



^b
UNIVERSITÄT
BERN

Directives for the Submission of Application Documents During the Admission Procedure

dated August 16, 2022

The Executive Board of the University of Bern,

based on Article 29b of the Law of September 5, 1996 Governing the University (UniG),

has decided as follows:

Art. 1 Documents relevant to the admission decision

¹ All documents in German, French, Italian or English that are relevant for decisions of admission to a degree program at the University of Bern (e.g. school-leaving certificate, interim transcripts, university degree certificate or diploma, transcripts, etc.) must be submitted with the application documents, either as paper copies or electronically in PDF format.

² If the original documents relevant for decisions of admission to a degree program at the University of Bern (e.g. school-leaving certificate, interim transcripts, university degree certificate or diploma, transcripts, etc.) are in a language other than German, French, Italian or English, or if the text is not written using the Latin alphabet, a translation of these documents into German, English or French must be submitted with the application documents, either in the original, as paper copies, or electronically in PDF format.

Art. 2 Translations

Translations are recognized subject to the following formal requirements:

- a The translation must be carried out by a competent and independent body in Switzerland or by a translator based outside Switzerland based on an officially certified copy as set out in Article 3. The Admissions Office of the University of Bern publishes a list of translation services in Switzerland that meet these requirements.
- b The translation service must inextricably link the original translation with the originally certified copy of the original document.
- c Foreign diplomas, academic degrees and titles, names of higher education institutions and universities, and school names must be translated literally. The original designation in question must be added in brackets.

Art. 3 Official certification

A copy is considered to have been officially certified if the content of the copy has been confirmed as consistent with the original documents by one of the following:

- a* the home university or educational institution of the applicant,
- b* a Swiss official body responsible for certification (e.g. State Chancellery of the Canton of Bern - *Staatskanzlei Bern*) or a Swiss notary or equivalent foreign official body,
- c* a diplomatic or consular mission of the applicant's home country, either in Switzerland or in a third country,
- d* an official body in the applicant's home country authorized to legalize documents with the Hague Apostille¹.

Art. 4 Rights of the University of Bern

¹ The University of Bern may request the submission of the original documents and originally certified translations,

- a* to verify their authenticity;
- b* to be able to assign a Swiss matriculation number.

² The University of Bern may also verify the authenticity of the submitted diplomas and certificates directly with the issuing institution or arrange for another party to verify these documents on its behalf.

³ The University of Bern may reject inadequate translations or have their accuracy reviewed by internal university departments and/or with the help of third parties.

⁴ In case of doubt, the University of Bern is entitled to obtain a second opinion to confirm the accuracy of the translation at the applicant's expense.

Art. 5 Final provisions and entry into force

These guidelines replace the "Directives for Officially Certified Documents and Translations" dated July 1, 2012 and come into force on September 1, 2022.

Bern, August 16, 2022

For the Executive Board of the University of Bern

The Rector:

Prof. Dr. Christian Leumann

This document is a translation that is provided for information purposes only. It is not legally binding. In the event of a dispute about the interpretation of an article, the text of the original German version will therefore always prevail.

¹ For an example, see: http://www.gesetze.ch/sr/0.172.030.4/0.172.030.4_001.htm