



FH KREMS  
UNIVERSITY OF APPLIED  
SCIENCES / AUSTRIA

# Translation and Legalisation of documents

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## Translation

Applicants with international certificates must have their documents 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. Please note that the translation must be attached to the original document or to a legalized copy of it in order that it is accepted as duly legalised document.

## Certification and legalisation: all information at a glance

### Documents issued in Austria:

- No certification or legalisation of original documents is necessary.
- The upload of the scanned documents within the online application is sufficient – no separate submission by post 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 might be requested.
- The upload of the scanned documents within the online application is sufficient – no separate submission by post required.
- The original documents have to be presented at the start of studies.

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

- You have to present a notarised legalisation and translation of your documents or a proper certification by the issuing school or institution of higher education.
- Translations into German or English by an officially registered, certified translator are necessary
- In addition to the upload of the scanned documents within the online application, a submission of the properly translated and certified documents by post is required. Your application will only be processed after we have received your documents by post.
- The original documents have to be presented at the start of studies.

### Documents issued outside EU member state:

- 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](#).
- Translations into German or English by an officially registered, certified translator are necessary.
- In addition to the upload of the scanned documents within the online application, a submission by post is required. Your application will only be processed after we have received your documents by post.
- 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 ([www.bmbwf.gv.at](http://www.bmbwf.gv.at)).