

# Legalization of the Master-and PhD certificate

After finishing the studies, every student gets a master or PhD -certificate, a transcript of records and a supplementary sheet. The certificate and transcript have to be legalised by the government of Lower Saxony, otherwise they may not be recognised in your own country. It is the responsibility of the students themselves to get the legalization.

## 1. Step:

Frau Kellermann approves the signatures from the University.

Gosslerstras5-7,

2. Floor, Room 2.136

Tel: 0551/ 39- 4496

Opening hours: Mo-Fr 8.30-12.30 am and Mo–Do 13.30-16.00 pm.

## 2. Step:

Frau Hedda Joost-Schäfer, Polizeidirektion Göttingen, Groner Landstrasse 51,

Tel. 0551 / 491 – 1715

Fax: 0551 / 491 – 1730

E mail:               HYPERLINK "mailto:hedda.joost-schaefer@polizei.niedersachsen.de" [hedda.joost-schaefer@polizei.niedersachsen.de](mailto:hedda.joost-schaefer@polizei.niedersachsen.de)

### **Internet:**

HYPERLINK "http://www.polizei.niedersachsen.de/dst/pdgoe/pd\_goettingen/beglaub/index.html" [http://www.polizei.niedersachsen.de/dst/pdgoe/pd\\_goettingen/beglaub/index.html](http://www.polizei.niedersachsen.de/dst/pdgoe/pd_goettingen/beglaub/index.html)

Opening hours: Mo-Do 9.00 – 12.00 am and Mo–Do 14.00-15.30 pm.

The legalization from the state of Lower Saxony cost 15 € per document.

## 3. Step:

The German embassy and/or Consulate of some countries have to approve the certificate before it can be recognised in the respective countries. Students have to check the regulations of their own country by themselves. Please take contact to your embassy by telephone or mail and ask what is necessary in your case.