

Information sheet on the nostrification of a foreign school leaving certificate from a secondary academic school

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 sufficiently demonstrated, the corresponding additional examinations must be taken.**

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.

For the nostrification of foreign education qualifications, the documents listed below must be submitted **by (registered) post or in person (by prior appointment)** to the Federal Ministry of Education, Science and Research, Department I/3, Minoritenplatz 5, 1010, Vienna, Austria.

Contact person:

Office Director **NIKOLIC Anika** | Tel.: 01 53120- 4484 | Anerkennung-AHS@bmbwf.gv.at

Office hours: Tuesday and Thursday from 9:00 a.m. to 12:00 p.m. (by appointment only)

Necessary documents:*

1. Justified application (see page 4)
2. Original of the foreign school leaving certificate/diploma
3. Originals of the end of year reports from grade 9 (inclusive)¹
4. Timetable from grade 9 (information about weekly lessons per subject and school year)
5. If available: proof of your college or university education with a list of the examinations taken, including national certification and translation
6. Original birth certificate
7. Original certificate of the name change (e.g. marriage certificate, etc.)²
8. Original version of proof of citizenship (for Austrian citizens)
9. Confirmation of registration as being principally resident in Austria (for foreign citizens or EU citizens)

¹ If necessary, additional evidence may be requested from the Federal Ministry of Education, Science and Research.

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

*** PLEASE NOTE:**

Foreign documents that are presented in Austria for official purposes generally require legalisation in the respective issuing country, although legalisation regulations differ from state to state (see page 3).

In the case of foreign languages, a translation prepared by an officially registered, sworn translation agency in Austria (or an EU/EEA country) is required. The translation must be officially attached to the original document. Translations made abroad must be notarised accordingly.

Fees:

Application	€14.30
School leaving 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

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 I/3

Minoritenplatz 5
1010, Vienna, Austria

Request for nostrification of my school leaving certificate

I request that my school leaving certificate be recognised as equivalent to an Austrian AHS school leaving certificate by means of nostrification.

Surname: First name:

Birth name: Date of birth:

Nationality: Place of birth:

Social security no.: Tel no.:

Address:

Postcode: Location:

Email address:

Title of the certificate/diploma:

Issuing authority/school:

Surname (according to certificate): Date of issue:

Reason: Occupation Studies

Other reasons:

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

Date: Signature:

Please fill out this application legibly in BLOCK CAPITALS.