



Information Leaflet for Individual Procedure – Students with Bachelor / Master Degree

(For candidates with Indian academic documents)

Valid as of April 2023

Application Procedure:

1. Register online at www.aps-india.de
Print and sign the completed application form. Kindly ensure that the data entered is correct and that the form is personally signed by the applicant. Incomplete and incorrect information will invalidate your application.
2. Transfer the APS procedure fee of 18,000/- INR to the APS bank account or make an online payment through the CCAvenue portal during registration (**NON-REFUNDABLE**).
3. Submit the required documents, including the printed and signed application form, via courier to APS India. The address can be found on our website. Kindly keep a record of your courier tracking details.
4. Document verification will be conducted by the APS. Only complete applications will be processed.
5. On completion of the document verification, your online profile will be updated with the verification result. Successful candidates will receive a digital APS certificate via email.
6. Successful candidates may apply for a student visa through VFS. For more information refer to the following link [Visum für Deutschland](#).

Document Checklist:

	Applicants with Bachelor's / Master's Degree	
1.	Printed and duly signed application form with passport size photo (not older than 6 months)	<input type="checkbox"/>
2.	Copy of APS fee transfer receipt .	<input type="checkbox"/>
3.	Copy of Aadhaar card with linked mobile number .	<input type="checkbox"/>
4.	Copy of passport (1st and last page)	<input type="checkbox"/>
5.	Copy of Class X Marksheet and Certificate	<input type="checkbox"/>
6.	Copy of Class XII marksheet and certificate .	<input type="checkbox"/>
7.	Copy of Class XII admit card , if available.	<input type="checkbox"/>
8.	Copy of marksheets of all semesters .	<input type="checkbox"/>
9.	Copy of the bachelor degree . In case the degree has not yet been issued, the provisional certificate issued by the College will be accepted. (Not older than 1 year)	<input type="checkbox"/>
10.	Copy of the Master's degree and transcripts . (if applicable)	
11.	Copy of language certificate – German and/or English	<input type="checkbox"/>
12.	Copy of signed Student Authorization Letter – German and/or English	



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Important information for candidates who have attended an exchange program at a foreign university:

Grades and credits earned from the host university during the exchange program should be recognized by the Indian university.

1. In case credits that **have been entered** into the marksheets for the corresponding semester, please attach the following:
 - Proof of duration of the exchange program, name of the foreign university, proof of recognition of academic achievements by the Indian university and the respective conversion table for the grades / credits.
 - Course content of the exchange program as recognized by the Indian university and the marksheets with the grades / credits earned.
2. In case credits **have not been entered** into the marksheets for the corresponding semester, please attach the following:
 - Proof of duration for the exchange program, name of the foreign university, proof of recognition of academic achievements by the Indian university.
 - Explanation for non-transfer of grades/credits.

Important information:

- **Polytechnic and vocational training centres:**

In case the candidate has attended a recognized polytechnic or vocational training center, kindly submit the marksheets and final degree / certificate / diploma along with the application form. Kindly note that these certificates / diplomas by themselves cannot be considered equivalent to a bachelor study program at any recognized Indian Universities.

- **Document and attested translation:**

In case the documents are not in English, we request you to attach a notarized English translation of the document. Documents that are already in English need not be notarized.

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- **Recognized language tests during the visa application process:**

Please provide proof of your language ability in the language of instruction required for your desired study course or preparatory course in Germany. Without a preparatory language course, as a rule, at least B2-level in the language of instruction is required.

Please note that for the visa process, only language certificates that are approved by the German government will be accepted (such as Goethe Institute / Max Mueller Bhavan / ÖST, DSD, IELTS and TOEFL). Do **NOT** provide “exemption letters” or “medium of instruction letters”!

- **ATTENTION**

Kindly do not send any original documents along with your application!

Kindly inform your school/university/college that you have submitted your academic documents to APS for the purpose of verification and they may receive a query regarding your educational history. This will help accelerate the verification process. Please note that schools have to reply to queries from an official email address (gmail.com and similar domains are not accepted).

APS reserves the right to request additional documents

Bank Account Details:

The verification fee amounts to 18,000/- INR.

Kindly transfer the fee to the account mentioned below. Please ensure that the bank details are correctly entered. Keep the transaction receipt for future references.

Bank details for transferring the fees in INR:

Account Holder : **Embassy of Federal Republic of Germany – Wiss**

Account Number : **0946426766**

Name of Bank : **Kotak Mahindra Bank**

IFSC Code : **KKBK0000182**