



FH Salzburg

Information Sheet

Preparing application documents

What is a diplomatic authentication? Do I need to have my documents/certificates legalized if they were issued abroad?

In international legal matters, this kind of certification (diplomatic authentication) is known as 'legalisation'. This is a formal act that verifies the authenticity of a signature and the capacity in which the undersigned was acting, including an official seal (or stamp) if necessary. Ultimately, this also serves to verify the identity of the party issuing the document.

Foreign documents only enjoy the probative force of Austrian official certificates if they are furnished with the prescribed legalizations (Section 293 (2), Code of Civil Procedure (ZPO), as amended). Documents must, therefore, be legalized in order to be used in other countries. There may be exceptions as a result of international agreements.

There are three forms of legalization regulations:

- Exemption from any legalization
- Legalization in the form of an apostille
- Full diplomatic legalization

Information on the individual countries and the different forms of legalization can be found via the following link:

<http://www.fh-salzburg.ac.at/studium-lehre/zugangsvoraussetzungen-bachelor/bewerberinnen-mit-eu-weiterinternationaler-vorbildung-ausser-d/>

Where can I have my documents legalized? Can a notary provide me with a diplomatic authentication for my documents/certificates?

Documents from countries that are signatories of the 'Hague Apostille Convention' only require legalization in the form of an apostille. The relevant ministry of foreign affairs or any other authority authorised to do so in the relevant country may issue an apostille. The authorities authorised to legalize in the form of an apostille in the relevant countries are specified in the ratification documents (see: http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41#1).

For the form of legalization full diplomatic legalization, after going through the internal legalization process in the relevant country (with the last stage of this having to be the ministry of foreign affairs in the relevant country), the documents must also be legalized by the relevant Austrian representation authority (embassy, consulate, honorary consulate) in the relevant country.

Procedure:

First step: Legalization by the relevant specialist ministry (e.g. ministry of education) in the country of origin;

Second step: Authentication by the ministry of foreign affairs in the country of origin;

Third step: Legalization by the Austrian diplomatic representation authority in the country of origin (embassy, consulate, honorary consulate)

No. Notaries are not able to provide legalization (diplomatic authentication) for documentation.

There are two basic forms of certification that a notary can issue, verifying either the authenticity of a document (**copy certification**), or a signature (**signature certification**). **No statement is made as to the accuracy of the certificate or its content here.**

- Certified transcript

A certified transcript (certified copy) is confirmation provided by a notary, a district court or an issuing authority, that a copy of a document corresponds to the original.

- Signature certification

With signature certification for a private document, a notary is confirming that a particular person's signature is genuine, i.e. that the signature was written or acknowledged by the signatory in the presence of a notary.

My documents/certificates are written in a language other than English or German. Do I need to have my documents translated? If so, what do I need to know?

Translations are required if the document is not in German or English. In addition to German documents, Salzburg University of Applied Sciences also accepts English documents. Documents that are not in German or English must be translated into German or English by an **officially registered sworn translator**.

The original document and/or certified copy/duplicate should already have all the necessary legalization stamps so that they can be included in the translation. The translation must be permanently bound to the original document and/or a certified copy thereof.

Please be aware that, when applying for a place to study at Salzburg University of Applied Sciences, both translated documents and originals must be submitted during the online application process.

If the translation is completed by a sworn translator officially registered in Austria, no additional certification is required.

Translations of foreign documents completed abroad must also be prepared by a sworn translator officially registered in the relevant state, and must be processed in the same way as the original foreign documents in terms of legalization regulations, i.e. the form of legalization of the state in which the translation was prepared shall apply.

How to prepare your application documents correctly – step by step

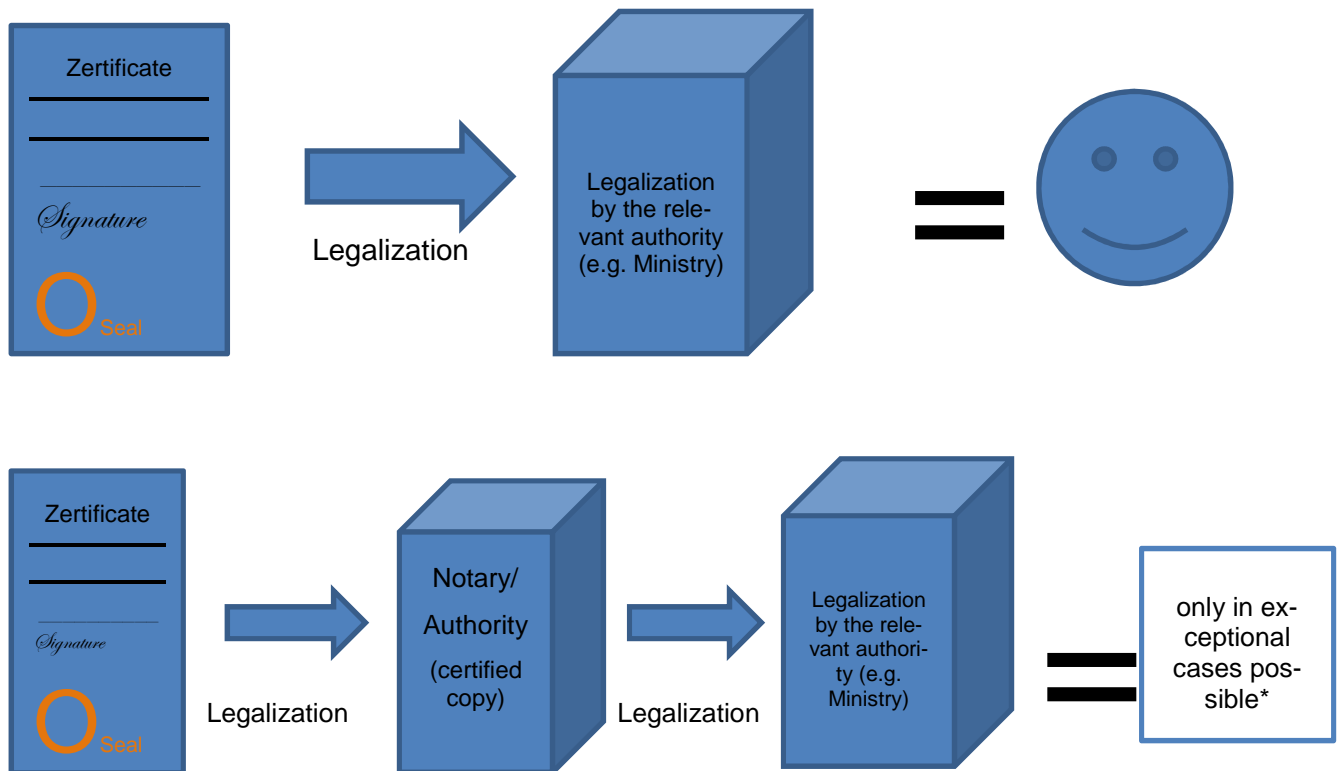
It is important that the Apostille certificate verifies the issuer of the document (e.g. school headteacher) and not the notary's signature.

Important note: The following steps must be followed when preparing the application documents:

1. The original documents should be legalized first of all.
2. Only AFTERWARDS should the original documents be translated by a sworn translator officially registered in the relevant country.
3. The translations should then be legalized if required.

Please check your application carefully to ensure that all your certificates meet the criteria specified here. Any documents that are incorrectly legalized, or not legalized at all, cannot be taken into consideration as part of your application.

Step by Step Legalization



*For example Austrian transcripts or copies of official public documents with translations attached may be (over-)legalised, if a legalisation of the original or of the duplicate of the official public document was not possible or not reasonably possible. This applies specifically to cases where it is indeed impossible to affix an authentication note to the relevant document, for instance if documents or passports were shrink-wrapped, and when the authentication on the original is not deemed reasonably possible through no fault of the applicant. (See: <https://www.bmeia.gv.at/en/travel-stay/documents-and-authentications/authentication/authentication-in-austria/>)