

GERMANY SUCCESS KIT | GUIDE 02

APS De-confused

Everything Indian Students Need to Know About the Academic Evaluation Centre — From Application to Certificate.

2026 Edition

SiegCounselling Services

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1. What is APS and Why Do You Need It?

APS is not an optional formality. It is a mandatory gate that every Indian student must pass before applying to German universities.

The **Academic Evaluation Centre (APS)** is an institution established by the German Embassy in New Delhi and the German Academic Exchange Service (DAAD). Its purpose is to verify the authenticity of Indian academic documents and assess whether they meet German university entry standards.

1.1 The Purpose of APS

APS serves three critical functions:

- **Document Verification:** Confirms your academic certificates are genuine
- **Academic Assessment:** Evaluates whether your Indian qualification is equivalent to the German requirement
- **Visa Relevance:** The APS certificate is mandatory for both university applications and student visa processing

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APS was introduced because German universities and embassies found it difficult to verify the authenticity of Indian documents. Rather than being a hurdle, think of it as a standardized verification process that protects genuine students from unfair competition by applicants with fraudulent documents.

1.2 Who Must Apply

Category	APS Required?	Notes
Indian citizens applying for Bachelor's in Germany	Yes	Mandatory
Indian citizens applying for Master's in Germany	Yes	Mandatory
Indian citizens applying for PhD in Germany	Yes	Mandatory
Students who completed 12th in India + Studienkolleg	Yes	Mandatory
Indian citizens with foreign degrees (e.g., UK, US)	No	If entire education was outside India
Indian citizens who are permanent residents of EU/EEA	Case by case	Check with specific university

COMMON MISTAKE

Thinking you can "skip" APS if you apply through uni-assist. APS is completely separate from uni-assist. Even if your university processes applications through uni-assist, you still need the APS certificate as part of your document package.

2. Types of APS Certificates

APS issues different types of certificates depending on your academic background and purpose. Understanding which one you need is essential.

Certificate Type	Purpose	Who Needs It
APS Certificate with Mark Sheet Evaluation	For direct university applications	Students applying to German universities for degree programs

APS Certificate for Student Visa

For visa processing only

Students who already have admission but need visa verification

APS Certificate for Art/Music Applicants

For art and music programs

Applicants to Kunsthochschulen and Musikhochschulen

Understanding the APS Certificate Format

The APS certificate contains:

- Your personal details and APS registration number
- Verification status of your academic documents (verified/not verified)
- Academic evaluation result (equivalent/not equivalent to German standards)
- German grade conversion using the modified Bavarian formula
- Unique certificate number for university and embassy verification

KEY POINT

The APS certificate is valid indefinitely. Once issued, you can use it for multiple university applications and visa processing over several years. There is no expiry date.

3. Step-by-Step Application Process

The APS process follows a clear sequence. Missing any step or providing incomplete documents will cause delays.

3.1 Online Registration

1

Create Account

Visit aps-india.de and create an account with a valid email address. Use an email you check regularly — all communication happens via email.



2**Fill the Online Form**

Enter all personal details, academic history, and program information exactly as it appears on your documents. Any mismatch will cause rejection.

3**Upload Scanned Documents**

Upload clear, legible scans of all required documents. PDF format, under 5MB per file. Ensure all four corners are visible.

4**Pay the Fee**

Pay the processing fee via bank transfer. Keep the payment receipt — you must include it in your courier submission.

3.2 Document Preparation

All documents must be **notarized** and sent as **hard copies** via courier. Scanned or email submissions alone are not sufficient.

3.3 Courier Submission

After online registration and payment, prepare a complete document package and send it via courier to the APS office in New Delhi.

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Use a reliable courier service (Blue Dart, DTDC, or similar) with tracking. Keep your tracking number and delivery confirmation. APS will not process your application until they receive and match your physical documents with your online application.

3.4 The Interview (if applicable)

Not all applicants are called for an interview. The interview requirement depends on your academic profile and the documents submitted.

