

## APS - Akademische Prüfstelle

### What is APS?

APS stand for *Akademische Prüfstelle*. Established in 2001 in Beijing, APS is a service facility of the **German Embassy Beijing** and the **German Academic Exchange Service (DAAD)**.

### What is APS doing?

APS helps to check the qualifications of Chinese applicants for admission into German universities.

### Objective of APS

Make the way for studying in Germany as simple and transparent as possible, by a formal verification qualitative selection process.

### Why do you need APS?

The APS-Procedure helps you to obtain a pre-assessment on your qualifications, which prepares you for an application into any German university.

Obtaining the certificate is compulsory/mandatory for **all** students with a degree from China, Vietnam or Mongolia who are interested in studying in Germany or in a German university.

### What is the process to apply for APS?



**One certificate has to be added to your application at TUM Asia to obtain a full offer** (if you pass the screening process for a place in the Master programmes)

### Documents required for an APS application

- A printed copy of the online registration form. Please attach a recent (not older than 6 month) passport photo
- A copy of a wire receipt
- Copy of all relevant passport pages
- Notarized copy of the university entrance exam certificate (Gaokao (高考)), if the applicant took it.
- Enrolled students: notarized copy and notarized translation of the degree/diploma
- Graduate students: notarized copy, including a notarized translation of the university transcripts. Additionally a set of copies for the transcripts.
- Copy of any language certificates

### Remarks:

- Translation must be in English or German language
- Students who have finished their Bachelor program, but have not received their diploma, are required to provide a written statement by the university
- Study transcripts need to state all courses and grades in the order that they were taken, as well as to bear 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!**
- Documents can be handed in directly at the APS office or sent by mail.
- The APS office may request additional documents. Due to archival reasons, documents that are processed by the APS will not and cannot be returned to the applicant.

### Contact

Address of the APS Office:	Contact of TUM Asia
Akademische Prüfstelle Kulturreferat der deutschen Botschaft Beijing Landmark Tower 2, Office 0311 8 North Dongsanhuan Road, Chaoyang District, 100004 Beijing Website: <a href="http://www.aps.org.cn">www.aps.org.cn</a> Email: <a href="mailto:info@aps.org.cn">info@aps.org.cn</a> Phone: ++86 - 10 - 6590 7138 Fax: ++86 - 10 - 6590 7140	German Institute of Science and Technology – TUM Asia Pte Ltd 510 Dover Road, #05-01 SIT@SP Building, 139660 Website: <a href="http://tum-asia.edu.sg">www. http://tum-asia.edu.sg</a> Email: <a href="mailto:graduate@tum-asia.edu.sg">graduate@tum-asia.edu.sg</a> Phone: +65 6777 7407 Fax: +65 67777236

All information is accurate as of 1 September 2015.

For the latest information, please refer to the APS website: [www.aps.org.cn](http://www.aps.org.cn).