

## **FACT SHEET**

### **on the validation of foreign school-leaving qualifications – business administration schools**

The validation of foreign certificates is based on a comparison with Austrian curricula of school attendance abroad and examinations taken abroad. **If you cannot provide sufficient evidence of individual subjects or areas of the syllabus, you must take appropriate additional examinations.**

You can only apply to have a foreign certificate validated if it was issued by a foreign school whose status corresponds to that of an Austrian public (state) school or a school with public status and if it can be shown that validation is required in order for you to obtain a particular eligibility or entitlement. If state recognition of the school abroad in question is not clearly evident from the certificate, appropriate evidence from the school authority there must be provided.

A certificate can only be validated if it lists all subjects taken and grades awarded. Confirmation of school attendance cannot be validated.

#### **Contact:**

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**Office hours: Tuesday and Thursday 9 a.m. to 12 p.m.**

#### **Documents required:<sup>1</sup>**

1. Application, stating the reason (see page 3)
2. Original school-leaving certificate and end-of-year certificates
3. Birth certificate
4. Original document providing evidence of any name change (e.g. marriage certificate)<sup>2</sup>
5. Original certificate of citizenship (for Austrian citizens)
6. Residence registration form (Meldebestätigung) showing that your main residence is in Austria (for foreign citizens, including EU citizens)

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<sup>1</sup> 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 or to a certified copy (except for diploma/school-leaving certificates). Translations done abroad must be certified accordingly.

<sup>2</sup> Only necessary if the current name is not identical to the name on the diploma/school-leaving certificate

**Fees:**

Application .....	€14.30
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

**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/12  
Minoritenplatz 5  
1010 Vienna

### Application for validation of my certificate

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

Surname: ..... First name: .....

Social insurance no.: ..... Tel. no.: .....

Address: .....

Postcode: ..... Town/village: .....

Place and country of birth: .....

Email address: .....

Title of certificate/diploma: .....

Issuing authority/school: .....

Surname (as on certificate): ..... Date of issue: .....

Reason:             Job             Post-secondary VET course (Kolleg)             University  
                          Vocational higher education entrance examination (Berufsreifeprüfung)

Other reason: .....

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

Date: ..... Signature: .....

**Please complete this application legibly in CAPITAL LETTERS.**