



Leaflet for China-Procedure (For International Graduates with a Chinese Bachelor's Degree)

2025.08

The Academic Evaluation Center (APS) is a service center of the cultural department of the German Embassy in Peking in cooperation with the German Academic Exchange Service (DAAD).

The APS evaluates the authenticity of academic records obtained from Chinese institutions of higher education and determines the university entrance qualification level for a German university.

International graduates holding a master's degree from China without a Chinese bachelor's degree should participate in the [Document Verification Procedure](#).

Application:

1. Register online under the APS procedure "Applicants in China": www.aps.org.cn.
Print and sign your application personally. Ensure that all data is correct.
2. Payment of the evaluation fee: Transfer the APS evaluation fee of 2500 RMB to the [APS bank account](#).
3. Submit your documents by postal mail.
Applicants in the Shanghai consular area (Shanghai, Anhui, Jiangsu and Zhejiang) should submit their documents to APS Shanghai. Applicants from other consular areas should submit their documents to APS Peking.
4. APS evaluation process: The entire evaluation process usually takes 4 to 8 weeks. It includes a document verification procedure followed by a face-to-face interview. Processing times may vary during peak application periods.
Within 10 days of receiving your documents, an APS file number will be assigned. You can also find this number in your APS account. If any questions arise during the evaluation, you will be contacted by email.
5. Interview appointment: You will be notified of your individual interview appointment via the APS online portal 7 to 14 days before your interview.
6. Interview: The interview lasts approximately 25 minutes, plus another 20 minutes preparation for a written task related to your major. The interview is not a language test and can be conducted in German and/or in English, according to your preference.
7. The interview result can be checked in your APS account on the next working day following the interview. The digital certificate can be downloaded directly from your APS account.

Required documents:

	Documents	
1.	Printed and personally signed online registration form. Attach a recent passport photo (not older than 6 months)	<input type="checkbox"/>
2.	APS fee payment receipt (copy)	<input type="checkbox"/>
3.	Passport <ul style="list-style-type: none">• Full copy of all passport pages• If your last Chinese visa is in an old passport, submit a full copy of that passport as well	<input type="checkbox"/>
4.	Graduation Certificate <ul style="list-style-type: none">• Notarized copy and notarized translation	<input type="checkbox"/>
5.	Bachelor's Degree Certificate <ul style="list-style-type: none">• Notarized copy and notarized translation	<input type="checkbox"/>



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6.	University Transcript <ul style="list-style-type: none">Notarized copy and notarized translation	<input type="checkbox"/>
7.	Language Certificates (German and/or English - copy)	<input type="checkbox"/>
8.	Resume / Curriculum Vitae <ul style="list-style-type: none">Required if you graduated more than six months ago	<input type="checkbox"/>

Notes:

- 1) Once an APS file number has been assigned, any entitlement to a refund of paid fees is forfeited.
- 2) All translations must be submitted in English. If your degree or university transcript was originally issued in English by your Chinese university, please just provide notarized copies.
- 3) Notarized copies are copies that have been certified by a notary. Or in other words – The copy must bear the original notary stamp.
- 4) For notarization and translation, you may use state-authorized notary offices in your country of residence.
- 5) University transcripts must list all courses and grades in the order taken, including failed courses. They must be stamped with the seal of the Office of Student Affairs (教务处 / 档案室 / 学籍管理办公室等校级部门). Faculty seals alone are not sufficient.
- 6) Applicants with both a bachelor's and a master's degree from China must submit all documents in accordance with the above requirements.

The APS reserves the right to request additional information or documents if needed.

Bank wire information:

PLEASE NOTE: Due to technical reasons, the APS currently accepts wire transfers only from within mainland China. International applicants without a Chinese bank account are requested to have a Chinese friend make the transfer on their behalf.

Recipient: 德国驻华使馆文化处留德人员审核部

Account number: **332 456 013 427**

Bank: 中国银行北京亮马河大厦支行

Post:

APS Peking:
DRC Building D1, 1302
19 Dongfang Donglu,
Chaoyang District
100600 Beijing

APS Shanghai:
German Center Tower 1, Office 619-620
88 Keyuan Road,
Pudong District
201203 Shanghai

Recipient: APS / 德国使馆留德人员审核部

Telephone: 010 – 6590 7138



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All the documents are archived and will not be returned to the applicant.

All information is provided according to best knowledge and belief. Errors and specifications may occur and are subject to change without notice.