

EXAMPLE UNIVERSITYOfficially recognized institution of higher education · Reg. No. **890.123.456-7****OFFICE OF THE REGISTRAR / ACADEMIC RECORDS****HEREBY CERTIFIES:**

That **MARIA FERNANDA EXAMPLE GARCIA**, identified with national ID / passport No. **1.234.567.890**, is a student of **Example University**, enrolled in the undergraduate degree programme **BUSINESS ADMINISTRATION (on-campus modality)**, official programme registration No. **116635**, under student (matriculation) number **1152337**.

At the date of issue the student is ENROLLED AND ATTENDING the current academic semester.

The student is currently in the **EIGHTH (VIII)** semester of the programme.
First enrollment: **second semester 2022**.

Issued in **Example City** upon request of the student on **30 July 2026**.

Ana M. Example**ANA MARIA EXAMPLE RODRIGUEZ**

University Registrar (signature and official stamp / seal)

EXAMPLE
UNIVERSITY
* SEAL *

Example Avenue 12E-96 · +00 (0)0 000 0000 · registrar@example-university.edu

Required elements

- 1 Official letterhead
- 2 Issuing office
- 3 Name + ID/passport
- 4 Degree programme
- 5 Student number
- 6 Enrolled AND attending now
- 7 Semester level + first enrollment
- 8 Recent issue date
- 9 Signature + stamp, contact details

Highlighted =
example value.
Replace with the
student's real data.

What we need and why

For a legal Ferienjob in Germany (Sec. 14 (2) BeschV) the German Federal Employment Agency requires proof that the applicant is a regular student who is currently enrolled AND attending classes at your institution. The enrollment certificate is the central document for this proof. This guide shows what the certificate must contain so we can accept it without follow-up questions.

All highlighted values on page 1 are fictional examples - they must be replaced with the student's real data.

Required content (see numbered sample on page 1)

1	Official letterhead	University name and logo, official registration/recognition number of the institution.
2	Issuing office	The office issuing the certificate (e.g. Registrar, Academic Records, Vice-Rector for Academic Affairs).
3	Student identity	Full name exactly as in the passport, plus national ID or passport number.
4	Degree programme	Name of the degree programme and, if applicable, the official programme registration number.
5	Student number	The student / matriculation number at your institution.
6	Enrollment statement	An explicit statement that the student is CURRENTLY ENROLLED AND ATTENDING the current semester. A statement about a past or future semester is not sufficient.
7	Study progress	Current semester level (e.g. 4th semester) and the period of first enrollment.
8	Issue date	Place and date of issue. The certificate should be recently issued - ideally not older than 30 days when the student submits it.
9	Signature, stamp, contact	Signature with name and title of the signatory, official stamp or seal (a qualified electronic signature is also accepted), and the university's contact details for verification.

Formal requirements

- Language: English or German. An original in another language is fine if a translation is attached.
- Format: clear PDF scan or digitally issued PDF (no photos of screens, no cropped documents).
- A course list or credit overview may be included but is not required.
- The certificate must refer to the CURRENT semester at the date of issue.

Questions or verification requests?

Contact us at info@ferienjobgermany.de - we are happy to confirm any details.
Ferienjob Germany · Coordinator under Sec. 14 (2) BeschV