



Leaflet for Document Verification Procedure (For International Graduates with Only a Master's Degree in China)

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 "Document Verification": 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 1000 RMB to the [APS bank account](#).
3. Submit your documents by postal mail.
4. APS evaluation process: The entire evaluation process usually takes 4 to 8 weeks. It includes a document verification procedure. Processing time 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. After successfully completing the evaluation process, you can download a digital version of your APS certificate 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.	Copy of the passport photo page	<input type="checkbox"/>
4.	Graduation Certificate <ul style="list-style-type: none">• Notarized copy and notarized translation	<input type="checkbox"/>
5.	Master's Degree Certificate <ul style="list-style-type: none">• Notarized copy and notarized translation	<input type="checkbox"/>
6.	University Transcript <ul style="list-style-type: none">• Notarized copy and notarized translation	<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.



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- 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.

The APS reserves the rights 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:

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 belief. Errors and specifications may occur and are subject to change without notice.