

APS Certificate Checklist for German Universities

For applicants from India (APS mandatory) and Bangladesh - verified 20 July 2026. Figures change; confirm on aps-india.de.

The APS (Akademische Pruefstelle / Academic Evaluation Centre) verifies that your academic documents are genuine before a German university admits you and before the embassy issues a student visa. This checklist tells you exactly who needs it, what to submit, what it costs, and the mistakes that cause delays. It applies to **university study** only.

Do you need APS? (read this first)

Your situation	APS needed?
India -> Bachelor, Master or PhD at a German university	YES - mandatory since Nov 2022. No APS certificate = no admission and no visa.
Pakistan -> any university study	NO APS office exists for Pakistan. Verification runs through uni-assist and document attestation (HEC/IBCC) instead.
Bangladesh -> any university study	NO dedicated APS office. Documents are verified via standard legalisation and uni-assist. No APS fee, no APS interview. See the Bangladesh section below.
Any country -> Ausbildung (vocational training)	NEVER. APS is a university-admission check. Ausbildung is vocational, so APS does not apply - regardless of your country.

Note for India: new rule from Winter Semester 2026/27 - bachelor applicants need a minimum **70% in Class XII** (up from the old 50% threshold). A **dMAT (Digital Master Test)** is also now required for selected Master's applicants in certain fields (SS 2027 intake onward). Check whether your field is affected on aps-india.de/dmat.

The APS process, step by step (India)

- 1 Register online at aps-india.de and fill in the application form. Print it and sign it in ink - unsigned or incomplete forms are rejected.
- 2 Pay the verification fee of INR 18,000 (non-refundable). Pay online via the CCAvenue gateway (card/UPI/net-banking) - it is faster than an offline bank transfer, which needs manual activation.
- 3 If the dMAT applies to your group (selected Master's fields), take it first and include the dMAT certificate from g.a.s.t. with your documents.
- 4 Courier the printed, signed form plus A4 colour photocopies of all required documents to APS India. Use a trackable service (Blue Dart, DTDC, Delhivery, Speedpost) and keep the tracking number.
- 5 APS verifies your documents and may email a query to your school/college. Only complete applications are processed.
- 6 On success, your online profile is updated and you receive a digital APS certificate (PDF) by email - it is valid indefinitely.
- 7 Apply for your student visa through VFS Global using the APS certificate.

Document checklist A - applying after Class XII (bachelor / Studienkolleg)

Document	Notes
Printed, signed application form	With a passport-size photo not older than 6 months.
APS fee transfer receipt	Proof of the INR 18,000 payment.

Aadhaar card copy	With a linked, active mobile number.
Passport copy	First and last page.
Class X marksheet and certificate	Copy, not original.
Class XII marksheet and certificate	Copy. From WS 2026/27, minimum 70% for bachelor entry.
Pre-University Entrance Exam proof	Only if applicable.
TestAS results	Core and subject-specific, where required.
Language certificate (German and/or English)	Goethe/telc/TestDaF, IELTS or TOEFL. See fees note below.
Signed Student Authorization Letter	German and/or English, per the APS template.

Document checklist B - applying with a Bachelor's / Master's degree

Document	Notes
Printed, signed application form	With a passport-size photo not older than 6 months.
APS fee transfer receipt	Proof of the INR 18,000 payment.
Aadhaar card copy	With a linked, active mobile number.
Passport copy	First and last page.
Class X and Class XII marksheets and certificates	Copies. Include Class XII admit card if available.
Marksheets of all semesters	Every semester of your degree.
Bachelor's degree copy	Provisional certificate accepted if final not issued (not older than 1 year).
Master's degree and transcripts	Only if applicable.
dMAT certificate (g.a.s.t.)	Only if the dMAT requirement applies to your field/intake.
Language certificate (German and/or English)	Goethe/telc/TestDaF, IELTS or TOEFL.
Signed Student Authorization Letter	German and/or English, per the APS template.

Fees and timeline

- **Fee:** INR 18,000 (approx EUR 195 - verify, FX moves), non-refundable regardless of outcome. Pay via CCAvenue for faster processing.
- **Processing:** approx 3-4 weeks after payment and complete documents are received; can stretch to 8-12 weeks (up to ~3 months) in peak admission season.
- **Certificate:** issued digitally as a signed PDF by email - no physical copy since April 2023. Valid indefinitely.
- **Plan ahead:** start APS 3-4 months before your university deadline. The APS certificate is needed for both admission and the visa, so a slow APS stalls everything downstream.

Bangladesh: what to do instead of APS

There is no APS office for Bangladesh, so there is no APS certificate, fee or interview. Your qualifications are checked through the normal route:

- Apply through uni-assist (or directly, where a university allows it) with your HSC/SSC certificates, university diploma and full transcripts, plus your institution's grading scale and minimum pass mark.

- If your transcript does not state the minimum CGPA needed to complete the degree, get an official letter from your university confirming it - uni-assist specifically asks Bangladeshi applicants for this.
- Have documents properly attested/legalised; the German Embassy in Dhaka checks authenticity during the visa process.
- Reports online sometimes wrongly list Bangladesh as an APS country - confirm your exact requirement with uni-assist and the Dhaka embassy for your case.

Common mistakes that cause rejection or delay

- Sending original documents - APS wants A4 colour COPIES only. Never mail originals.
- Submitting a 'medium of instruction' or 'exemption' letter in place of a real language certificate - APS explicitly does not accept these.
- Non-English documents without a notarized English translation (documents already in English do not need notarizing).
- Not telling your school/college that APS will contact them - and giving a gmail address; APS only accepts replies from an official institutional email domain.
- Paying by offline bank transfer then wondering why it is slow - CCAvenue online payment activates the application faster.
- Starting too late. APS plus admission plus visa is a chain; budget several months.
- Assuming APS is needed for Ausbildung or for Pakistan/Bangladesh - it is not. Confirm your own path before paying anything.

Free resource from The Future Consultants (tfcstudy.com). Rules and figures change — always confirm the current requirement with the official source (German embassy, uni-assist, DAAD, aps-india.de) for your case.