

Certified Translation Service

What is a certified translation?

A certified translation of an official document into another language contains an attestation clause at the end of the document. In that clause, the sworn translator **confirms that the translation is true, linguistically accurate and complete** by placing his/her signature and a seal stamp. This means that a certified translation of a document is **no attestation of the content-related accuracy** of the source document itself (e.g. regarding information on completed modules, awarded grades etc.). The KU Examinations Office is responsible for content-related attestations of official documents issued to students by the KU.

How much does a certified translation cost when prepared by the KU translator?

The service fee charged for certified translations at the KU varies depending on the number of pages of the source document and the document type and starts at € 40.00. In addition, a € 5.00 flat fee is charged for attestation. Please note that deviating higher rates might be charged in case of urgent requests or for tasks that are more difficult for justified reasons. In any case, more detailed information on the rates for your translation are included in your individual offer. The KU translator will issue a non-binding quote free of charge.

Processing an order for a certified translation

1. Please confirm that you have read and understood the terms and conditions by checking the box at the bottom of this page. You can then download the “form for requesting a quote”. Please complete the form electronically and in full and send it to the translator, Sylvia Schmager (sylvia.schmager@ku.de), together with a PDF scan of the original document (front and back) that you would like to have translated.
2. The translator will provide you with an individual quote which you can then accept and confirm by e-mail.
3. Based on the preferences you stated in the form, the University will either issue an invoice by e-mail following your acceptance of the offer, which can be paid by bank transfer. Alternatively, you can collect a form at the translator’s office that states the payable amount. This form must then be presented at the cashier's office in the Sommerresidenz and you must pay the due amount in cash. You will receive a receipt. Please state your preferred payment method on the form for requesting a quote. As soon as the University has received your

payment, the translator will start preparing your certified translation.

4. For certified translations of original documents (which are also marked as such in the translator's attestation clause), it is indispensable that the translator is given the possibility to inspect the original source document. If the translator only prepares the certified translation based on a provided copy, PDF scan or image file of the original source document, this must be stated accordingly in the attestation clause. Many official authorities request certified translations of originals. Please clarify beforehand, which type of certified translation you will need for the respective purpose. If you need to present the original document to the translator for inspection, please arrange an appointment with the translator at her office. Alternatively, you can also send the original document to the translator by mail (insured shipping recommended!) who will keep the document for the duration of the translation process:

Katholische Universität Eichstätt-Ingolstadt
Stabsabteilung Kommunikation und Marketing
z.Hd. Frau Sylvia Schmager
Ostenstraße 26 (Sommerresidenz 118)
85072 Eichstätt

A copy of the original will be attached to the certified translation in any case. Upon delivery of the certified translation, your original source document will also be returned if you have sent it.

5. You will be notified as soon as the translation is finished and ready for collection. If you have selected mail dispatch (registered mail) on the form for requesting a quote, you will be notified of the dispatch of your documents by e-mail.

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 translation. 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:
Catholic University of Eichstätt-Ingolstadt
Department of Communication and Marketing
Ostenstraße 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, Germany
[datenschutz\(at\)SK-consulting.com](mailto:datenschutz(at)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).

Form for requesting a quote

I have read and understood the terms and conditions.