

Dear partners,

Documents needed for the Conditional LOA from EAH JENA or FH Zwickau:

- **Copies of all the certificates ATTESTED/NOTARIZED, Translated in English**
 - **Official translation of student's high school & (if applicable) university diploma (all pages, *including* the transcript of records)**
 - **Certificates of language exams & internships (if applicable) ATTESTED/NOTARIZED, Translated in English**
 - **Copy of the first and the last page of student's passport**
 - **Passport size photo scanned**
 - **German Language Certificate (attested)**
 - **LOA from Frankfurt (school issues it) 80€**
 - **Application form of the University: properly filled with the computer & with the signature of the student**
 - **Application form of Sprachcaffe with signature**
- **DO NOT send any original certificates! -**

The (C) LOA is mainly issued for Bachelor studies, it takes 2 weeks the cost is 119€. Master applications are processed only in certain cases – as exceptions. We, at the school will need all these docs in advance (**before** creating the booking). Once we have the (C) LOA from EAH JENA, you can proceed with the booking. The documents (certificates etc.) with the LOAs (of the University and of Sprachcaffe) will be couriered to the agency so that the student can proceed for the Visa.

Please note: the acceptance or rejection of the student to issue the (C) LOA entirely depends on EAH JENA's decision!

