Chinese Applicants

According to the resolution reached by the German Ministry for the Arts and Culture on October 11th 2001, all Chinese applicants to German universities are obliged to send their school and university certificates to the "Akademische Prüfstelle für chinesische Studienbewerber (APS)" which has recently been set up at the German embassy in Peking.
The APS verifies the authenticity of your certificates and invites you for an interview. In the event of a positive outcome, the APS will issue a certificate (Zertifikat) valid for one year.

1. If you are a Chinese applicant who is still living in China, please contact the APS directly and send your school certificates to them. The APS verifies the authenticity of your certificates and invites you for an interview. In the event of a positive outcome, the APS will issue a certificate (Zertifikat) valid for one year.
2. If you are a Chinese applicant who is already in Germany (eg. for a German course), then please send to the Akademische Prüfstelle in Beijing a certified copy of each of the following certificates with a translation either in German or in English (please be aware that this information is not valid for Chinese applicants who are still in China):

- School transcripts of your last three school years
- University entrance examination (GAOKAO)
- Proof of a university registration in your home country
- Grade reports and university leaving certificates proving partial or complete fulfilment of a course of studies in your home country
- Academic transcript of all university years attended in China
- University degree, University Diploma
- A simple copy of your passport (it doesn·t need to be certified)
- A simple copy of your visa (it doesn·t need to be certified)
- A self-addressed envelope

Together with the above-mentioned documents, an admission charge of 530 RMB is required and can be remitted by post. Please indicate in your documents your post remittance number, which we otherwise wouldn·t be able to connect to each other.
Only when the APS has received both your documents and your post remittance, they will we be able to go through your application. Please do not send the admission charge in cash.

In the event of a positive outcome, the APS will issue a certificate (Zertifikat) valid for one year. This certificate will be sent to you with the self-addressed envelope (DIN B 5) you send to the APS. If the certificate should be sent to a Chinese address, then please write the address with the Chinese characters. If you want the certificate to be sent to Germany, then please write the address in German.
Please be aware that if you write an incorrect address you may not receive your certificate.

The address of the APS is:
Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking
Landmark Tower 2 Büro 0311
8 Dongsanhuanbeilu Chaoyang Bezirk
100004 Beijing
phone: 0086 10 65907138
Fax: 0086 10 65907140
E-Mail: mailto:kuaps@163bj.com

Once you have received the Zertifikat, please send the original copy together with the other school/universities certificates (also in original) to the Studienkolleg for the evaluation. Please send the following original documents with their certified translation to the Studienkolleg:

- Zertifikat of the Akademischen Prüfstelle
- School transcripts (12 years)
- School leaving certificate of the upper middle school showing your grades
- University entrance examination (GAOKAO)
- Proof of a university registration in your home country
- Grade reports and university leaving certificates proving partial or complete fulfilment of a course of studies in your home country
- University degree, University Diploma
- Proof of attendance of German courses
- The completed Studienkolleg form from Kiel: "Application form for accreditation of foreign school certificates":