

APS Checklist for Germany

Complete Document Checklist for Indian Students Applying to Germany

Before You Begin The **Academic Evaluation Centre (APS)** verifies the authenticity of your academic documents before you apply for a German student visa and, for many universities, before admission. Use this checklist to ensure your APS application is complete and avoid unnecessary delays

Step 1: Check Your Eligibility

Before starting your APS application, confirm:

- You are applying for higher education in Germany.
- Your university and degree are recognized on Anabin.
- You have all your academic documents available.
- If applicable, you have checked whether you need the dMAT.

Step 2: Create Your APS Account

- Register on the APS India portal.
- Enter your personal details exactly as they appear on your passport.
- Use an active email address.
- Save your APS reference number.

Step 3: Personal Documents

- Valid Passport (Front & Back)
- Passport-size Photograph (if required)
- Aadhaar Card (if applicable)
- Updated Resume/CV (recommended)

Step 4: Academic Documents

Bachelor's Applicants

- Class X Marksheet
- Class XII Marksheet
- Class XII Certificate

Master's Applicants

- Class X Marksheet
- Class XII Marksheet
- Bachelor's Degree Certificate
- All Semester Mark Sheets
- Consolidated Transcript (if available)
- Provisional Degree Certificate (if final degree is pending)

Step 5: Language Documents (If Available)

- IELTS Score
- TOEFL Score
- PTE Score
- German Language Certificate

(Not mandatory for APS unless specifically required.)

Step 6: dMAT (If Applicable)

- Confirm whether your degree requires the dMAT.
- Register for the exam.
- Download your dMAT Certificate once available.
- Submit the certificate to APS if required.

Step 7: APS Payment

- Complete APS fee payment.
- Save the payment receipt.
- Keep the transaction reference.

Step 8: Courier Your Documents

Before sending your documents, confirm:

- All photocopies are clear.
- Every required document is included.
- APS application form is signed.
- Correct courier address is used.
- Tracking number is saved.

After Submission

- Track your courier delivery.
- Monitor your registered email regularly.
- Respond promptly if APS requests additional documents.
- Download your APS Certificate once issued.

Helpful Tips

- Scan all documents in high resolution.
- Keep both digital and printed copies.
- Use the same spelling of your name across all applications.
- Double-check dates of birth, passport number, and contact details.
- Apply well before university deadlines to avoid delays.

Need Help?

Our Germany admissions team can help you with:

- APS document review
- dMAT eligibility check
- Anabin verification
- University shortlisting
- SOP & application guidance
- Visa support

Book Your Free Germany Profile Assessment

Disclaimer: This checklist is intended as a general reference for Indian students applying to Germany. APS document requirements may vary depending on your academic background and application category. Always refer to the official APS India website for the latest requirements before submitting your application.

