

TRANSLATION AND LEGALIZATION OF DOCUMENTS

1) TRANSLATION OF DOCUMENTS

Documents in foreign languages are always to be accompanied by German or English translations.

- *Principally, the original document should already have all the necessary legalization stamps so that these can also be translated with the documents. The translation must be securely attached to the original certificate or a legalized copy thereof.*
- *If the translation was provided by an officially registered, court-appointed translator in Austria, no additional legalization is required.*
- *Translations in foreign countries should also be done by a sworn and officially accredited translator in the respective country and it **must** be legalized in the country where the translation was provided (apostille or full diplomatic legalization) or certified by a court-appointed interpreter in Austria.*

2) LEGALIZATION/CERTIFICATION

The legalization/certification of a document serves to certify the authenticity of the attached seals and signatures of authorized persons.

Therefore, documents must be legalized even if they are presented in the original. The only exceptions are documents from countries with which Austria has concluded a convention for abolishing the requirement for legalization for foreign public documents.

*Applicants with documents from the People's Republic of China must have them additionally legalized by the Austrian Academic Evaluation Centre (APS) in Beijing. For more information, please visit the **Academic Examination Evaluation Centre** website under: <https://www.aps.org.cn/web/internationalekooperationen/oesterreich>*

TYPES OF LEGALIZATION/CERTIFICATION

a) Exemption from any Legalization

Documents from those countries with which Austria has concluded a bilateral convention abolishing the requirement for legalization for foreign public documents are exempt from any legalization if they are submitted in **original (with official seal or official stamp)**.

These countries are:

Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Hungary, Italy, Liechtenstein, Macedonia, Montenegro, Netherlands, Norway, Poland, Romania, Serbia, Slovakia, Slovenia, Sweden.

b) Legalization by the Apostille

For documents from countries that signed the convention abolishing the requirement for legalization for foreign public documents (Hague Legalization Convention), the legalization in the form of an apostille issued by the respective national authorities is sufficient.

The members are:

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Australia, Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, China - Macao SAR and Hong Kong SAR only, Costa Rica, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fiji, Georgia, Grenada, Greece, Guatemala, Guyana, Honduras, Iceland, India, Ireland, Israel, Japan, Cape Verde, Kazakhstan, Colombia, Korea Republic, Lesotho, Latvia, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Morocco, Monaco, Mozambique, Namibia, New Zealand, Nicaragua, Niue, Oman, Panama, Paraguay, Peru, Portugal,

Russian Federation, Samoa, San Marino, Sao Tome and Principe, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Switzerland, Seychelles, Spain, South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Uruguay, Vanuatu, Venezuela, United Kingdom, United States of America.

Notice is made in this context that legalizations in the form of an apostille are only possible from the respective Ministry of Foreign Affairs or any other competent authorities in the respective country, and not from the representative authority of the country in Austria (Embassy).

The authorities entitled to provide legalization in the form of an apostille in the respective countries are explicitly stated in the ratification documents at the Hague (see http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41#l)

According to Article 4 of the Hague Convention, the apostille is to be affixed to the original document.

c) Full diplomatic legalization

The full diplomatic legalization is necessary for documents from all those countries with which there is no bilateral convention abolishing the requirement for legalization for foreign public documents and are not signatory countries of the Hague Legalization Convention.

For this type of legalization, after the documents have gone through the national legalization process in the respective country (the final step of which must in any case be the Ministry of Foreign Affairs of the respective country), they must still additionally be re-certified (legalized) by an Austrian authority. A legalization by a foreign representative authority in Austria itself is not possible.

Outline of the Legalization Process:

- 1. ISSUING AUTHORITY** (e.g. school, university, etc.) certifies the authenticity of the copy with a seal and signature.
- 2. SUPERORDINATE AUTHORITY** (e.g. Ministry of Education, Ministry of Science) certifies the seal and signature from Point 1.
- 3. TRANSLATION BY INTERPRETER:** The translation must be securely affixed to the certified copy.
- 4. FOREIGN MINISTRY** certifies the seal and signature from Points 2 and 3.
- 5. AUSTRIAN REPRESENTATIVE AUTHORITY** certifies the seal and signature from Point 4 Information on Legalization.
- 6.** For information regarding legalization, please contact the Legalization Office of the Federal Ministry for European and International Affairs (e-mail: beglaubigungen@bmeia.gv.at).