



FH Salzburg

## Check list – application with international documents MultiMediaArt-Bachelor

Please note that the documents listed for the online application must be uploaded using the following link:  
<http://www.fh-salzburg.ac.at/footer/online-bewerbung-studium/>

I	Personal data sheet (in German or English)		<input type="checkbox"/>	
II	Copy of passport or proof of nationality combined with an official form of photo identification		<input type="checkbox"/>	
III	Evidence of knowledge of German (Level B1 <sup>1</sup> ) – copy		<input type="checkbox"/>	
<b>Certification (apostille or full diplomatic certification) and translations (if the original document is not in German or English) may be required for the following documents (VI to VIII)<sup>3</sup>:</b>				
IV	Specialist entry requirement			
	VIa	<b>Bachelor degree programme</b>		
		General university entrance qualification	Foreign certificate <sup>4</sup> (copy), which is equivalent to an Austrian <ul style="list-style-type: none"> <li>• high school leaving certificate or</li> <li>• vocational matriculation exam certificate or</li> <li>• university entrance exam certificate</li> </ul> (high school leaving certificate or other certificate confirming university entrance qualifications) <b>or...</b>	<input type="checkbox"/>
			.. Document <sup>4</sup> confirming completion of at least three years of study at a recognised post-secondary educational institution in Austria or abroad  (Bachelor degree certificate <sup>4</sup> ) – university, university of applied sciences – copy)	<input type="checkbox"/>
			Subject list <sup>4</sup> /end-of-year reports for the last four years <sup>4</sup> <ul style="list-style-type: none"> <li>• if the subjects in which examinations were taken when leaving school cannot be seen on the certificate, e.g. USA High School Diploma, or</li> <li>• if school/studies has/have not yet been completed</li> </ul>	<input type="checkbox"/>
			Confirmation of the imminent completion of school/studies including the expected date of finishing	<input type="checkbox"/>
or				
Relevant professional qualification	Evidence of the completion of an apprenticeship, graduation from a vocational middle school, etc. <sup>4</sup>	<input type="checkbox"/>		
V	Optional: Certificate of any change to name – copy		<input type="checkbox"/>	
VI	Optional: Other certificates/attestations/diplomas for studies, additional qualifications, professional experience or similar – copy <sup>4</sup>		<input type="checkbox"/>	

**Important note:** All original certificates/documents must be presented in addition to the digital scans or copies of the application documents at the start of the course (no later than 31/10 of the first semester) for examination.

## EXPLANATIONS

1)	<p><b>Evidence of B1 level knowledge of German</b></p> <p>Most bachelor and master programmes at Salzburg University of Applied Sciences are taught in German. Applicants for English-speaking degree programmes – Innovation &amp; Management in Tourism (bachelor and master) and Applied Image &amp; Signal Processing (joint degree master programme with the University of Salzburg) do not need to provide evidence of their knowledge of German.</p> <p>Being able to speak German and/or English is a requirement for studying at Salzburg University of Applied Sciences.</p> <p>Evidence of the required B1 level of German knowledge according to the Common European Framework of Reference for Languages must be provided by no later than 31/10 of the first semester.</p> <p>The following certificates are generally recognised as evidence of sufficient knowledge of German:</p> <ul style="list-style-type: none"> <li>- German as a subject on the high school leaving certificate or</li> <li>- 'B1 Deutsch' from the Österreichisches Sprachdiplom Deutsch or</li> <li>- 'TestDaF' (Test Deutsch als Fremdsprache, <a href="http://www.tesdaf.de">www.tesdaf.de</a>) with a minimum level of TDN 2 in all unit tests or</li> <li>- 'Goethe-Zertifikat B1' or higher level from the Goethe Institute or</li> <li>- 'Erste Stufe' (Niveaustufe B1) of the German language diploma of the Conference of Ministers of Education of the states of the Federal Republic of Germany or</li> <li>- A full course in German (at least 3 years)</li> </ul> <p>In justified individual cases, knowledge of German can be assessed by the relevant Head of Degree Programme during the admission procedure.</p>						
3)	<p><b>Certifications and translations</b> (see Federal Ministry of Science, Research and Economy certification list for university studies, as of: November 2016)</p> <p><b>Important note:</b> The following steps must be followed when preparing the application documents:</p> <ol style="list-style-type: none"> <li>1. The original documents should be certified first of all.</li> <li>2. Only AFTERWARDS should the original documents be translated by a sworn translator officially registered in the relevant country.</li> <li>3. The translations should then be certified if required.</li> </ol> <p>Foreign documents shall only have the evidential value of official Austrian documents if they have the relevant certifications (Section 293(2) ZPO [Code of Civil Procedure], as amended). Therefore in principle documents must be certified (diplomatic certification) if they are to be used in a different country. There may be exceptions as a result of international agreements.</p> <p>There are three forms of certification regulations:</p> <ul style="list-style-type: none"> <li>• Exemption from any certification</li> <li>• Certification in the form of an apostille</li> <li>• Full diplomatic certification</li> </ul> <p>Information on the individual countries and the different forms of certification can be found via the following link: <a href="https://www.fh-salzburg.ac.at/info/studieren-beginnen/zugangsvoraussetzungen-bachelor/bewerberinnen-mit-eu-weiter-internationaler-vorbildung">https://www.fh-salzburg.ac.at/info/studieren-beginnen/zugangsvoraussetzungen-bachelor/bewerberinnen-mit-eu-weiter-internationaler-vorbildung</a></p> <p>The assignment of countries to the different variants primarily relates to the certification of documents issued by foreign educational institutions or educational authorities. The following may be necessary for documents issued abroad:</p> <table border="1" data-bbox="240 996 1388 1355"> <tr> <td data-bbox="240 996 406 1075"><b>No certification</b> or</td> <td data-bbox="406 996 1388 1075">There is an exemption from certification for documents from those countries with which Austria has concluded a bilateral certification agreement. These countries are (as of November 2016): Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Hungary, Italy, Liechtenstein, Macedonia, Montenegro, Netherlands, Norway, Poland, Romania, Serbia, Slovakia, Slovenia, Sweden</td> </tr> <tr> <td data-bbox="240 1075 406 1198"><b>An apostille</b> or</td> <td data-bbox="406 1075 1388 1198">Documents from countries that are signatories of the 'Hague Apostille Convention' only require certification 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 certify in the form of an apostille in the relevant countries are specified in the ratification documents (see: <a href="http://www.hcch.net/index_en.php?act=conventions.authorities&amp;cid=41#">http://www.hcch.net/index_en.php?act=conventions.authorities&amp;cid=41#</a>). For a list of these countries, please refer to the Federal Ministry of Science, Research and Economy certification list for university studies.</td> </tr> <tr> <td data-bbox="240 1198 406 1355"><b>Full diplomatic certification</b></td> <td data-bbox="406 1198 1388 1355">For this form of certification, after going through the internal certification 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 certified by the relevant Austrian representation authority (embassy, consulate, honorary consulate) in the relevant country. Procedure: First step: Certification 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: Certification by the Austrian diplomatic representation authority in the country of origin (embassy, consulate, honorary consulate)</td> </tr> </table> <p><b>Suspension of certification:</b> The certification of documents from certain countries may be suspended by the Austrian Federal Ministry for Europe, Integration and Foreign Affairs if it is not possible to guarantee reliable examination of the authenticity or correct content of these documents. For the duration of the suspension, the documents from these countries shall be subject to free consideration of evidence. For a list of these countries, please refer to the Federal Ministry of Science, Research and Economy certification list for university studies.</p> <p>As of November 2016: Afghanistan, Burundi, Chad, Comoros, Congo, Democratic People's Republic of Korea, Democratic Republic of Congo, Equatorial Guinea, Iraq, Myanmar, Somalia, South Sudan, Sudan.</p> <p>As per Section 60(3) of the Universities Act (Universitätsgesetz, UG) 2002, the rectorate of Salzburg University of Applied Sciences is entitled to waive the obligation to provide individual documents if it has been shown that it will be impossible or unreasonably difficult to present them within a reasonable period, and the documents that have been presented are sufficient to make a decision. A <u>decision on the individual case</u> will always be made <u>by the rectorate</u>.</p> <p><b>Translations</b> 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 <u>by an officially registered sworn translator</u>. <u>The original document</u> and/or certified copy/duplicate should <u>already have all the necessary certification stamps</u> so that they can be included in the translation. <u>The translation must be permanently bound to the original document and/or a certified copy thereof</u>.</p> <p>If the translation is completed by a sworn translator officially registered <u>in Austria</u>, no additional certification is required.</p> <p>Translations of foreign documents completed <u>abroad</u> 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 certification regulations, i.e. the form of certification of the state in which the translation was prepared shall apply.</p>	<b>No certification</b> or	There is an exemption from certification for documents from those countries with which Austria has concluded a bilateral certification agreement. 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For a list of these countries, please refer to the Federal Ministry of Science, Research and Economy certification list for university studies.	<b>Full diplomatic certification</b>	For this form of certification, after going through the internal certification 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 certified by the relevant Austrian representation authority (embassy, consulate, honorary consulate) in the relevant country. Procedure: First step: Certification 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: Certification by the Austrian diplomatic representation authority in the country of origin (embassy, consulate, honorary consulate)
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4)	<p><b>Foreign documents</b></p> <p>Further information can be found on the website of the Federal Ministry of Science, Research and Economy ENIC NARIC AUSTRIA – recognition of university degrees: <a href="http://wissenschaft.bmwf.gv.at/bmwf/studium/academic-mobility/enic-naric-austria/">http://wissenschaft.bmwf.gv.at/bmwf/studium/academic-mobility/enic-naric-austria/</a></p> <p><b>Note:</b> Please note that by submitting the online application form, you agree that the application documents (certificates, records of success, etc.) submitted to Salzburg University of Applied Sciences as part of the admission procedure may be sent to <i>ENIC NARIC AUSTRIA</i> electronically for the purpose of assessing the education completed in terms of the possibility of admission for study at a university of applied sciences and to the <i>Office for Consular Certifications</i> (BKB) at the Federal Ministry for Europe, Integration and Foreign Affairs (BMEIA) for the purpose of obtaining information about the certifications.</p> <p>The National Academic Recognition Information Centre, ENIC NARIC AUSTRIA, is the official point of contact for all matters concerning cross-border recognition at universities.</p> <p>This declaration of consent can be revoked at any time, including partially, in writing by sending an email to <a href="mailto:studienrecht@fh-salzburg.ac.at">studienrecht@fh-salzburg.ac.at</a>.</p>						