

## Acquiring an Embossed Certificate

After submitting your dissertation and passing your oral examination, you will receive your official doctoral degree certificate.

You also have the option to buy an embossed certificate in English OR German for a **fee of 135,89 EUR** (incl. VAT) or two copies - in English AND German for a **fee of 239,68 EUR** (incl. VAT).

The embossed certificate is DIN A3-sized, printed in color and signed by the TUM President as well as by the dean of your degree-awarding institution:



If you would like to order an embossed certificate, please send an e-mail to <u>contact@gs.tum.de</u>. With placing your order you agree on waiting time and conditions described in this letter. Please be aware that your order is binding as of the moment you send us a request.



Please include a scan/ a PDF file of your doctoral certificate or your preliminary certificate as well as the following information:

- 1. Date of your oral examination (only needed with a preliminary certificate)
- 2. Your address (for the invoice)
- 3. Indication whether you would like to pick up the embossed certificate at our office (Boltzmannstr. 17 in Garching) or if you want to receive it by mail (if applicable, the according address)
- 4. Chosen language for the embossed certificate (English/ German)
- 5. Your IBAN and BIC for the invoicing (please note that you need to provide us with BOTH numbers)
- 6. Information whether you are currently employed at TUM

If all of your details are complete and correct, we will send you the invoice.

The entire process, including invoicing as well as preparation and signing of the embossed certificate at appropriate offices after we have received your payment, can take up to 3-4 months (longer waiting times may be unavoidable).

Do you have any further questions? Please do not hesitate to contact us!