance.

Furthermore, please make sure you don't show up 10 minutes before closing time. In this regards, if you show up at 2:50 pm they are likely to send you home without your certification because the whole process takes at least 20 minutes. Do yourself a favor and show up early at the beginning of opening hours.

Step 3 – Bundesverwaltungsamt Köln (Federal Office of Administration in Cologne) legal authority completing certification (Endbeglaubigung – final authentication)

NECESSARY ##### FOR ALL STUDENTS who intent to work in countries who are not members of the Haag convention Nr. 12 HCCH. The **Landesverwaltungsamt Magdeburg** can inform you whether **STEP3 and/ or Step4** are necessary.

For example: Countries that are not members of the Haag convention Nr. 12 are China, Iran and Jordan. Please check if your intended work destination is a signatory of the convention.

Federal Office of Administration in Cologne:

See here for more information:

http://www.bva.bund.de/EN/Organisation/Abteilungen/Abteilung_ZMV/Apostilles_authentication/Certifications/Certification_node.html

on **Mondays, Wednesdays and Thursdays** from 9.00 am to 1.00 pm,
on **Tuesdays** from 9.00 am to 4.30 pm,
and on **Fridays** from 8.00 am to 1.00 pm.

Telephone consultation: +49 (0)228 99 358-4100

Email : beglaubigungen@bva.bund.de

Postal address:

Bundesverwaltungsamt
Referat ZMV II 6 – Beglaubigungen
50728 Köln
Germany

Visitor address:

Dienstgebäude Köln-Braunsfeld (Neues Technologiezentrum)
Bundesverwaltungsamt
Eupener Strasse 125
50933 Köln
Germany

Step 4 - Embassy of respective country for Legalisation

Like Step 3 this fourth step is only needed in some cases (if you wish to work in China with your degree) where the Haag convention does not apply.

Make an appointment with the respective embassy to get your certified degree/ diploma legalized. This process may vary according to the destination of your desired country. Please see the online information pages of the embassy that is concerned. Most offer information regarding appointments for this process of legalization.