

Information sheet on the nostrification of foreign school leaving qualifications – Elementary Education and Social Pedagogy (Training Institutes for Early Childhood Education [BAfEP/BAfEP college] curriculum; Training Institutes for Social Pedagogy [BASOP/BASOP college]; vocational schools for pedagogical assistant professions)

The nostrification of foreign certificates is based on a comparison of the schooling completed abroad and the examinations taken abroad with Austrian curricula. **If individual subjects or subject areas cannot be adequately demonstrated, the corresponding additional examinations must be taken or lessons attended.**

An application for nostrification of foreign certificates can only be submitted if the certificates are from foreign schools, the status of which corresponds to that of an Austrian public school or a private school with public status, and it can be credibly demonstrated that the nostrification is necessary to obtain the desired authorisation or entitlement. If the state recognition of the school in question abroad is not clearly evident from the certificate, corresponding proof must be submitted to the local school authorities.

Nostrification is only possible for certificates of **completed training courses** on which the graded subjects appear. School attendance certificates cannot be nostrified.

Nostrification is mandatory for professional activities in a regulated profession* (training is listed as a regulated training course*) for the following professions:

- **Elementary school teacher* or**
- **Social pedagogue including training as an educator at after-school care centres at compulsory schools and boarding schools intended primarily or exclusively for pupils at compulsory schools:* ... (in Austria, part of the training to become a social pedagogue)**

Contact person:

Office Director Harald Ottmann, Dept. II/9 | Tel.: 01 53120-2835 | harald.ottmann@bmbwf.gv.at Office hours: Tuesday and Thursday 9:00 a.m. to 12:00 p.m. other appointments can be arranged directly with the person listed.

Notes: in order to clarify whether nostrification is generally possible/appropriate, it is recommended that you contact the person listed above directly. Please do not send original documents and/or the application for nostrification to the Federal Ministry of Education, Science and Research (BMBWF) until you have consulted the person in charge.

Necessary documents¹:

1. **Original version** of the justified application (see page 3)
2. **Original version** of the diploma (for post-secondary/tertiary education)
3. **Original version** of the annex to the diploma (for post-secondary/tertiary education)
4. **Original version** of the leaving certificate and end of year report (grades 9 to 12/13)
5. **Original birth certificate or a certified copy**
6. **Original certificate of the name change or certified copy²**
7. Original version of proof of citizenship (for Austrian citizens) **respectively**
Confirmation of registration as being principally resident in Austria (for foreign citizens = third countries/EU/EEA countries or Swiss citizens) **in the original version**
8. **Original version** of your curriculum vitae with the relevant information.

Note: please also submit a copy of your official photo ID (translated into German if possible).

Additional documents (if available) ¹:

8. Curriculum or explanation of the curriculum or training content **in the original version**
9. Proof of professional experience (in Austria and abroad), stating the duration and type of activity **in the original version**
10. Additional proof of qualifications, e.g. **original** proof of completed further and advanced training course in a work-related context
11. Proof of examination: B2 German Language Diploma, **in the original version.**

Fees:

Application.....	€14.30
Final certificate	€14.30
Additional certificates	€14.30 each
Attachments (e.g. confirmation of registration, birth certificate, proof of citizenship, marriage certificate)	€3.90 each
Notarisation.....	€14.30

Administrative charges:

Assessment	€6.50
Notarisation	€2.10

¹ Foreign documents must always be notarised, although notarisation requirements differ from state to state (see page 3). Before obtaining a translation, it is requested that you first obtain the necessary notarisation. Please have the notarisation attached to the original document or attach it directly to the original document.

In the case of foreign languages, a translation (including a translation of the certification endorsement) prepared by an officially registered (sworn) translation agency in Austria is required. The original translation must be firmly attached to the **original document and the certification endorsement (in the original version)** or to a certified copy (**only if this is stated on the form**).

² Only required if the current name is not identical to the name on the diploma/degree certificate.

Certification rules

Full diplomatic certification

International education certificates that are submitted in Austria for official purposes generally require national certification from the country in question (i.e. education authority, foreign ministry) and also need to be authenticated by the competent Austrian representation authority in the country of issue (embassy, consulate, honorary consulate).

Certification in the form of an apostille

Full diplomatic certification of education certificates is not required in the case of contracting states to the Apostille Convention (Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents) if these certificates have an apostille attached.

The contracting states are currently as follows:

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Canada, Cape Verde, Chile, China – including the special administrative regions of Macau and Hong Kong, excepted Taiwan, Colombia, Costa Rica, Cyprus, Denmark, Dominica, Ecuador, El Salvador, Estonia, eSwatini, Fiji, Georgia, Greece, Grenada, Guatemala, Guyana, Honduras, Iceland, India, Indonesia, Ireland, Israel, Jamaica, Japan, Kazakhstan, Latvia, Lesotho, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Namibia, New Zealand, Nicaragua, Oman, Palau, Panama, Paraguay, Peru, Portugal, Republic of Korea, Republic of the Philippines, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, São Tomé and Príncipe, Saudi Arabia, Seychelles, Singapore, South Africa, Spain, Suriname, Switzerland, Tonga, Trinidad and Tobago, Turkey, Ukraine, United Kingdom, United States of America, Uruguay, Vanuatu, Venezuela.

Exemption from any certification

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

Federal Ministry of Education, Science and Research
Department II/9
Minoritenplatz 5
1010, Vienna, Austria

Application for nostrification of my certificate

I request that my certificate be recognised as equivalent to a degree from a corresponding Austrian school through nostrification.

Surname: First name:

Social security no.: Tel no.:

Address:

Postcode:Town:

Place/country of birth

Email address:

Name of the certificate/diploma:

Issuing authority/school:

Surname (according to certificate): Date of issue:

Justification: intended professional activity as an elementary school teacher
(nostrification is mandatory)

intended professional activity as a social pedagogue including educator
at after-school care centres at compulsory schools and boarding schools,
which are primarily or exclusively intended for pupils at compulsory
schools (nostrification is mandatory)

Nostrification is generally not required to attend further education (college, university, university of applied sciences, teacher training college – the institutions themselves decide on admission) or to complete an apprenticeship examination (Berufsmatura) alone.

I have enclosed all required documents according to the information sheet with this application.

Date: Signature: