

## **Certificate of language proficiency based on the Common European Framework of Reference for Languages (CEFR)**

Please follow the following steps in order to request a

- language certificate or DAAD language certificate for scholarships –

from the Language Centre based on your individual performance in a facultative or elective language module:

### **On-site payment at the university:**

- You can pay the €10.00 fee at the finance department (on Tuesdays and Thursdays from 10.00–12.00) located in Building 2, 3rd floor, for which you will be given a receipt as proof of payment.
- Bring this receipt to the Language Centre in Building 3, room 102. We recommend you to make an appointment to do so by emailing us at [sprachenzentrum@hnee.de](mailto:sprachenzentrum@hnee.de). You can also send us a scanned copy of the receipt by email.

### **Off-site payment:**

- You can also pay the €10.00 fee by bank transfer:

Account holder: Landeshauptkasse  
Bank: LB Hessen/Thüringen  
IBAN: DE213005 0000 7110 4029 19  
Swift/BIC: WELADEDXXX  
Reference: HNEE 06100, 10000, 221600 Sprachbescheinigung

### **Inform the Language Centre:**

- Please inform us of the payment by emailing [sprachenzentrum@hnee.de](mailto:sprachenzentrum@hnee.de), specifying the language and level of the course taken. If you would like us to send the certificate by post, please provide us with a stamped addressed envelope (A4).
- Once payment has been received, we will issue you with the certificate of language proficiency (and send it by post if requested to do so).

If you have any questions, please contact us at [sprachenzentrum@hnee.de](mailto:sprachenzentrum@hnee.de).

The Language Centre