

**Bayerisch-Amerikanisches Zentrum im Amerika Haus München e.V.**  
**Abt. Austausch & Bildung**

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## Muster zur Übersetzung eines Abiturzeugnisses

### .... student translation

Oftmals ist es möglich, dass Studierende selbst eine Übersetzung ihres Abiturzeugnisses („student translation“) anfertigen und diese von ihrer Schule bzw. dem Akademischen Auslandsamt ihrer Fachhochschule oder Universität beglaubigen lassen. Sie erhalten beiliegend ein Beispiel für Übersetzungen.\*

(Bitte fragen Sie auch bei Ihren Lehrkräften oder im Auslandsamt nach Musterübersetzungen.)

### .... Certified translation

Bitte beachten Sie, dass amerikanische Hochschulen zum Teil eine „certified translation“ Ihres Abiturzeugnisses verlangen. In diesem Fall wenden Sie sich an eine(n) öffentlich bestellte(n) und beeidigte(n) Übersetzer(in) in dem für Ihren Wohnsitz zuständigen Regierungsbezirk.

Die Dolmetscher- und Übersetzerlisten sind im Internet zugänglich unter [www.justiz.bayern.de](http://www.justiz.bayern.de), (Link „Service“ → „Dolmetscher- und Übersetzerlisten“)

Ferner finden Sie Adressen von Übersetzerinnen und Übersetzern auch in den *Gelben Seiten*.

Die Kosten für die Anfertigung einer Übersetzung eines Abiturzeugnisses liegen durchschnittlich bei ca. € 120,- inklusive Mehrwertsteuer zzgl. der Gebühr für die Beglaubigung (ca. € 5).

\* Die Musterübersetzung wurden freundlicherweise zur Verfügung gestellt von  
Dr. Linda Conrad (Akademisches Auslandsamt, TU München) (Muster 1)

**GYMNASIUM**  
**(HIGH SCHOOL)**  
Mathematics, Natural Sciences and Modern Languages High School

**ZEUGNIS**

**DER**

**ALLGEMEINEN HOCHSCHULREIFE**

**(HIGH SCHOOL CERTIFICATE  
AND  
QUALIFICATION FOR UNIVERSITY ENTRANCE)**

This certificate is based on following laws and agreements:

The "agreement on the new design of the Oberstufe (*upper levels*) at the Gymnasium in the secondary level II" (resolution of the conference of ministers for culture from July 7, 1972),

the agreement on the "standardized procedure for the introduction of the new design of the Oberstufe (*upper levels*) at the Gymnasium" (resolution of the conference of ministers for culture from June 2, 1977 and as hereafter amended),

the "agreement on the Abiturprüfung (*final high school examination*) of the newly designed Oberstufe at the Gymnasium in the secondary level II (according to the agreement of the conference of ministers for culture from July 7, 1972)" (resolution of the conference of ministers for culture from December 13, 1973 and as hereafter amended),

the "Bavarian law on education and teaching (BayEUG)" (BAyRS2230-1-1-K) and the "school guidelines for the Gymnasien in Bavaria (GSO)" from June 16, 1983 (GVBI S. 681) and as hereafter amended.

**Gymnasium**

(name and location of the school)

Mr.

born on April 17<sup>th</sup>, 1976 in Munich  
 living in \_\_\_\_\_, has taken the final high school  
 examination after attending the Oberstufe (*upper levels, [11<sup>th</sup> to 13<sup>th</sup> grades]*) of this  
 Gymnasium.

**I. Individual results of the courses in the 12<sup>th</sup> and 13<sup>th</sup> grades**

The two Leistungskursfächer (*major courses*) are indicated with "LF". The Grundkursfächer (*minor courses*) are not specially marked. The results of the Grundkurse (*minor courses*) which are not taken into account for the Overall Qualification and Grade Point Average are put in parentheses.

SUBJECTS	number of evaluated terms	points* in each term (single weighted)			
		Term 12/1	Term 12/2	Term 13/1	Term 13/2
COURSES IN THE FIELD OF LANGUAGE, LITERATURE AND ART					
German	3	(08)	11	08	09
English	4	09	08	09	08
Art	2	11	10	--	--
Art&Computers	2	(12)	(11)	15	15
COURSES IN THE FIELD OF SOCIAL SCIENCES					
History	4	11	11	10	08
Economics and Law	2	(10)	10	10	(08)
Religion (Catholic)	2	11	(06)	(08)	11
COURSES IN THE FIELD OF MATHEMATICS AND NATURAL SCIENCES					
Mathematics (LF)	4	09	10	11	13
Chemistry	2	(09)	(10)	11	11
Physics (LF)	4	12	11	13	15
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Physical Education	3	14	15	14	(10)
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Facharbeit (senior paper) in: Mathematics 13  
 (weighted once)

\* all points are indicated in double digits [highest possible is 15].

(name of the student)

**II. Results of the Abiturprüfung (final high school examination)**

SUBJECTS	RESULTS IN WRITTEN EXAMS	RESULTS IN ORAL EXAMS
1. Mathematics (LF)	13	--
2. Physics (LF)	09	--
3. English	08	--
4. History	--	12

**III. Calculation of the Overall Qualification and Grade Point Average**

sum of the points from 20 terms of Grundkurse (minor courses), weighted once:	162	at least 100, maximum 300 points
sum of the points from 6 terms of Leistungskurse (major courses), weighted three times, and the Facharbeit (senior paper), weighted twice:	244	at least 100, maximum 300 points
sum of the points from the Abiturprüfung (final high school examination), weighted four times, and the results of those subjects in term 13/2, weighted once:	212	at least 100, maximum 300 points

**Grade Point Average (GPA)****1.9** one . nine  
(expressed in words)

total sum of points [Overall Qualification]:

618 at least 300, maximum 900 points

**IV. 1. Foreign Languages**

FOREIGN LANGUAGES (elective courses excluded)	from grade	to grade*
1. Foreign language: English	5	13
2. Foreign language: French	7	11
3. Foreign language: -----	-	-

\* INCLUSIVE

**2. Mandatory courses completed in the 5<sup>th</sup> to 11<sup>th</sup> grades**

SUBJECT	from grade	to grade*
French	7	11
Music	5	11
Geography	5	11
Social Science	10	10
Biology	5	10

\* INCLUSIVE

**V. Remarks**

The student should be prased and singled out for his active participation in school life and on the school council.

**VI. Mr. \_\_\_\_\_**

has successfully passed the Abiturprüfung (final high school examination) after fulfilling the requirements and has therefore qualified to study at any university in the Federal Republic of Germany including West-Berlin.

The Chairmann of the examination-commitee:  
 , Oberstudiendirektor (*Principal*)

The Prinicpal of the Gymnasium (*High School*):  
 , Oberstudiendirektor (*Principal*)

\_\_\_\_\_  
 (name of the student)

For the conversion between points and grades the following table is used:

Evaluation	very good highest passing grade	good second highest passing grade	satisfactory third highest passing grade	sufficient lowest passing grade	deficient	failed
Grade	+ 1 -	+ 2 -	+ 3 -	+ 4 -	+ 5 -	6
Points	15 14 13	12 11 10	9 8 7	6 5 4	3 2 1	0

The conversion between the total sum of points in the Overall Qualification and the Grade Point Average is based on chapter 3 No. 1 of the agreement on the centralized university entrance distribution system and its procedure of confirmation from July 31 1985 (GVBI p. 294), and as hereafter amended.