Information Leaflet for Individual Procedure – Class XII Graduates

(For candidates with Indian academic documents)

Academic Evaluation Center
Science Section of the
German Embassy New Delhi

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 entered data is correct, and that the form is personally signed by the applicant. Incomplete and incorrect information will invalidate your application.

2. Transfer the APS verification fee of 18,000/- INR to the APS bank account or do 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 India. Only complete applications will be processed.

5. On completion of the document verification, your online profile will be updated with a verification result. Successful candidates will receive a digital APS certificate via email.

6. Successful candidates may apply for their student visa through VFS. For more information kindly refer to the following link **Visum für Deutschland**.

Document Checklist:

	Application after Class XII	
1.	Printed and duly signed application form with **passport size photo** (not older than 6 months)	☐
2.	Copy of **APS fee transfer receipt**.	☐
3.	Copy of **Aadhaar Card with linked mobile number**.	☐
4.	Copy of **passport**. (1st and last page)	☐
5.	Copy of **Class X Marksheet** and **Certificate**	☐
6.	Copy of **Class XII Marksheet** and **Certificate**	☐
7.	Proof of participation in a **Pre-University Entrance Exam** (if applicable)	☐
8.	Copy of **TestAS Results (Core and Subject specific)**	☐
9.	Copy of **Language Certificate – German and/or English**	☐
10.	Copy of signed **Student Authorization Letter – German and/or English**	

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Important information:

- ### 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.

- ### 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 that they may receive a query regarding your academic history. This will help accelerate the verification process. Please note that professors have to reply to queries from an official email address.

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 entered correctly. 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**