

FACT SHEET

on the validation of a foreign matriculation certificate from an academic secondary school

The validation of foreign certificates is based on a comparison of the examinations taken and lessons attended. **If you do not provide sufficient evidence of individual subjects, appropriate additional examinations must be prescribed. These examinations must be taken at one of the Austrian Boards of Education (Bildungsdirektionen).**

To have foreign education qualifications validated, you must submit the documents listed below by **post (registered)** or **in person (by prior appointment)** to the Federal Ministry of Education, Science and Research, Department I/4, Minoritenplatz 5, 1010 Vienna.

Contact:

Silvia Bauer | Tel.: 01 53120 4484 | silvia.bauer@bmbwf.gv.at

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

Documents required:¹

1. Application (see page 4)
2. Original **foreign school-leaving certificate/diploma**
3. Original **end-of-year reports** from the 9th grade and above with appropriate certification²
4. **Timetables** from the 9th grade and above (indicating weekly teaching hours for each subject and school year)
5. Original **birth certificate** or a certified copy
6. Original document providing evidence of any name change (e.g. marriage certificate) or a certified copy³
7. Original **certificate of citizenship** or a certified copy (for Austrian citizens)
8. Original **residence registration form** (Meldebestätigung) showing that your main residence is in Austria

¹ Foreign documents must generally be certified; different certification rules apply depending on the country (see page 2).

Documents in a language other than German must be translated by a sworn translator who is officially registered in Austria. The translation must be officially and firmly attached to the original document. Translations done abroad must be certified accordingly.

² If necessary, additional evidence may be requested by the Federal Ministry of Education, Science and Research. If documents are in a language other than German, the provisions specified in footnote 1 apply.

³ Only necessary if the current name is not identical to the name on the school-leaving certificate.

Fees:

Application.....	€14.30
School-leaving certificate	€14.30
Translation of the school-leaving certificate	€14.30
Other certificates, each	€14.30
Supporting documents (e.g. residence registration form, birth certificate, certificate of citizenship, marriage certificate), each	€3.90
Validation	€14.30

Administrative charges:

Official notification.....	€6.50
Validation	€2.10

IMPORTANT NOTE:

Foreign documents that are submitted in Austria for official purposes generally require national certification from the country of origin (i.e. education authority, foreign ministry and Austrian representation authority) and also need to be authenticated by the Austrian representation authorities in this country. This authentication is not required in issuing states whose public certification is directly recognised by Austria on the basis of intergovernmental treaty provisions (e.g. in the special form of an apostille under the Apostille Treaty).

Certification rules

Full diplomatic certification:

Foreign 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, Cape Verde, Chile, China – only the special administrative regions of Macau and Hong Kong, Columbia, Costa Rica, Cyprus, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fiji, Georgia, Greece, Grenada, Guatemala, Guyana, Honduras, Iceland, India, Ireland, Israel, Jamaica, Japan, Kazakhstan, Latvia, Lesotho, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Namibia, New Zealand, Nicaragua, Niue, Oman, Palau, Panama, Paraguay, Peru, Portugal, Republic of Korea, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, São Tomé and Príncipe, Seychelles, Singapore, South Africa, Spain, Suriname, Swaziland, 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/4
Minoritenplatz 5
1010 Vienna

Application for validation of my school-leaving certificate

I request that my school-leaving certificate be recognised as equivalent to a school-leaving certificate from an Austrian academic secondary school by means of validation.

Surname: First name:

Name at birth: Date of birth:

Nationality: Place of birth:

Social insurance no.: Tel. no.:

Address:

Postcode: Town/village:

Email address:

Title of certificate/diploma:

Issuing authority/school:

Surname (as on certificate): Date of issue:

Reason: Job Further studies Other reason:

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I have enclosed all the required documents with this application in accordance with the fact sheet.

Please complete this application legibly in CAPITAL LETTERS.

Date: Signature: