Officially certified copies

We can request officially certified copies of all documents essential to the processing of your application for admission.

What is an officially certified copy?

In order to obtain an officially certified copy of documents (General Certificate of Secondary Education, university diploma, transcript, etc.), you have to present the original document to a public office. They will photocopy your document and then certify this copy. In other words, they will affix their seal as well as a signature attesting that the photocopy is entirely identical to the original document. The public office does not verify the content of the original document.

Afterwards, you must send us this officially certified copy with the original seal and signature. A photocopy of the officially certified copy has no value.

The University of Fribourg only recognises certifications which were done by specific public offices, depending on the country you are in.

If you are currently in Switzerland:

Certification done by:
- A municipality
- A Swiss notary
- The State Chancellery

If you are currently abroad:

Certification:
- Legalised with The Hague Apostille (see examples 1 and 2)
- Done by the institution (school, university, higher education institution) which awarded the original diploma (for countries which are part of the Lisbon Convention)
- Legalised by a Swiss embassy abroad. Usually, the embassy legalises the signature of the public office which established the certified copies – e.g. the Ministry of Foreign Affairs (see example 3)
- Done by an embassy of the country which awarded the original diploma
  (Ex.: if you studied in France but you are now in Spain, you can go to a French Embassy in Spain)

Important information: The University of Fribourg does not recognise certifications which are done by:
- The Ministry of Foreign Affairs
- The police
- A foreign notary
- Any other office which is not mentioned above

The University of Fribourg reserves the right to refuse officially certified copies of poor quality.

The University of Fribourg reserves the right to verify the authenticity of the presented diplomas directly with the institution which awarded the diploma.