

## Officially certified copies and translations

If your diplomas were issued in a foreign country, you have to provide us with **officially certified copies and translations** of the documents that are required for your 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

Only applications which are complete and which respect the directives above will be processed.

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.

#### Specific procedure for Congo:

The legalisation of documents has to meet special requirements and we kindly ask you to contact the Office for Admissions and Registration before sending your documents.

Specific procedure for **China**:

If you are a holder of a diploma awarded by a Chinese school or higher education institution, please submit the following documents instead of the certified copies and translations:

- Copies of all your diplomas and transcripts (certification not required);
- Verification report of the degree certificate: This electronic verification report of your degree certificate can be obtained from the China Academic Degrees and Graduate Education Development Center (CDGDC – [www.cdgdc.edu.cn](http://www.cdgdc.edu.cn)). A pdf version of this report has to be sent directly from CDGDC to [aux-admission@unifr.ch](mailto:aux-admission@unifr.ch);
- Online verification report of the China Higher Education Student's Academic Transcript: Your documents have to be submitted to the China Higher Education Student Information & Career Center (CHESICC - <https://www.chsi.com.cn/en/>) for verification in English. The verification report of the academic transcript has to be sent directly from the CHESICC to [aux-admission@unifr.ch](mailto:aux-admission@unifr.ch) as a pdf version;
- Online verification report of China Higher Education Qualification Certificate: Your documents have to be submitted to the China Higher Education Student Information & Career Center (CHESICC - <https://www.chsi.com.cn/en/>) for verification in English. The verification report of the Higher Education Qualification Certificate has to be sent directly from the CHESICC to [aux-admission@unifr.ch](mailto:aux-admission@unifr.ch) as a pdf version.

Only applications which are complete and which respect the directives above will be processed.

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.

## What is an officially certified translation?

If your original documents are not written in **French, German, Italian or English**, you must have them translated into **French, German or English**. The translation has to bear a **certification**, in other words the seal and signature of a translator or a public office recognised by the University of Fribourg, attesting that the **translation corresponds to the document in the original language**.

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

### Formal requirements for the translator:

- The translation must be done on the basis of the original document or an officially certified copy. It must be enclosed to the document which was used as a basis for the translation
- The name of the diploma, the status and the academic titles, as well as the name of the school / higher education institution / university must be translated literally with the original denomination in brackets
- Changes which were made to the documents later (handwritten crossing outs, additions, remarks, etc.) must bear the date of the modification on the original document as well as the copy and must be confirmed by the signature of the recognised person for the legalisation

The University of Fribourg **only** recognises translations which were done and legalised by translators or specific offices, depending on the country you are in.

### If you are currently in Switzerland:

- Translations done by a member of the Swiss Association of Translators, Terminologists and Interpreters (**astti** – <http://www.astti.ch>)
- Translations done by a member of the Swiss Association of Sworn Translators (**astj** – <http://www.astj.ch/>)
- Translations done by the “**Centre de traduction de Fribourg**” (*Translation Center of Fribourg*) (+41 26 436 44 88, [centrad.fr@gmail.com](mailto:centrad.fr@gmail.com))
- Inlingua Language schools (<http://www.inlingua.ch>)

### If you are currently abroad:

- Translations done by a sworn translator and legalised by a **Swiss embassy abroad**. Usually, the embassy legalises the signature of the translator or of another public office which legalised the translator’s signature (see example 3)
- Translations done by a sworn translator and legalised with **The Hague Apostille** (see examples 1 and 2)
- Translations done by a sworn translator and legalised by the **embassy of the country which awarded the original diploma** in a foreign country  
(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:**

- Translations which were done by a sworn foreign translator and which were not legalised according to the criteria mentioned above
- Translations legalised by:
  - The Ministry of Foreign Affairs
  - The police
  - A foreign notary
  - Any other office which is not mentioned above

### Specific procedure for Congo and China:


See information regarding Congo and China in the section “What is an officially certified copy”.

Only applications which are complete and which respect the directives above will be processed.

The University of Fribourg reserves the right to refuse translations of poor quality.

