

# Translation and legalisation of documents

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## Translation

Applicants with international certificates must have their documents that were not issued in German or English translated into German or English by an officially registered, certified translator.

The original document should show all required stamps of legalisation before being subject to translation, so that the various stamps can also be translated.

**Important:** Please note that the translation must be firmly attached to the original document or to a legalized copy of it in order that it is accepted as duly legalised document.

## Certification / legalisation

### **Documents issued in Austria:**

- No certification or legalisation of original documents is necessary.
- The upload of the fully scanned documents within the online application is sufficient.
- A separate submission by post is not required.
- The original documents have to be presented at the start of studies.

### **Documents issued in German language in an EU member state:**

- No certification or legalisation of original documents is necessary. However, if necessary a notarised copy can be requested.
- The upload of the fully scanned documents within the online application is sufficient.
- A separate submission by post is not required.
- The original documents have to be presented at the start of studies.

### **Documents issued in a non-German-speaking EU member state:**

- Translations into German or English by an officially registered, certified translator is necessary, if the documents were not issued in English.
- Copies and translations must be certified either by a public notary or by the issuing school or institution of higher education.
- The upload of the fully scanned documents (original plus translation and certification) within the online application is sufficient.
- Basically, a separate submission by post is not required. However, a postal submission of the documents can be requested on demand.
- The original documents (original plus translation and certification) have to be presented at the start of studies.

### **Documents issued outside EU member state:**

- Translations into German or English by an officially registered, certified translator is necessary, if the documents were not issued in English.
- All documents and certificates have to be legalised in form of the Apostille or by the Austrian diplomatic representation in the issuing state.

Information on country-specific requirements can be found in the [legalisation list for foreign documents](#).

- **In addition** to the upload of the fully scanned documents (original plus translation and legalisation) within the online application, a separate submission by post is required. You either **have to send**
  - the original documents including translation and legalisation
  - or notarially certified true copies of these documents including translation and legalisation**by post.** Your application will only be processed after we have received your documents by post.
- In any case, the original documents including translation and legalisation have to be presented at the start of studies.

Further information on the legalisation of foreign documents is available from the Austrian Federal Ministry of Education, Science and Research (<https://www.bmbwf.gv.at/>).