Adopted by the Rectorate, 23rd January 2007

Officially certified copies

The documents required for admission (school leaving certificate, university performance certificate or degree certificate, course grade certificates) must be enclosed with the application forms either as originals or as officially certified copies.

A copy is regarded as officially certified if any one of the following confirms that the copy corresponds to the original document:

- A Swiss public office responsible for the certification of documents (e.g. a cantonal chancellery) or a Swiss notary;
- The diplomatic or consular representation of the country of origin of the applicant in Switzerland or in a third country;
- The diplomatic or consular representation of the Swiss Confederation in the country of origin of the applicant;
- Public offices in the country of origin of the applicant that are authorised to endorse documents with the Hague Apostille.

Any handwritten amendments to printed documents, especially any deletions, additions or handwritten comments, must carry the date of the handwritten amendment on both the original and the copy and be countersigned by the person authorized to legalize the document.

Officially certified translations

If the original documents are in a language other than French, German, Italian or English, then a translation into the official Swiss language of German or French must be enclosed with the original or the officially certified copy of the original.

Requirements of form

- The translations must correspond exactly with the original or the officially certified copy thereof and must be submitted along with the original or the officially certified copy.
- Names of degrees, academic grades and titles, names of universities and higher education institutions as well as names of schools must be translated word for word, with the original surname or title being added thereafter in brackets.
- Any handwritten amendments to printed documents, especially any deletions, additions or handwritten comments, must carry the date of the handwritten amendment on both the original and the copy and be countersigned by the person authorized to legalize the document.

Translations from Switzerland

Translations by the following agencies are recognized:

- ASTTI members (Swiss Association of Translators, Terminologists and Interpreters) - http://www.astti.ch;

Translations from abroad

Translations from qualified foreign translators are recognized provided they have been certified by one of the following:

- The diplomatic or consular representation of the country of origin of the applicant in Switzerland or in a third country;
- The diplomatic or consular representation of the Swiss Confederation in the country of origin of the applicant;
- Public offices in the country of origin of the applicant that are entitled to endorse documents with the Hague Apostille.

The University of Fribourg reserves the right to verify the authenticity of the documents submitted by making direct contact with the issuing institution, as well as to reject substandard translations.