

APOSTILLE /LEGALISATION

Guide with all the important information on apostille/ legalisation and how to apply for it

GENERAL INFORMATION

What is an Apostille/Legalisation?

An apostille is a simplified form of authentication that enables a document to be used in international document communications. Depending on the international agreements between the Federal Republic of Germany and the foreign states, the authentication is carried out by apostille or legalisation. In order to be able to apply for the apostille or legalisation, a pre-authentication of the university may be required. You will need to inform yourself of the procedure that will be applicable to you.

How are applications made?

The application is to be made informally in writing or by e-mail to the Exams Office.

It is important that you enclose a copy of the required documents (e.g. transcript of records, diploma supplement) with your application.

Please send your application and attachments to exams-office@iu.org or to the following address:

IU Internationale Hochschule
Prüfungsamt
Kaiserplatz 1
83435 Bad Reichenhall

THE PROCESS

1. The members of the Thesis Team cross-check the document copies received with the documents originally issued by the IU International University of Applied Sciences.
2. If the documents correspond a pre-authentication will be issued by the IU International University of Applied Sciences..
3. The pre-authenticated documents will be returned to you by post.
4. The issuing of the Apostille/pre-authentication for Legalisation then is carried out by the Landesverwaltungsamt Thüringen (Thuringia State Administration Office).

We have the following contact details for this:

Thüringer Landesverwaltungsamt
Referat 200
Apostille/Legalisation
Jorge-Semprún-Platz 4
99423 Weimar