Who gets called:

- Applicants with unclear academic backgrounds
- Students with gaps in education
- Applicants whose documents need additional verification
- Those applying through certain verification tracks

3.5 Certificate Issuance

After successful verification (and interview, if applicable), APS will:

- Send your original certificate via courier to your registered address
- Upload a digital copy to your APS account
- Make the verification available to German universities and embassies

4. Required Documents Checklist

Accuracy and completeness are critical. APS rejects incomplete applications without refund.

Mandatory Documents for Bachelor's Applicants

- ☐ Online application form (printed and signed)
- ☐ APS fee payment receipt
- ☐ Passport copy (first and last page)
- ☐ Passport-size photographs (2, recent)
- ☐ 10th standard mark sheet (notarized copy)
- ☐ 12th standard mark sheet and certificate (notarized)
- ☐ 1st year Bachelor's mark sheet (if applicable)
- ☐ Aadhaar card copy (optional but recommended)

Mandatory Documents for Master's Applicants

- [] Online application form (printed and signed)
- [] APS fee payment receipt
- [] Passport copy (first and last page)
- [] Passport-size photographs (2, recent)
- [] 10th standard mark sheet (notarized copy)
- [] 12th standard mark sheet and certificate (notarized)
- [] All semester mark sheets of Bachelor's (notarized)
- [] Provisional/Final degree certificate (notarized)
- [] Work experience certificates (if any)
- [] Aadhaar card copy (optional but recommended)

DOCUMENT QUALITY STANDARDS

Documents must be notarized by a licensed notary public. The notarization should be recent (within 6 months). Unclear scans, missing pages, or expired notarization will result in rejection. Always keep original documents safe — send only notarized copies.

5. The Interview: What to Expect

If called for an interview, preparation is everything. The interview is not designed to fail you — it is designed to verify your academic authenticity.

5.1 Interview Format

Aspect	Details
Duration	15-25 minutes
Language	English (or German if applying for German-taught programs)
Format	One-on-one or panel interview
Mode	In-person at APS Delhi or video call
Focus	Academic knowledge, motivation, document verification

5.2 Preparation Strategy

1 Revise Your Core Subjects

Focus on subjects from your final year and core subjects relevant to your target program in Germany.

2 Know Your SOP Inside Out

Any claim in your application or SOP may be questioned. Be ready to defend every statement with evidence.

3 Research Your Target Universities

Know which programs and universities you're applying to. Be specific about why you chose them.

4 Practice Clear Communication

Answer directly and honestly. The interviewer is not testing your English fluency — they are testing your authenticity.

5.3 Common Interview Questions

- "Why do you want to study in Germany specifically?"
- "Explain your choice of program and university."
- "What are your core subjects and what did you learn in [specific subject]?"
- "What was your final year project? Explain your role and methodology."
- "How do you plan to fund your studies?"
- "What are your career plans after graduation?"
- "Why should we believe your documents are genuine?"
- "What do you know about the city where your university is located?"

COMMON MISTAKE

Memorizing scripted answers. Interviewers can immediately tell when you're reciting prepared responses. Instead, understand the concepts deeply and speak naturally. If you don't know something, admit it honestly rather than fabricating an answer.

6. Timelines and Processing

Understanding the timeline helps you plan backward from your university application deadlines.

Stage	Timeline	Your Action
Online Registration	Day 1	Complete form, upload documents, pay fee
Courier Delivery	Day 2-5	Send hard copies via courier, track delivery
Application Review	Week 1-3	Wait for APS to verify and process
Interview Call (if needed)	Week 3-6	Prepare and attend interview

Processing & Verification	Week 6-10	Document verification at source institutions
Certificate Issuance	Week 8-12	Receive certificate via courier

8-12 Weeks Average Processing Time	3-6 Weeks Peak Season Delay	∞ Years Certificate Validity
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GERMANY INSIGHT

Peak application season (April-July for Winter intake) sees significantly higher volumes. Processing times can extend to 12-16 weeks. If you're applying for Winter intake, start your APS process by January at the latest. For Summer intake, start by August of the previous year.

