

Legalization of the master-certificate:

After finishing your studies, every student gets his master-certificate and a supplemental sheet with the marks of every module. This certificate has to be „legalized“ from the government of Lower Saxony.

1. **Frau Kellermann** approves the signature from University.
Gosslerstrasse 5-7,
2. Floor, Room 2.136
Tel: 0551 / 39 - 4496
Open: Mo-Fr 8.30-12.30 and Mo-Do 13.30-16.00
2. **Frau Gellrich or Frau Fendrich** (former „Bezirksregierung Braunschweig“) approves the certificate for the state of Lower Saxony
Address:
Regierungsvertretung Braunschweig
Bohlweg 38, Room 71
38100 Braunschweig

Internet:

http://www.mi.niedersachsen.de/master/C10114369_N10114117_L20_D0_1522.html#

Phone: (0531) 484-1034 bzw. -1035

Fax: (0531) 484-1099

Opened: Mo-Fr 9-12 Uhr and Mo-Do 14.00 –15.30 Uhr

Mail: Claudia.Fendrich@rv-bs.niedersachsen.de

Mail: Kathrin.Gellrich@rv-bs.niedersachsen.de

3. The **german embassy** in some countries have to approve the certificate, but not every country. You have to find out for your country.

You can either send it via mail or – if you don't want to lose time – you can take the train to Braunschweig and go to the Regierungsvertretung.

The Legalisation from the state Lower Saxony costs 15 € per Document.

How to get to the „Regierungsvertretung“ in Braunschweig

Take the tram No 1 or 4 from the trainstation in direction city hall =>“Rathaus“

Quit the tram at the Station „Rathaus“,

The building is just across the street in opposite to the „Nord LB-Building“

Bohlweg 38: Inside the Building: 1st floor, Room 71.