

Validation and legalization procedure after graduation from University of Kassel

Step 1 – Certification at University of Kassel

Admission office
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+49 561 804-2205

For further information please refer to website:

<https://www.uni-kassel.de/uni/en/international-service/coming-to-kassel/studying-in-kassel/during-studies/certification-1>

Costs: 5 € pro certificate

Step 2 – Pre-certification or Hague Apostille at Regierungspräsidium Kassel

Regierungspräsidium Kassel
beglaubigung[at]rpks.hessen[dot]de
+49 561 106-2614

For further information please refer to website:

<https://rp-kassel.hessen.de/aufsicht/beglaubigungen>

In countries which are party to the Hague Convention abolishing the Requirement of Legalisation for Foreign Public Documents of 5 October 1961 public documents no longer need to be legalised. All that is required for these documents is the so-called “**Hague apostille**” (Countries valid to Haque Apostille:

<https://www.hcch.net/en/instruments/specialised-sections/apostille/>)

If the Hague Apostille **is not valid** for the country for which the certificates are to be legalized please **follow step 3**.

Costs: 25 € pro certificate

Step 3 – Final certification at Federal Agency for Foreign Affairs

Only necessary, if the country for which the certificates are to be legalized, is listed on the following list, otherwise please **follow step 4**.

- Islamic Republic of Afghanistan
- People’s Republic of Bangladesh
- People's Republic of Burkina Faso
- Kingdom of Cambodia
- Republic of Iraq
- Hashemite Kingdom of Jordan
- Lebanese Republic
- Republic of Mali
- Islamic Republic of Mauritania
- Republic of the Union of Myanmar
- Federal Democratic Republic of Nepal
- State of Qatar
- Republic of Rwanda
- Republic of Senegal
- Federal Republic of Somalia
- Republic of Sudan
- Syrian Arab Republic
- Togolese Republic
- United Arab Emirates

(Source: https://www.auswaertiges-amt.de/de/urkunden-2007718#content_0)

1. Fill in online application form

<https://aatsysprod.launchpad.cfapps.eu10.hana.ondemand.com/5e9754af-aae-4051-901f-19c03c6fa7da.formbega.deauswaertigesamtcertificationcontactform-1.0.0/index.html>

2. Send certificates **and** application form to

Bundesamt für Auswärtige Angelegenheiten
Referat Apostillen & Endbeglaubigungen
Kirchhofstraße 1-2
14776 Brandenburg an der Havel

3. Pay as requested by email

For further information please refer to website:

<https://bfaa.diplo.de/bfaa-de/service/apostillenundbeglaubigungen/endbeglaubigung-2566128>

Step 4 – Legalization at respective embassy/consulate

Please use information provided by the respective embassy/consulate on how to legalize the degree certificates.