

	<p>(3) Notarization from study and examination files</p> <p>a) Completion of study dates back no longer than one year b) Completion of study dates back more than one year</p> <p><input type="checkbox"/> Diploma: __x "Zeugnis" __x "Urkunde" <input type="checkbox"/> Bachelor/Master Degree Certificate: __x "Zeugnis" __x "Urkunde" __x Transcript of Records __x Diploma Supplement <input type="checkbox"/> Doctor Certificate: __x "Zeugnis" __x "Urkunde" Other documents: <input type="checkbox"/> __x _____</p>	<p>a) 5 € / Copy b) 21 € / Copy</p>
	<p>(4) Sealing of documents in an envelope</p> <p>The following documents should be included: _____</p>	<p>14 €</p>
	<p>(5) Additional certificates (e.g. <input type="checkbox"/> __x No objection certificate <input type="checkbox"/> __x Ranking certificate) Other (please explain what is needed): _____</p>	<p>14 € / each quarter of an hour or part thereof processing time</p>
	<p>(7) Issuing of an Education Verification</p>	<p>14 € / each quarter of an hour or part thereof processing time</p>
	<p>(8) Copies of the following documents: _____</p>	<p>1.00 € / first copy All additional copies: 0.75 € / copy</p>

I will pay the fees due

- by EC debiting procedure at the Welcome Desk of the Student Services Office
- by bank transfer or
- by credit card payment

After receipt of payment, you may choose between collecting the documents and mailing:

- I or an authorized representative will collect the documents. Please notify me by E-Mail:

- Please send the documents via registered mail to the aforementioned address.
- Additionally, please send the documents to the above mentioned e-mail address.

Note: If payment is not made within four weeks of submission, the application will expire.

Date _____ Signature of applicant _____

<p>Processing Comments Student Services Office</p> <p>Notice of Fees No.:</p> <p>Receipt of Payment (Date):</p> <p>Amount:</p> <p>Sent / handed over (Date)</p>
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