



University of
Applied Sciences

Translation and legalisation of documents

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. two-degree programmes, two separate statements of motivation must be written.

Important:

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

As a general rule, only the complete upload of your (translated and certified) documents must be carried out first during the course of the online application. As a first step, the fulfilment of the entry requirements will be assessed on the basis of the uploaded documents. Should an additional postal submission be necessary, you will be contacted individually.

In the case of an allocation of a study place, the original, admission-relevant (translated and legalised) documents must be presented in person at the start of the studies.

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.
- 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.
- 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 legalised 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 legalisation) within the online application is sufficient.
- 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](#).
- The upload of the fully scanned documents (original plus translation and legalisation) within the online application is sufficient.
- However, a postal submission of the documents can be requested on demand.
- The original documents (original plus 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/>).