

## Information sheet on the nostrification of foreign school leaving qualifications - Commercial schools (commercial academy, commercial 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.

Nostrification is only possible for certificates on which the graded subjects appear. School attendance certificates cannot be nostrified.

### Contact persons:

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**Office hours: Tuesday and Thursday 9:00 am to 12:00 pm** (by appointment)

### Necessary documents<sup>1</sup>:

1. Justified application (see page 3)
2. Original of the final certificate and the end of year reports
3. Birth certificate
4. Original certificate of the name change (e.g. marriage certificate, etc.)<sup>2</sup>
5. Original version of proof of citizenship (for Austrian citizens)
6. Confirmation of registration as being principally resident in Austria (for citizens from third countries or EU member states)

<sup>1</sup> Foreign documents must always be notarised, although notarisation requirements differ from state to state (see page 2).

In the case of foreign languages, a translation prepared by an officially registered (sworn) translation agency in Austria is required. The translation must be officially attached to the original certificate or to a certified copy (except for diploma/degree certificates). Translations made abroad must be notarised accordingly.

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

## **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

## **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/9a  
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: ..... Location: .....

Place/country of birth:.....

Email address: .....

Title of the certificate/diploma:.....

Issuing authority/school: .....

Surname (according to certificate): ..... Date of issue:.....

Reason:  Occupation  College  Studies  Vocational entrance qualification examination

Other reasons: .....

.....

**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.**