

Checklist for the application to the preparatory German course

- I have selected a study course, which is offered at UPB
What does that mean? go.upb.de/Study-offer

- I included all documents needed for the application
What does that mean?

Educational documents (original language) as copies:

- secondary school leaving certificate
- university entrance examination - if taken
- transcript of records of all academic years
- university diploma in case you already graduated in your home country
- APS certificate (**China, Vietnam and India**) needs to be original

- I have made sure all necessary documents are translated.
What does that mean?

Add copies of official translations of your documents - if issued in a language other than English, French or German.

- I **did not** include any originals (or other documents I would like to get back)
What does that mean?

Original documents or **other important documents** sent to or returned from us by post could be lost.

- I have signed the application
What does that mean?

The application form **must be signed** on last page.

- I will sent my application to the proper address
What does that mean?

Please send the application to the **International Office**. The address is:
Universität Paderborn
International Office
Warburger Straße 100
33098 Paderborn
Germany

We wish you every success with your application.