

These directives were translated from the German version.
In the event of any discrepancy between the German and this
English version, the German version shall prevail.



^b
UNIVERSITÄT
BERN

Directives for Officially Certified Documents and Translations

Dated 1 July 2012

The University Directorate

Based upon Article 39 Section 1 Letter a of the University Ordinance (UniG) of 5 September 1996 and Article 83 Section 1 of the University Statute (UniSt) of 7 June 2011,

decides:

I Officially Certified Documents

Art. 1 ¹ Officially certified photocopies of the documents decisive for admission to study at Bern University (e.g. university entrance certificate, intermediate exams, final degree or diploma of a university, transcripts etc.) have to be handed in together with the other application documents.

² A photocopy is considered to be officially certified if the correspondence of the photocopy to the original is confirmed by one of the following authorities:

- a the Admissions Office of Bern University,
- b the home university or training place of the applicant,
- c an official Swiss authority responsible for certifications (e.g. Staatskanzlei Bern) or a Swiss notary,
- d a diplomatic or consular representative of the home state of the applicant in Switzerland or a third state,
- e a diplomatic or consular representative of Switzerland in the home state of the applicant,
- f authorities in the home state of the applicant that have the right to provide documents with the Apostille of the Hague.¹

¹ See example at www.gesetze.ch/sr/0.172.030.4/0.172.030.4_001.htm

³ During the opening hours² and on request the Admissions Office of Bern University issues certifications for documents that are decisive for admission to study at the University of Bern. The Admissions Office makes photocopies of the original documents and certifies these afterwards.

⁴ An administration fee of 10 Francs in cash for certification is required per document.

⁵ Certified photocopies are not handed out.

II Translations

Art. 2 ¹ If the original documents are issued in a language other than German, French, Italian or English or if the text is written in characters other than Latin, the officially certified photocopy of the original document is to be accompanied by a translation in the official language German or if need be in French or in English.

² Following formal requirements apply for the recognition of translations:

- a the translation has to be originally certified and inseparably connected with the originally certified photocopy of the original document.
- b the translation has to be done by means of the certified photocopy by an accredited and independent office in Switzerland, namely:
 - Agency of the DÜV, Lindenbachstrasse 7, P.O. Box, CH-8042 Zurich, phone 044 360 30 30, fax 044 360 30 33, www.duev.ch
 - ASTTI-members (Swiss association of translators, terminologists and interpreters), phone 031 313 88 10, fax 031 313 88 99, www.astti.ch
 - Inlingua Language Centre Bern, Waisenhausplatz 28, CH-3011 Bern, phone 031 313 15 15, fax 031 311 02 40, www.inlingua.ch
 - Rolf Lüthi Translations Ltd., Amthausgasse 18, P.O. Box, CH-3007 Bern, phone 031 660 40 40, fax 031 660 40 41, www.rolfluethi.ch
- c Foreign diplomas, academic grades and titles, names of colleges and universities as well as names of schools have to be translated literally. The respective original terms have to be added in brackets.

² For details see www.zib.unibe.ch/content/kontakt/index_eng.html

Art. 3 Translations of foreign sworn translators are acknowledged provided that a certification of one of the following authorities can be produced:

- a consular or diplomatic representative of the respective home state of the applicant in Switzerland or a third state,
- b consular or diplomatic representative of Switzerland in the home state of the applicant,
- c authorities in the foreign home state that are allowed to provide documents with the Apostille of the Hague.

III Rights of Bern University

Art. 4 ¹ Bern University can directly check or to have checked the authenticity of the produced documents and diplomas with the institution that issued the document.

² Bern University can refuse unsatisfactory translations or have checked their correctness by university experts and with the help of thirds, respectively.

³ In case of doubt, Bern University is entitled to have the translations confirmed by a second expert at the expense of the applicant.

IV Final Regulation and coming into Force

Art. 5 These directives replace the directives of 1 September 2007 and come into force on 1 July 2012.

In the name of the University Directorate

The Rector:

Prof. Dr. M. Täufer