

# Legalization and Translation of Foreign Documents

International documents may require legalization and a German or English translation. Whether the documents you present for admission to study at the University need to be certified and translated does not depend on your nationality, but on the issuing country of your documents. This also applies to requests for recognition of completed exams.

Further Information and Links: [Certification rules](#)

## Please note ...

- > Each document must be certified individually. Collective certifications are not accepted.
- > Have the translation(s) prepared only after the required certifications have been carried out, as the certifications must also be translated!
- > The translations must be inseparable from the original document!
- > The certification and translation of your original documents can take several months!
- > When uploading your documents to your UWKonline account, your documents must already be legalized and translated.
- > Failure to comply with the legalization and translation requirements will result in non-admission.

## Types of legalization

- a. Exemption from the legalization requirement
- b. Legalization in the form of an apostille
- c. Full diplomatic legalization

### a. Exemption from the legalization requirement

Documents from countries with which the Republic of Austria has concluded a bilateral legalization agreement are exempt from the legalization requirement.

In addition, legalization is currently suspended for some countries. If your documents originate from one of these countries, please contact the Service Center for Students.

### b. Legalization in the form of an apostille

If the issuing country of your documents is a member state of the [Hague Convention on Legalization](#), these documents must be legalized by means of an apostille in order to be recognized in Austria.

To have your documents legalized by an apostille, please contact the Foreign Ministry of the issuing country. In some countries, the Ministry of Justice or Ministry of Education is responsible for this. The apostille must confirm the signature on the original document, not the signature of the notary.

A list of the competent authorities can be found on the website of the [Hague Conference on Private International Law \(HCCH\)](#).

In addition to the legalized documents, applicants with documents from the **People's Republic of China** must submit a Confirmation from the [Academic Evaluation Center \(APS\)](#) of the German Embassy in Beijing.

### c. Full diplomatic legalization

If the country in which your documents were issued does not have a bilateral legalization agreement with Austria or is not a party to the [Hague Convention on Legalization](#), your documents will require full diplomatic legalization.

#### Procedure:

1. legalization by the competent ministry (e.g. Ministry of Education) of the country in which the original document was issued
2. over-legalization by the Ministry of Foreign Affairs of the country in which the original document was issued
3. over-legalization by the Austrian diplomatic representation authority in the country of origin

### Translation guidelines

All documents must be submitted in German or English. If the original document has not been issued in one of these two languages, the document must be translated. The translation must be prepared by an officially sworn interpreter.

#### Please note the following:

- > The original document must have been notarized in the prescribed manner prior to translation.
- > All stamps, seals and notarizations on the document (front and back) must also be translated.
- > The translation must be inseparably attached to the translated document by the interpreter using a seal and tape.

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#### Procedure for translations

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##### carried out in Austria

1. have the original document legalized (see above)
2. Have the legalized document translated by a sworn interpreter in Austria.

[Here](#) you will find a list of court-certified interpreters.

##### carried out in the issuing country of the original document

1. have the original document legalized (see above)
2. Have the legalized document translated by a sworn interpreter in your country.
3. Have the translation legalized again as described