



Authentication notes

In order to be accepted at a foreign university or to be able to work abroad, holders of federally recognized Swiss university diplomas etc. require authentication of some of the documents/diplomas and any related documents.

1. Authentication of BFH diplomas and documents

1.1. General terms concerning authentications for domestic and international use

The Universities Office (*Amt für Hochschulen*) of the Department of Education of the Canton of Bern is responsible for authentication in the first instance (domestic authentications). The Universities Office authenticates the following documents:

- Diplomas
- Grade lists / Transcript of Records (ToR)
- Confirmations of enrolment

Procedure: The documents are submitted **in writing by post** (registered post recommended) to the Universities Office. It is also possible to telephone and arrange personal delivery of the documents.

The following details must be included:

- Language in which the authentication should be issued: German, French, Italian, English or Spanish
- Contact number/mobile number in case of additional queries
- Country of destination if the authentication is intended for use abroad
- If the person already lives abroad, an invoice address in Switzerland must be provided. In this case, advance payment is also possible on request.
- Number of documents for authentication
- Designation of the original documents submitted for authentication
- Indication of whether the authentication should be made on the original document or on a copy

Fees are payable for authentication by the Universities Office in accordance with Art. 9a and Art. 23 para.1 (C) of the ordinance for cantonal administration fees (fee schedule) of 22 February 1995. The fees are invoiced by the Universities Office:

- one authenticated document (stamp) CHF 25.00
- several authenticated documents (stamp) CHF 18.75/document

The documents (originals / copies with issued authentication) are returned to the owner by registered post or can be collected in person.

Contact:

Department of Education of the Canton of Bern
Amt für Hochschulen (AH)
Sulgeneckstrasse 70
CH-3005 Bern
Phone: +41 31 633 84 07

<https://www.bkd.be.ch/de/start/dienstleistungen/beglaubigungen-und-bestaetigungen/beglaubigungen-von-hochschuldiplomen-des-kantons-bern.html>

1.2. Additional provisions concerning authentications for abroad

Documents that are intended for abroad are authenticated by the Universities Office of the Department of Education of the Canton of Bern and authentication is confirmed by the State Chancellery. All original documentation (diploma holder's letters, diplomas, grade lists/Transcript of Records) including authenticated documents from the Universities Office are sent from the Universities Office directly to the State Chancellery for confirmation of authentication.



The State Chancellery charges an additional fee of CHF 25.00 per document.

If a translation of the document is required, the diploma holder must employ a translator for this purpose. The translation must be subsequently authenticated by a solicitor or the suitably qualified translation service. The solicitor's authentication must then be sent to the State Chancellery.

Contact:

State Chancellery of the Canton of Bern
Amt für Ressourcen und politische Rechte
Postgasse 68 /
CH-3000 Bern 8

Phone: +41 31 633 75 11 / Email: info.arp@be.ch

<https://www.sta.be.ch/de/start/dienstleistungen/dokumente-beglaubigen.html>

1.3. Official Swiss certification for foreign authorities

If official Swiss certification is required, this can be requested from the State Secretariat for Education, Research and Innovation (SERI).

<https://www.sbfi.admin.ch/en/swiss-professional-qualifications-abroad>

However, the document for certification must first be authenticated by the Department of Education and the State Secretariat. SERI also requires other documents in addition to the authenticated diploma.

2. Authentication of additional documents

- **Secondary school certificates** are authenticated by the Intermediate School and Vocational Training Office (*Mittelschul- und Berufsbildungsamt*) of the Canton of Bern.

Contact:

Mittelschul- und Berufsbildungsamt des Kantons Bern
Abt. Mittelschulen, Sekretariat
Kasernenstrasse 27 / Postbox
CH-3000 Bern 22

Phone: +41 31 633 87 79 / Email: mba@be.ch

<https://www.bkd.be.ch/de/start/dienstleistungen/beglaubigungen-und-bestaetigungen/beglaubigungen-abschlussdiplome-mittelschulen/beglaubigungen-mittelschuldiplome--wissenswertes.html>

- **Foreign diplomas intended for recognition in Switzerland** are authenticated by the State Secretariat for Education, Research and Innovation (SERI).

Contact:

State Secretariat for Education, Research and Innovation SERI
Swiss Contact Point for the Recognition of Professional Qualifications
Effingerstrasse 27
CH-3003 Bern

Phone: +41 58 462 28 26 / Email: contactpoint@sbfi.admin.ch

<https://www.sbfi.admin.ch/en/recognition-procedure-at-seri>

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BFH Legal Service