

## Application for recognition of foreign certificates and diplomas

Applications need to be submitted via Jogustine. You will find instructions on how to apply via Jogustine on the following page.

The application for recognition is subject to charges.

### Application process

#### 1. Payment of the processing fee

Please transfer the **processing fee** (60,-€) to the following German bank account:

Recipient	Universität Mainz, Abt. INT
Name of Bank	Sparkasse Mainz
Swiftcode	MALADE51MNZ
IBAN	DE60 5505 0120 0000 0108 68
Reference	Surname, date of birth (applicant)

#### 2. Application process via Jogustine

Please **apply online** (<https://jogustine.uni-mainz.de/>) for the recognition of foreign certificates. The application for recognition of foreign certificates can be sent at any time. Fill out the complete form conscientiously. As soon as you have completed all sections, you can send the application electronically.

Attention: You cannot make any changes to your application after it has been sent electronically!

#### 3. Submission of the application

Please **print** out your application for recognition from Jogustine and **submit the printed application form together with all necessary documents** to Student Services – International Admissions. Please note your checklist, which you download together with your application for recognition.

Attention: All school and study certificates must be submitted in the original language and in the translation (except English or French certificates) as officially certified copies

We will notify you by e-mail as soon as we receive your application by post.

If you decided for a **complete electronic application**:

- You need to know that we only accept the electronic application, if you can explain to us why it is not possible for you to send the officially certified documents by post.
- All required, but possibly not yet certified documents need to be uploaded on Jogustine.
- Be aware that you only receive a preliminary certificate of recognition on the basis of the electronic recognition procedure. This means you have to hand in the certified copies at a later point in time to obtain a certificate that is valid for an unlimited period of time

## Online application for recognition of foreign certificates

- Create an account in the JGU study information network at <https://jogustine.uni-mainz.de/>



- Start your application at > Application/Registration > My applications



In section 2, please select > „Application for recognition of foreign certificates and diplomas“

My data		Save
Section 1		
Choose your nationality*	<input type="text"/>	▼
Choose your University Entrance Qualification (= HZB)*	<input type="text"/>	▼
Section 2		
Which degree program do you want to apply for?*	Application for recognition of foreign certificates and diplomas	▼
Location		
Do you want to apply for a degree program in Gernersheim, Faculty 06 (Translation Studies)?	<input type="text"/>	▼

- Save your data and click on “Find courses offered”
- Select the „Subject“ > „Recognition of foreign certificates“ and click on „Search“

Search criteria		
Subject	Recognition of foreign certificates and diplomas	Here you can restrict the courses offered to the subject you want to study.
Admission restriction	All	Here you can restrict the courses offered to courses with unrestricted or restricted admission.
Degree type	All	Here you can restrict the courses offered to the degree you want to gain.
Subject semesters	<input type="text"/>	Here you can restrict the courses offered to the subject semester you want to apply for.
Semester	All	Here you can restrict the courses offered to the semester you want to apply for.

- Please click on "Apply" to get to the application form.

Search result				
Degree type	Subject	Subject semesters	Action	Note
Recognition of foreign certificates and diplomas	Recognition of foreign certificates and diplomas (WiSe 2019/20, admission unrestricted)	1	Apply	Please click on "Apply" to get to the application form.