



By e-mail:

Certified Translation Service
Mrs. Sylvia Schmager
sylvia.schmager@ku.de

Request form: Quote for certified translations

I,

Mr/Ms _____

Address _____

E-mail _____

hereby request a non-binding quote for the following translation services:

- Certified translation of my degree certificate (1 page) from German into English
- Certified translation of my final academic record; number of pages: _____
From German into English.

Please note: By default, the target language at the KU for translations into English is American English (US).

If you would like your translation to be prepared into British English, please check the below box:

- Target language for translation British English (UK) in deviation from KU standard**
- Additional copies of the certified translation;**
Number of required copies: _____

Desired payment method of the service fee:

- personally in cash at the KU Cashier's office (Ostenstraße 26)**
- Bank transfer after receipt of invoice**

Please note: It is not possible to change the payment method subsequently!

Receipt of the certified translations:

- Mail dispatch by registered mail (shipping costs have to be borne by the client)**
- Collecting the translations in person**

Special requests/remarks:



Terms and conditions

1. Only translation requests for official documents that were issued by the KU Examinations Office can be accepted.
2. The processing time for your order and the translation shall be dependent on the translator's current workload. As a general rule, the translator's ordinary official duties for the university administration and central facilities shall have priority. If you need your translation by a certain deadline, please make a corresponding note on the form for requesting a quote.
3. Unless explicitly stated otherwise on the form for requesting a quote, the translation will be prepared in American English.
4. Production of further translations of the same document (if you require more than one copy) for a reduced fee is only possible within six weeks at most following delivery of the completed certified translations. After six weeks, your order and all connected documents will be deleted on our server and a request for issuance of a further translation will be deemed to be a new order at standard rates. Therefore, please state on the form for requesting a quote whether you need more than one certified translation copy of your original document.
5. Please note that your documents will be stored on our server for a maximum duration of six weeks after delivery of the completed certified translation. Therefore, please check the translation for possible inconsistencies and ambiguities immediately after receipt and report any issues in due time.

Data protection notice:

Responsible for data processing:
Katholische Universität Eichstätt-Ingolstadt
Stabsabteilung Kommunikation und Marketing
Ostenstr. 26
85072 Eichstätt, Germany

Data protection officer of the Catholic University of Eichstätt-Ingolstadt:
SK-Consulting Group GmbH
Mr. Georg Möller
Osterweg 2
32549 Bad Oeynhausen
datenschutz@SK-consulting.com

In accordance with Art. 91 GDPR, the KU, being supported by a Church foundation under public law, is governed by the *Gesetz über den Kirchlichen Datenschutz* (Law on Data Protection in the Catholic Church in Germany, KDG) which is strongly based on the DSGVO.

We process your personal data for the purpose of order processing and handling in accordance with Section 6 para. 1 lit. c KDG.

Your data will not be passed on to third parties.

We store your data for as long as this is necessary for processing purposes or legal storage periods (e.g. in accordance with Section 147 AO, German Fiscal Code). Your certificate documents will be deleted six weeks after completion of the translation.

In accordance with the KDG, you can request information from the KU in accordance with Section 17 KDG about which personal data regarding your person is being processed by the KU and request correction/completion in accordance with Section 18 KDG if the data is incorrect or incomplete.

You can also request deletion in accordance with Section 19 KDG or the restriction of processing of your personal data in accordance with Section 20 KDG or file an objection against certain types of data processing in accordance with Section 23 KDG.

You also have the right to data transferability in accordance with Section 22 KDG.

Furthermore, you have the right to complain to the data protection supervisory authority (joint data protection supervisory authority of the Bavarian (arch)dioceses, Kapellenstr. 4, 80333 Munich) if you believe that the processing of your personal data violates applicable data protection law.

Your personal data will not be processed for the purpose of automated decision making (including profiling).