



## Officially authenticated copies / recognized translations

On 12 December 2017, the Rectorate of the University of Basel resolved to enact the following conditions for officially authenticated copies and recognized translations as part of the admission guidelines:

### Officially authenticated copies

Officially authenticated copies of the standard documents for decisions on admission (secondary school leaving certificates, annual and interim reports, university degree certificates, transcripts / academic progress summaries, etc.) are to be submitted when applying for admission.

A copy is considered officially authenticated if the content of the copy has been signed and stamped by one of the following to confirm that it matches the content of the original document:

- a) an authorized official Swiss body (e.g. Beglaubigungsbüro Basel-Stadt);
- b) a Swiss notary;
- c) an institution that issued the original document (e.g. a university / higher education institution / school);
- d) a diplomatic or consular representative of the foreign state to whose educational system the issuing university / higher education institution / school belongs;
- e) an official body / person authorized in the country of origin to authenticate copies, provided the signature is re-authenticated by the foreign ministry of the relevant country;
- f) bodies authorized to stamp documents with the Hague Apostille (agreement of 5 October 1961).

### Recognized translations

If the original documents are written in a language other than German, French, Italian or English, a recognized translation is required in German or English. The following rules apply for the acceptance of translations:

#### Formal requirements for a translation

- The translation must be based on the original or on the officially authenticated copy, and the original translation is to be submitted together with the authenticated copy.
- The following terms should be translated literally with their original designation in brackets: foreign diplomas; academic degree statuses and titles; names of higher education institutions and universities; names of schools.
- Retrospective amendments to the documents, particularly deletions, additions and handwritten comments, are to be confirmed on both the originals and copies by stating the date of the amendment and are to be signed by the person authorized for authentication.

#### Translations from Switzerland

Translations are accepted from the following sources:

- GGG (Gemeinschaft für das Gute und Gemeinnützige) Basel, +41 61 206 92 22;
- ALD BL (Ausländerdienst Baselland), Übersetzungsdienst, Pratteln, +41 61 827 99 00;
- KV (Kaufmännischer Verein) Basel, +41 61 271 54 70;
- Übersetzergruppe Basel, +41 61 272 95 45;
- ASTTI members (Schweizerischer Übersetzer-, Terminologen- und Dolmetscherverband), [www.astti.ch](http://www.astti.ch);
- members of [juslingua.ch](http://juslingua.ch), providing they have been accredited by a Swiss authority.



### Translations from abroad

The following translations from abroad are recognized:

- Translations by a sworn translator if authentication of his/her signature is provided by one of the following bodies:
  - a consular or diplomatic representative of the Swiss Confederation or another state;
  - bodies authorized to stamp documents with the Hague Apostille (agreement of 5 October 1961).
- Translation by the institution that issued the original document.

### Copies and translations directly provided to the University of Basel by a state or state-recognized organization

Copies and translations are deemed recognized if they are provided directly to the University of Basel by one of the following organizations:

- China Academic Degrees and Graduate Education Development Center (CDGDC)

### Further provisions

The University of Basel reserves the right to verify the authenticity of the submitted documents directly with the issuing institution and to reject deficient translations and to have their correctness verified by university offices. Furthermore, in cases of doubt, the applicant might be asked to have the translation verified by a second expert, the cost of which must be covered by the applicant.

### Important notice

In accordance with section 251 of the Swiss Criminal Code (Schweizerisches Strafgesetzbuch), **forging documents is a criminal offense**. In cases of suspected document forgery, the university may bring criminal charges before the public prosecutor's office.

**This is a translation from the German original. It is provided for information purposes only and has no legal force.**