7. Costs and Fees

Budget accurately for the entire APS process. Unexpected costs often surprise students.

Item	Cost (INR)	Cost (EUR)	Notes
APS Processing Fee	~₹18,000	€200	Non-refundable
Courier Charges (to APS)	₹300-₹800	€3-9	Depends on location and service
Document Notarization	₹50-₹200/page	€0.5-2/page	Varies by notary
Passport Photos	₹100-₹300	€1-3	Specific size requirements
Bank Transfer Charges	₹500-₹1,500	€5-15	International transfer fees
Return Courier (certificate)	Included	Included	APS sends certificate to you

Total Estimated Cost

₹20,000 - ₹25,000 (approximately €220 - €270)

This is a one-time, non-refundable investment. Plan for it in your overall budget.

8. Common Rejection Reasons

Understanding why applications get rejected helps you avoid the same mistakes.

REJECTION REASON #1: DOCUMENT MISMATCH

The name, date, or institution details on your documents do not match your online application. Even minor spelling differences cause rejection. Triple-check every field before submitting.

REJECTION REASON #2: INCOMPLETE DOCUMENTS

Missing even one required document results in rejection. APS does not request missing documents — they reject and ask you to reapply (with a new fee).

REJECTION REASON #3: FRAUDULENT DOCUMENTS

APS verifies documents with your university directly. Any tampering, forged signatures, or altered marks will result in permanent blacklisting and potential legal action.

REJECTION REASON #4: POOR INTERVIEW PERFORMANCE

Inability to answer basic questions about your own academic background raises serious authenticity concerns. If you cannot explain what you studied, APS assumes you did not study it.

REJECTION REASON #5: UNEXPLAINED ACADEMIC GAPS

Long gaps between academic milestones without explanation or documentation trigger additional scrutiny. Always provide supporting documents for any gap year.

9. Frequently Asked Questions

Q: Can I apply to universities before getting my APS certificate?

You can prepare your applications, but most universities will not process your application without the APS certificate. Some allow conditional applications where you submit the APS certificate later. Check each university's policy.

Q: What if my university takes too long to verify documents with APS?

This is outside your control but you can help by informing your university's examination office that they may receive a verification request from APS. Some universities respond faster if they know in advance.

Q: Can I reapply if rejected?

Yes, but you must pay the full fee again. Address the reason for your previous rejection before reapplying. If rejected for fraud, you may be permanently barred.

Q: Do I need APS for language course visas?

Generally, no. APS is primarily required for degree program applications and student visas for degree studies. Language course visas typically do not require APS, but requirements can change — verify with the German embassy.

Q: Can someone else attend the interview on my behalf?

Absolutely not. This is fraud and will result in permanent blacklisting. The interview is always conducted with the applicant directly, with identity verification at the start.

Q: Is APS required for EU Blue Card or work visa applications?

No. APS is specifically for student visa and university admission purposes. Work visas and EU Blue Card applications have different documentation requirements.

10. Quick Reference Card

Print this page and keep it visible while preparing your application.

APS Quick Facts

Website	www.aps-india.de
Processing Fee	€200 (approx. ₹18,000)
Processing Time	8-12 weeks (average)
Validity	Lifetime (no expiry)
Office Address	APS India, New Delhi
Mode	Online + Hard copy courier
Interview	If called (not for everyone)

Before You Submit – Final Check

- ☐ Online form filled completely and accurately
- ☐ All documents notarized and scanned clearly
- ☐ Fee paid and receipt included
- ☐ Hard copies organized in correct order
- ☐ Courier tracking number saved
- ☐ University application deadlines calculated backwards
- ☐ At least 4 months buffer before first application deadline

Need Help With Your APS Application?

Our team has guided hundreds of Indian students through the APS process successfully.

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