

Information sheet on the nostrification of a foreign end of year report (*Jahreszeugnis*) from an academic secondary school (equivalent in Austria of an *allgemeinbildende höhere Schule* [AHS])

The nostrification of foreign certificates is based on a comparison of schooling completed abroad and examinations taken abroad with Austrian curricula. **If individual subjects or teaching content cannot be sufficiently demonstrated, the corresponding additional examinations must be taken.**

An application for nostrification of foreign certificates can be made if the foreign school has the status of an Austrian public or legally recognised school, leads to the general higher education entrance qualification, and nostrification is necessary for a justified entitlement. If there is any uncertainty about the state recognition in the certificate, proof from the foreign school authority will be required. Nostrification is only possible for certificates on which the graded subjects appear. School attendance certificates cannot be nostrified.

Contact person:

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Office hours: Tuesdays and Thursdays 9:00 a.m. to 12:00 p.m. (by appointment only)

Necessary documents (to be submitted in person or by post in the ORIGINAL version):

1. Justified application stating the year of the envisaged type of Austrian school with which equalisation is being sought (see page 4-5)
2. Original of the equivalent end of year report including the syllabus (details of weekly lessons per subject and per school year)
3. All existing upper school reports in the original version (from year 9 onwards) including the syllabus
4. If available, proof of your college or university education with a list of the examinations taken
5. Original birth certificate
6. If applicable, certificate attesting to the change of name (e. g. marriage certificate, etc.)
7. Confirmation of registration (proof of main residence in Austria)
8. Proof of citizenship (for persons with Austrian citizenship who have their main residence abroad)

Fees:

Application	€21,00
The equivalent end of year report	€21,00
Each additional certificates	€21,00
Each enclosures (e.g. confirmation of registration, birth certificate, proof of citizenship, marriage certificate)	€6,00
Legalisation.....	€21,00



Administrative charges:

Assessment.....	€6,50
Legalisation.....	€2,10

Foreign documents must always be legalised (different legalisation requirements apply depending on the country) and translated into German:

Legalisation regulations (status: 01 April 2025)

Full diplomatic legalisation: foreign documents from the education sector that are presented in Austria for official purposes generally require national legalisation by the respective state (i.e. education authority, foreign ministry) as well as higher-level certification of the legalisation by the competent Austrian representative authority in the issuing country (embassy, consulate, honorary consulate).

Legalisation in the form of an apostille: full diplomatic legalisation of documents from the education sector is not required for countries signatory to the "Hague Legalisation Convention" (Convention Abolishing the Requirement of Legalisation for Foreign Public Documents) if these documents are provided with an apostille.

These are currently the following countries: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Australia, Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Chile, China – including the special administrative regions of Macau and Hong Kong – except for Taiwan, Costa Rica, Denmark, Dominica, Dominican Republic¹, Ecuador, El Salvador, Estonia, Eswatini, Fiji, Georgia, Grenada, Greece, Guatemala, Guyana, Honduras, India, Indonesia, Ireland, Iceland, Israel, Jamaica, Japan, Canada, Cape Verde, Kazakhstan, Colombia, Republic of Korea, Lesotho, Latvia, Liberia, Lithuania, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Namibia, New Zealand, Nicaragua, Oman, Palau, Panama, Paraguay, Peru, Philippines, Portugal, Rwanda, Russian Federation, Samoa, San Marino, São Tomé and Príncipe, Saudi Arabia, Switzerland, Seychelles, Singapore, Spain, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, South Africa, Suriname, Tonga, Trinidad and Tobago, Turkey, Ukraine, Uruguay, Vanuatu, Venezuela, United States, United Kingdom, Cyprus.

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

Translation guidelines

In the case of foreign languages, a translation prepared by an officially registered (sworn) translation agency (in Austria or an EU/EEA country) is required. The translation must be officially attached to the original document or a certified copy. You can find an overview of all sworn court interpreters on the website of the **Austrian Association of Sworn and Court-Certified Interpreters – ÖVGD**.

¹ Apostilles are only issued in electronic form. They can be verified in two ways (scanning the QR code or checking via the MIREX website <https://mirex.gob.do/>).

Federal Ministry of Education
Division I/3
Minoritenplatz 5
1010 Vienna, Austria



Please complete this application form legibly and in block capitals, entering the correct information.

Application for nostrification of an end of year report from an academic secondary school

Surname: First name:

Surname (on certificate): Tel.:

Address:

Postcode: City:

Place/country of birth:

Email address:

Name of the certificate/school year:

Issuing authority/school:

Date of issue:

Justification for obtaining nostrification:

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In my opinion, the submitted certificate corresponds to the end of year report from the following academic secondary school in Austria (please tick the appropriate type of school):

I. Type of school:

- ☐ Secondary school sixth form (*Oberstufenrealgymnasium*) with supplementary lessons in biology, environmental studies, physics and chemistry
- ☐ Secondary school sixth form (*Oberstufenrealgymnasium*) with music or
- ☐ arts and craft

II. Foreign languages (according to the academic secondary school curriculum: English, French, Italian, Spanish, Russian, Latin, Slovenian, Serbian, Croatian, Bosnian, Czech, Slovakian, Hungarian or Polish can be selected):

1. Foreign language:
2. Foreign language:

III. Decision for years 7 and 8:

- ☐ Art and design or
- ☐ Music

IV. Any proof of computer science knowledge

- ☐ Yes
- ☐ No

V. External examinations taken at the external examination board (school, location):

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With this application, I have enclosed all the required documents according to the information sheet.

Date: Signature: