
Information for applicants with non-Austrian (school) certificates

Translation

Applicants with international certificates must have their documents translated into German or English by an authorized translator. If the document is in English or German, no translation is needed.

The original document should show all required stamps of legalisation (see point below) **before** being subjected to translation, so that the various stamps can also be translated. The translation must be attached to the original document.

Certification/Legalisation/Attestation

In addition, all certificates should be certified/legalised. This means that depending on the issuing nation your documents need to undergo a legalisation process.

There are three different types of certifying/legalising documents:

2.1 Befreiung von jeglicher Beglaubigung

This means you do not need to take further steps to legalise/certify your documents. Austria has bilateral agreements with countries that are listed here:

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

2.2 Beglaubigung in der Form der Apostille

This means that your documents need to be legalised/certified by the means of an apostille. For countries that belong to this category, please follow this link:

[List of Countries](#)

In most cases, the foreign ministry of your country is able to issue an apostille. Please check this table for detailed information on the issuing authority for each country: [Klick here](#)

2.3 Volle diplomatische Beglaubigung

If your documents were issued by a country that is not listed above, they need to be "fully" legalised/certified. This includes three different steps:

1. Legalisation/certification of your documents by the appropriate ministry (authority) of your country (e.g. ministry of education). THEN
2. Legalisation/certification of your documents by the Ministry of Foreign Affairs of your country. THEN
3. Legalisation/certification of your documents by the Austrian Representation (e.g. Embassy, Consulates General) in your country.

Please upload scanned versions of your translated and legalised documents (all pages, including notations and certification/legalisation references) with your online application. Please note that the translation must be attached to the original document or to a legalized copy of it in order for it to be accepted as a duly legalised document. The paper documents will be examined by employees of the FH Campus Wien during the application process – make sure to have the documents with you for this.

Check of your general admission requirements

During the admission process, your documents have to be checked by employees of the FH Campus Wien to assess your admission requirements. In some cases, you might have to take additional exams for you to be able to study at our university. The secretary's office will inform you if you have to take any exams.