Certification (authentication) of certificates and applying for apostilles

Copies of degree documents from the SSZ (Student Service Centre) at Leipzig University

The SSZ is the central service facility for all students of Leipzig University. Here you can obtain certified copies of your degree documents if necessary.

Issuance of apostilles for certificates and diplomas issued by Leipzig University in accordance with the Hague Convention

The competent authority – the Landesdirektion Sachsen (Dienststelle Chemnitz or Dienststelle Dresden) – is responsible for issuing apostilles for certificates and diplomas issued by Leipzig University in accordance with the Hague Convention.

Application

Momentarily it is only possible to apply in written form. For postal applications please use the following form:


The original diplomas and certificates must be sent together with pre-certified copies (see “Copies of degree documents from the SSZ” above for information about obtaining these) and the application form (mentioned above) to one of the two following postal addresses:

<table>
<thead>
<tr>
<th>Landesdirektion Sachsen</th>
<th>Landesdirektion Sachsen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dienststelle Chemnitz</td>
<td>Dienststelle Dresden</td>
</tr>
<tr>
<td>Altchemnitzer Straße 41</td>
<td>Stauffenbergallee 2</td>
</tr>
<tr>
<td>09120 Chemnitz</td>
<td>01099 Dresden</td>
</tr>
</tbody>
</table>

It is essential that you indicate the country in which you intend to present the document.
**Procedure**

A **fee of 15 €** per document is usually charged for issuing an apostille. You will receive the authenticated documents **with an invoice** by registered mail.

(General information from the German Federal Foreign Office on apostilles under the Hague Convention: [https://www.germany.info/us-en/service/08-Documents,CertificationsandApostille/apostille-authorities/924626](https://www.germany.info/us-en/service/08-Documents,CertificationsandApostille/apostille-authorities/924626))

For contact details and more information about the procedure, please refer to the [Landesdirektion website](https://www.germany.info/us-en/service/08-Documents,CertificationsandApostille/apostille-authorities/924626).

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