

## Guideline to Translation and Authentication of Submitted Documents

**If in doubt, please contact the DP DOCC team immediately via [dp@docc.eu](mailto:dp@docc.eu)!**

### Translations

Documents (Diploma and Transcript) as issued by the educational institute in the official language must be joined to the German or English translation inseparably - a translation cannot replace the original! Note that **all** authentication must be translated and that the translator's signature must be certified by the competent authority, e.g. Foreign Ministry (this does not apply to translations done by a sworn translator in Austria).

**The translation and the authenticated document must be joined inseparably!**

**Applicants with documents issued in China, need to present a certificate from the Academic Evaluation Centre (Akademische Prüfungsstelle - APS) additionally to their legalized documents. Information on this please find at the Homepage of the Austrian Embassy in Beijing: (<https://www.aps.org.cn/internationale-kooperationen/osterreich>)**

**Applicants with documents issued in Mongolia have to certify the documents by a *Vertrauensanwalt*. For detailed information on this please contact the admission department ([studienabteilung@uibk.ac.at](mailto:studienabteilung@uibk.ac.at))**

### A. No authentication for countries with bilateral agreements

Certificates issued in the following countries need not be authenticated if you submit the **originals** (officially sealed):

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

Photocopies must be certified by an authority with an official stamp (e.g. university, public court) or a notary public. Documents must be translated, where necessary.

### B. Authentication by means of Apostille

Documents issued in one of the member countries of the Hague Authentication Convention must be certified by means of an Apostille applied by the competent authority in that country. Please see following link for details:

[http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)

All documents (certificates, diplomas etc.) submitted for the benefit of your application must be authenticated by appropriate authorities in the country in which they were issued.

<b>Apostille</b> (Convention de La Haye du 5 octobre 1961)	
1. Country: .....	.....
This public document	
2. has been signed by .....	.....
3. acting in the capacity of .....	.....
4. bears the seal/stamp of .....	.....
Certified	
5. at .....	6. the .....
7. by .....	.....
8. No. ....	.....
9. Seal/stamp: .....	10. Signature: .....

*Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Botswana, Brazil, Brunei Darussalam, Cape Verde, Chile, China (only Macao and Hong Kong), Colombia, Costa Rica, Cyprus, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fiji, Georgia, Greece, Grenada, Guyana, Honduras, Iceland, India, Ireland, Israel, Japan, Kazakhstan, Korea (Republic), Latvia, Lesotho, Liberia, Lithuania, Luxemburg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Mozambique, Namibia, New Zealand, Nicaragua, Niue, Oman, Panama, Peru, Portugal, Russian Federation, Samoa, San Marino, Sao Tomé and Principe, Seychelles, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent/Grenadines, South Africa, Spain, Suriname, Swaziland, Switzerland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Uruguay, United Kingdom, USA, Vanuatu, Venezuela.*

A document's authentication serves to certify to the genuineness of applied seals and signatures. For this reason, documents must be authenticated even if you submit the originals. This does not apply to countries where there is an agreement with Austria regarding the exemption from authentication.

### C. Double Authentication

In the case of all other countries (i.e. countries not mentioned under A and B), the authentication of documents must be performed in a strictly sequential order (see table). The Austrian representative authority in the country where the original documents have been issued must always be the final authentication authority.

<b>1</b>
<b>ISSUING AUTHORITY</b> (School, university etc.) attests to the genuineness of the document with seal and signature
<b>2</b>
<b>HIGHER AUTHORITY</b> (Ministry of Education, Ministry of Science) attests seal and signature of 1
<b>3</b>
<b>TRANSLATION BY A SWORN TRANSLATOR</b> The translation must be attached inseparably to the authenticated document
<b>4</b>
<b>FOREIGN MINISTRY</b> attests seal and signature of 2 and 3
<b>5</b>
<b>AUSTRIAN REPRESENTATIVE AUTHORITY</b> attests seal and signature of 4