



# Graduates of Chinese universities who currently reside outside of 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 "Document Verification": [www.aps.org.cn](http://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 1000 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 6 weeks. It consists of a document verification procedure. 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. After the evaluation process is finished successfully, you can download a digital version of the APS certificate in the APS account.

## 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, last 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"/>

## 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) For notarization and translation you might rely on state authorized notary offices of your country of residence.
- 5) Student transcripts need to state all courses and grades in the order they were taken, including unsuccessful courses. They need to be stamped by 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.**



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## Bank wire information:

**PLEASE NOTE:** Due to technical reasons, we can currently only accept wire transfers from within the Chinese mainland. Foreign applicants who do not have a Chinese bank account are requested to have a Chinese friend wire the money for them.

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 applicants.**

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