



FH Salzburg

## Information sheet

### Preparation of application documents

27.11.2023

#### Do I have to have my documents/certificates issued abroad certified?

**Depending on the country of issue**, foreign documents require certification in order to be used in Austria.

One of these 3 regulations applies to your documents:

Either the documents

- are **exempt** from any certification, or
- require certification in the form of an **apostille**, or
- require **full diplomatic certification**.

Here you will find information on the individual states and the respective certification modes:  
<https://www.bmbwf.gv.at/en/Topics/school/legislation/risq/cr.html>

#### Where can I have my documents certified?

If an **apostille** is required:

The respective Ministry of Foreign Affairs or another authorised authority in the respective state is responsible for issuing the apostille. The authorities in the respective states authorised to certify documents in the form of an apostille are specified in the instruments of ratification (see: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41#1](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41#1)).

If **full diplomatic certification** is required:

In this case, the domestic certification procedure in the respective country must first be completed (last stop: respective foreign ministry), so that finally the competent Austrian representative authority in the respective country (embassy, consulate, honorary consulate) can issue an over-certification.

Thus, **several steps** have to be completed:

1. certification by the competent ministry (e.g. Ministry of Education) of the respective country
2. certification by the foreign ministry of the respective state
3. over-certification by the Austrian diplomatic representation authority in the respective country (embassy, consulate, honorary consulate).

**A notary cannot** provide a document with diplomatic certification.

The **certification must confirm the issuer** of the document (school headmaster, rector of the university, ...); not the signature of a notary.

### Do I have to have my documents translated? What do I have to bear in mind?

If the language of the document is neither German nor English, the documents must be translated into either German or English. The translation must be done by a **sworn and court certified translator**.

**The original document should already have all the necessary certifications so that these can also be translated. The translation must be permanently attached to the original document by the translator.**

When applying for a place at the Salzburg University of Applied Sciences, both the original documents and the translations must be submitted via the online application.

### 2 Steps:

1. certification of the original document in the required mode
2. translation of the certified original document by a sworn and court certified translator

Before applying, please check carefully whether the certifications you have correspond to the criteria mentioned here. Documents that are not or not correctly certified cannot be considered for your application.

The certification of a copy or duplicate is only provided if the legal order of the issuing State does not enable the use or the authentication of the original or duplicate, or only accepts authentication of the translation of the document or the authentication of the original and/or duplicate of this document is generally not possible or not reasonably possible. This applies specifically to cases where it is indeed impossible to affix an authentication note to the relevant document, for instance when documents have been shrink-wrapped (<https://www.bmeia.gv.at/en/travel-stay/documents-and-authentications/authentication/authentication-abroad/>).