



# Information Leaflet for Undergraduates with a minimum of two semesters of bachelor's studies

(For students with Indian academic documents)

Valid as of April 2023

## Application Procedure:

1. Register online at [www.aps-india.de](http://www.aps-india.de)  
Print and sign the completed application form. Kindly ensure that the entered data is correct and that the form is personally signed by the applicant. Incomplete or incorrect information will invalidate your application.
2. Transfer the APS verification 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 APS. Only complete applications will be processed.
5. Upon successful completion of the document verification, candidates may, under certain circumstances, be asked to appear for a personal interview. These candidates will be notified via telephone or email 10 to 14 days prior to the interview date. **The date shall not be changed.** To avoid any delays, kindly inform us of any changes in your contact details.
6. The interview will last around 20 minutes. It will focus on the candidates' academic history and achievements in India. The interviews will be conducted in English and / or German.
7. Within 5 days of the interview, your online profile will be updated with your verification result. Successful candidates will receive a digital APS certificate via email.
8. Successful candidates may apply for a student visa through VFS. For more information kindly refer to the following link [Visum für Deutschland](#).

## Document Checklist:

<b>Applicants enrolled in a Bachelor's course</b>		
1.	Printed and duly signed application form with a <b>passport size photo</b> (not older than 6 months)	<input type="checkbox"/>
2.	Copy of <b>APS fee transfer receipt</b> .	<input type="checkbox"/>
3.	Copy of <b>Aadhaar Card with linked mobile number</b> .	<input type="checkbox"/>
4.	Copy of <b>passport</b> (1st and last page)	<input type="checkbox"/>
5.	Copy of <b>Class X Marksheet and Certificate</b>	<input type="checkbox"/>
6.	Copy of <b>Class XII Marksheet and Certificate</b> . In case the certificate has not yet been issued, the <b>Provisional Certificate</b> issued by the school will be accepted. (Not older than 3 months)	<input type="checkbox"/>
7.	Copy of all <b>Bachelor marksheets</b> for the first year of studies.	<input type="checkbox"/>
8.	Copy of <a href="#">TestAS Results (Core and Subject specific score)</a>	<input type="checkbox"/>
9.	Copy of <b>Language Certificate – German and/or English</b>	<input type="checkbox"/>



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## 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 two semesters bachelor's study program at any recognized Indian university.

- **Translation and document attestation:**

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.

- **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 the 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**

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## Bank account details:

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

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

## 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**