



## Fact Sheet «Officially Authenticated Documents and Translations»

### Officially Authenticated Copies

The documents necessary for fulfilling the entry requirements (school-leaving certificate, end of term reports, academic certificate, diploma, transcripts) must be officially authenticated and enclosed with the application set.

### What is an officially authenticated copy and which authority issues such copies?

A copy is accepted as officially authenticated if one of the following offices confirms that its contents corresponds exactly to those of the original document:

- a) the applicant's Home University;
- b) **the Local Government Offices in Switzerland** responsible for authentication (e.g. Staatskanzlei) or a **Swiss solicitor**;
- c) **the Consulate or Embassy of the applicant's home country** in Switzerland or in another country;
- d) **Governmental Offices** in the applicant's home country which are allowed to issue authenticated copies using the **Hague Apostille**.

### Translations

If the original documents are issued in a language other than German, French, Italian or English the officially authenticated copies of the original must be accompanied by a translation either in **German, English, French or Italian**. The following rules apply for the acceptance of translations:

### Formal Requirements for a Translation

- the translation must be based on an officially authenticated copy and must be handed in together with that copy;
- the following terms should be translated literally with their original designation in brackets by the side: foreign diplomas, academic degree status and title, the names of the higher education institutions or universities and the names of schools;
- any changes made to original documents or their copies - especially crossings-out, additions or handwritten notes - must always be signed and dated by the person responsible for the authentication.

## Translations from Switzerland

Examples for Translation Offices:

- ASTTI-Members (Schweizerischer Übersetzer-, Terminologen- und Dolmetscherverband): [www.astti.ch](http://www.astti.ch)
- Translation Offices like e.g. Textraplus AG: [www.textra.ch](http://www.textra.ch)

## Translations from Abroad

Translations from foreign sworn translators are accepted if an authentication from one of the following offices can be presented:

- a) the applicant's Home University;
- b) **The Consulate or Embassy of the applicant's home country** in Switzerland or in another country;
- c) **Governmental Offices** in the applicant's home country which are allowed to issue authenticated copies using the **Hague Apostille**.

**The University of St.Gallen reserves the right to verify the authenticity of the diploma presented directly with the issuing institution and to reject insufficient translations and to have their correctness verified by university offices. Furthermore, in cases of doubt, the applicant can be asked to have the translation confirmed by a second expert at the expense of the applicant.**

## Information:

University of St.Gallen  
Admissions- and Crediting Office  
Dufourstrasse 50  
CH-9000 St.Gallen  
[www.unisg.ch/en/Studium/ZulassungUndAnmeldung](http://www.unisg.ch/en/Studium/ZulassungUndAnmeldung)  
phone: +41 (0)71 224 39 31 / email: [admissions@unisg.ch](mailto:admissions@unisg.ch)

## Implementation

This Fact Sheet has been implemented by the Dean of Studies on 1 August 2015.

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