Certified Documents

University of Groningen
Certified Documents

Upon conditional or provisional admittance to one of our degree programmes, you need to send the Admissions Office a copy of your certified documents.

For example:

We still need to receive the following certified documents before the start of the programme, please see the attached email for instructions on the providing of your documents. We need to receive these documents in order to issue your Decree of Admission, which is part of the registration process:

- Certified copies of your original diploma and complete transcript of your Secondary diploma awarded by Your School.
  If the original documents are not issued in English, Dutch, German or French as standard, we will need to receive official translations of your documents translated by a sworn translator alongside certified copies in the original language.
- Depending on which Mathematics certificate you will obtain: see the table for the required proof per option *.
Deadlines (September intake)

1 July   Non-EU applicants with a conditional offer

15 July  **Fixed quota:**
          EU applicants for **fixed-quota** programmes
          Non-EU applicants with a provisional offer

1 September   EU applicants for regular programmes
               non-EU applicants with a provisional offer*

* To ensure quicker processing of your application, we would request that you provide your certified documents by August 20th.
Digital Certified Documents vs. Hard Copy of Certified Documents

- Digital documents are sent electronically
- Hard copies are sent by post or shown in person
- Following Dutch law, certified documents ensure the authenticity of your final documents.
- Digital certified documents are preferred when possible
Digital Certified Documents

The digital certified document must meet one of the following criteria:

- Documents shared using an independent academic verification platform.
- Documents submitted via our form, which can be verified online via a secured electronic system/database.
- Documents sent via email to certdocs@rug.nl from a school representative with a verifiable email address.
Documents shared to certdocs@rug.nl using an independent academic verification platform

Example:

![Image of Parchment email]

[Name] has sent you a Transcript with the Parchment Delivery ID (DID) [ID] on behalf of [Name]. This Transcript is available for you to download for 30 days, so your prompt attention is requested. The requestor of this document will receive an email notification once you access the Transcript.

Access the Transcript

If the button above does not work, copy and paste the following URL in a browser window:
Documents submitted via our form that can be verified online via a secured electronic system/database.
Documents sent via email from a school representative using a verifiable official school email address

Example:
Documents received from: registrar@yourschool.com

Reminders:

- Documents should be sent in PDF format
- Email should include applicant’s information
Digital Sworn Translations

Sworn translations are required when original documents are not in English, Dutch, German and French.

- If sent digitally, sworn translations directly from the sworn translator
- If sent by post, we need to receive the original documents carrying an official stamp from the translator.
- If your issuing institution provides both original language and English translation then a separate sworn translation is not required, as long as it is sent by the issuing institution.
Certified Hard Copies

Certified hard copies should have the following on each page:

- Official wet stamp
- Date
- Signature in ink from an authorized institution/individual.

Hard copies can either be:

- Sent by post
- Handed in at our desk
Who is authorized to certify documents?

- A public notary office
- Your university/school/institution
- Admissions Office of the University of Groningen
Certified Hard Copies

The following is not acceptable:

- A photocopy of a certified document
- Insufficiently certified copy (no signature/stamp/date)

Do not send the Admissions Office original documents
Mailing address

University of Groningen
Admissions Office - Student Information & Administration (SI&A)
Programme: [Insert the programme you applied for]
Student no.: [Insert your student number]
P.O. Box 72
9700 AB GRONINGEN
The Netherlands
Handing in documents at our SIA desk

Schedule an appointment on our website

Make an appointment with Student Information and Administration

2 Location and date
3 Your contact information
4 Confirm the appointment
Example of a certified document

✔ Wet Stamp
✔ Signature
✔ Date
Additional Information on Sworn Translations

Sworn translations should include:

- Official stamp or seal from a sworn translator.
- Ink signature and date

If sworn translations are not available in your country, we will accept a certified translation or a notarized translation.
Predicted Grade Statements (Bachelor’s Applicants)

Bachelor applicants with a non-EU nationality must provide proof that they have fulfilled the conditions in their decision letter by July 1st.

- You will obtain your Diploma from the Your School Diploma before September 1st. If you have a non-EU nationality, you will need to follow the instructions of the predicted grades procedure in chapter 2 of the International Application Guide before 01/07/2024.

If you cannot meet your conditions before this deadline, you must provide a Predicted Grade Statement.
Predicted Grade Statements

- Template can be found in section 2.3 (page 10) of the [International Application Guide](#).

- Form must be sent directly by your school/institution by post or digitally from a verifiable school email address to [certdocs@rug.nl](mailto:certdocs@rug.nl).
Predicted Grade Statements

Remember!

- Any other conditions - such as language results or deficiency certificate - must still be fulfilled before 1 July.
- Applicants will still need to send their certified documents before the start of the programme.
- Applicants to fixed-quota programmes will need to submit these documents by 15 July.
Statement of graduation (Master’s Applicants)

Master’s applicants with a non-EU nationality must provide proof that they have fulfilled the conditions in their decision letter by July 1st.

If you cannot meet your conditions before this deadline, you must provide a Statement of Expected Graduation.

Applicants with an EU nationality whose diplomas are issued after the start of the programme, must provide a certified graduation statement.

More information in section 2.5 (page 13) in the International Application Guide.
Additional questions?

Visit our [website](#) or reach us through our [contact form](#)