Example 1

**ΑΠΟΣΤΙΛΛΗ - Επίσημοίση**  
**CONVENTION DE LA HAÏE 5 OCTOBRE 1961 /**  
**Συνθήκη της Χάγης της 5 Οκτωβρίου 1961)**  
**ΕΛΛΑΣ**  
**GRÈCE**  
**Το παρόν δημόσιο έγγραφο**  
**LE PRÉSENT ACT PUBLIC**  
**2. Έχει υπογραφεί από .....**  
**A ETE SIGNED PAR.....**  
**3. που ενήργησε με την ιδιότητα .....**  
**AGISSANT EN QUALITE DE .....**  
**4. Φέρει τη σφραγίδα / επίσημο**  
**EST REVÊTU DU SCEAU TIMBRE DE .....**  
**Η βεβαίωση χορηγείται / ATTESTE**  
**5. (τόπος) (ημερομηνία)**  
**A. LE .....**  
**7. από ΑΠΟΚΕΝΤΡΩΜΕΝΗ ΔΙΟΙΚΗΣΗ ΑΤΤΙΚΗΣ**  
**8. (τόπος) επίσημο**  
**9. Σφραγίδα / TIMBRE**  
**10. Υπογραφή**  
**SIGNATURE**



Example 2

**REPÚBLICA DE COLOMBIA**  
**MINISTERIO DE RELACIONES EXTERIORES**  
**APOSTILLE**  
**(Convention de La Haye du 5 Octobre 1961)**

**País: REPUBLICA DE COLOMBIA**  
 (Country: - Pays)

**El presente documento público**  
 (This public document - Le présent acte public)

**Ha sido firmado por:**  
 (Has been signed by: - A été signé par:)

**Actuando en calidad de:**  
 (Acting in the capacity of: - Agissant en qualité de:)

**Lleva el sello/estampilla de:**  
 (Bears the seal/stamp of: - Est revêtu du sceau de / timbre de:)

**Certificado**  
 (Certified - Attesté)

**En:**  
 (AE - À:)

**En:**  
 (On - Le:)

**Por:** **APOSTILLA Y LEGALIZACIÓN**  
 (By: The Ministry of Foreign Affairs of Colombia - Par: Ministère des Affaires Étrangères de la Colombie)

**No:**  
 (Under Number: - Sous le numéro:)

**Firmado Digitalmente por:** (Digitally Signed by):  
 Ministerio de Relaciones Exteriores de Colombia

**Reason:** DOCUMENT AUTHENTICITY  
 BOGOTÁ - COLOMBIA

**Firma:** (Signature:)

**Número del Titular:**  
 (Name of the holder of document - Nom du titulaire:)

**Tipo de documento:**  
 (Type of document: - Type de document:)

**Número de hojas apostilladas:** 1  
 (Number of sheets: - Numero de feuillets:)

El Ministerio de Relaciones Exteriores, no asume la responsabilidad por el contenido del documento apostillado. Artículo 3 Ley 455/98  
 La autenticidad de esta apostilla puede ser verificada en el Registro Electrónico que se encuentra en la siguiente página web.  
 The authenticity of this Apostille may be verified by accessing the e-Register on the following web site:  
 L'authenticité de cette Apostille peut être vérifiée en accédant l'e-Register sur le site web suivant.

**www.cancilleria.gov.co/apostilla**

Example 3

**Schweizerische Eidgenossenschaft**  
**Confédération suisse**  
**Confederazione Svizzera**  
**Confederaziun svizra**

**Ambassade de Suisse à Rabat**  
**Embassy of Switzerland in Rabat**

**Législation / Légalisation**

**Vu à l'Ambassade de Suisse à Rabat pour la légalisation de la signature et du sceau de:**  
**Seen at the Embassy of Switzerland in Rabat for the legalisation of the signature and the stamp** ←

**Noms / Names:**  
**Autorité / Authority: Le Ministère des Affaires Etrangères et de la Coopération.**

**Cette légalisation se réfère uniquement à la signature et au sceau de l'autorité mentionnée.**  
**L'Ambassade de Suisse n'assume aucune responsabilité quant à la validité et au contenu du document.**  
**This legalization refers only to the signature and the stamp of the authority concerned. The Embassy of Switzerland declines all responsibility regarding the validity and content of the attached document.**

**Rabat, 15.09.2015**  
**Le chargé d'affaire a.i. de Suisse**

