



Graduates of Chinese universities who currently reside in China

Stand: 2023 Nov

The Academic Evaluation Center (APS) is a service center of the cultural department of the German Embassy in Beijing in cooperation with the German Academic Exchange Service (DAAD). The APS evaluates the authenticity of study records obtained from Chinese institutions of higher education and thereby also determines the university entrance qualification level for a German university.

Application:

1. Register online by choosing the APS process "Applicants in China": www.aps.org.cn
Print out your application and sign it personally. Make sure that all data is correct.
2. Transfer the APS evaluation fee of 2500 RMB to the APS bank account.
3. Submit your documents by postal mail.
4. APS evaluation procedure: The entire evaluation process usually takes between 4 to 8 weeks. It consists of a document verification procedure followed by a face-to-face interview. Processing time may vary during peak application periods.
10 days after we have received your documents, you will be assigned an APS file number. You may also find this number in your APS account. If there are any questions about your documents during the evaluation process, you will be contacted by email.
5. Interview appointment: You will be informed about your individual interview appointment by a system mail of the APS online portal 7 to 14 days prior to your interview.
6. Interview: The interview takes about 25 minutes, plus another 20 minutes of preparation time for a written task which is related to your major. The interview does not resemble a language test. It can be conducted in German and/or English, according to the preferences of the interviewee.
7. The interview result can be checked through your APS account a few days after the interview. Successful applicants can download a digital version of the certificate in the APS account.
8. If the APS evaluation was successful, the visa application can be handed at the APS office as well. Please refer to our website for further details about the visa application process.

Required documents:

	Documents	
1.	A printed and signed copy of the online registration form. Please attach a recent passport photo (not older than 6 months).	<input type="checkbox"/>
2.	A copy of APS fee wire receipt.	<input type="checkbox"/>
3.	Copy of all relevant passport pages (photo page, current visa for China)	<input type="checkbox"/>
4.	A notarized copy, including a notarized translation of your degree/diploma in China.	<input type="checkbox"/>
5.	A notarized copy as well as a notarized translation of your university transcripts	<input type="checkbox"/>
6.	Copy of any language certificates.	<input type="checkbox"/>
7.	Resume/ Curriculum vitae (in case you graduated more than 6 month ago)	



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Notes:

- 1) After receiving the APS file number any entitlement to a refund of paid fees is forfeit.
- 2) Please provide a valid return address. The APS will use this address when mailing your certificate.
- 3) Translations must be submitted in English. If the original of your degree/university transcript is issued in English by your Chinese university please provide notarized copies.
- 4) If your university cannot provide English translations in sealed envelopes, notarized copies may be used instead.
- 5) Student transcripts need to state all courses and grades in the order they were taken, including unsuccessful courses. They need to 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). Please note that the faculty seal is not sufficient!

The APS reserves the rights to request further information or documents.

Bank wire information:

收款人名称: 德国驻华使馆文化处留德人员审核部
账号: 332 456 013 427
收款银行名称: 中国银行北京亮马河大厦支行
Recipient: German Embassy Cultural Section Academic Evaluation Center
Account number 332 456 013 427
Bank: : Bank of China Landmark Tower Branch

Post:

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

Recipient: APS / 德国使馆留德人员审核部
Telephone: 010 – 6590 7138

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

All information is provided according to best knowledge and conscience, errors and specifications are subject to change without notice.