

GERMANY

When you complete your application form, you will need to send supporting documentary evidence to us with your application. You can send original documents, which we will copy and return, but we would prefer to receive certified* copies of documents, as original documents can be lost in the post.

A certified* copy is a photocopy of an original document. This copy must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number. The certifying person must not be a relative.

Certified* copies of documents required for each section would include (where needed):

Your personal details

Passport or ID card

International version of your Marriage Certificate, **Auszug aus dem Familienbuch, Heiratsurkunde.**

An official document confirming separation.

Divorce Papers, **Familienbuch.**

The international versions of your husband's/wife's Death Certificate, **Auszug aus dem Familienbuch, Sterbeurkunde.**

Student's estimated income and financial obligations

Einkommensbescheid & Nachweis über weitere Einkünfte

Bank account statements, **Kontoauszug.**

Sozialhilfenachweis and/or letters showing the exact benefit payable, such as **the Bewilligungsbescheid für Arbeitslosengeld, -hilfe or Sozialhilfe.**

Bafögbescheid from the granting authority regarding your grant.

About your parents

An official document confirming separation.

Divorce Papers, **Familienbuch.**

The international version of your parent's(s') Death Certificate(s), **Auszug aus dem Familienbuch, Sterbeurkunde.**

Parents', step-parents', parent's partner's, husband's, wife's or your partner's financial details

Documents required for this section, which relate to income earned/received

from 01/01/2010 to 31/12/2010, would include (where applicable):

Income tax form(s), The acceptable tax forms issued by the German authorities are the: **Einkommensteuerbescheid** (known as the Bescheid), the **Lohnsteuerkarte** (tax card) and the **Einkommensteuererklärung**. For income received from state benefits we require a **Bewilligungsbescheid**.

State Benefit statement/certificate, **Sozialhilfebescheid**.

Letters/statements regarding fringe benefit(s), **Zusätzliche Leistungen**.

Deductions

Private pension plan – official confirmation of payments made from 01/01/2010 to 31/12/2010.

Dependant's details

International version of the Birth Certificate, **Auszug aus dem Familienbuch/Geburtsurkunde**.

National Identity Card, **Personalausweis**.