

Information sheet on the nostrification of foreign school-leaving qualifications (*Schulabschlüsse*) – area of elementary education and social pedagogy (curriculum Training Institutes for Early Childhood Education [BAfEP/BAfEP Kolleg]; Training Institutes for Social Pedagogy [BASOP/BASOP Kolleg]; Technical colleges for pedagogical assistant professions)

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 or lessons attended.**

An application for the nostrification of foreign certificates can only be submitted if the certificates are from foreign schools, the status of which corresponds to that of an Austrian public school or a school with public status, and it can be credibly demonstrated that the nostrification is necessary to obtain the intended authorisation or entitlement. If the state recognition of the foreign school in question is not clearly evident from the certificate, corresponding proof from the local school authority must be submitted.

Nostrification is only possible for certificates of **completed training courses** on which the graded subjects appear. School attendance certificates cannot be nostrified.

Nostrification is mandatory – **only for training from third countries** – for professional activities in a regulated profession* (training is listed as a regulated training programme*) for the following professions:

- **Elementary teacher* or**
- **Educators at after-school care centres at compulsory or dormitories for pupils at compulsory schools.* (in Austria, part of the training to become a social education worker)**

Contact person:

Office Director Harald Ottmann, Division II/9 | Tel.: +43 (0)1 53120-2835 | harald.ottmann@bmb.gv.at Office hours: Tuesdays and Thursdays 9:00 a.m. to 12:00 p.m.; other appointments can be arranged with the administrative assistant.

Notes: please do not send original documents and/or the nostrification application to the Federal Ministry of Education until you have consulted the person in charge.

In order to clarify whether nostrification is generally possible/appropriate, it is recommended that you contact the person in charge.

Necessary documents ¹:

1. Justified application (see page 6) **in the original version**
2. **Original** of the diploma (for post-secondary/tertiary education programmes)
3. **Original** of the annex to the diploma (for post-secondary/tertiary education programmes)
4. **Original** of the certificate of completion and end of year report (years 9-12/13)
5. **Original** birth certificate **or notarised copy**
6. Certificate of change of name – if the name on the diploma does not match the name on the birth certificate or extract from the birth register (e.g. marriage certificate, divorce certificate, etc.) **Original or certified copy**
7. Proof of citizenship in the original version (for Austrian citizens)
Or confirmation of registration of main residence in Austria (for foreign citizenship = third countries/EU-EEA countries or Swiss citizenship) **in the original version**
8. **Original version** of your curriculum vitae with the relevant information.

Note: please also submit a copy of an official photo identification (translated into German if possible).

Additional documents (if available) ¹:

9. Curriculum or explanation of the curriculum or training content **in the original version**
10. Proof of professional experience (in Austria and abroad), stating the duration and type of activity **in the original version**
11. additional proof of qualifications, e.g. **original version of** proof of having completed further training and continuing professional development in a work-related context
12. Proof of examination: B2 German Language Diploma, **in the original version**.

Note: proof of the B2 German Language Diploma (CEFR) is not compulsory, but is recommended in order to be able to take the examinations and attend classes.

Fees:

Application	€21,00
Certificate of completion	€21,00
Each additional certificates	€21,00
Each enclosures (e.g. confirmation of registration, birth certificate, proof of marriage certificate, citizenship)	€6,00
Legalisation.....	€21,00

Administrative charges:

Notification.....€6.50

Legalisation.....€2.10

¹ Foreign documents must always be legalised, although different legalisation requirements apply depending on the country (see page 2).

In the case of foreign languages, a translation prepared by an officially registered (sworn) translation agency in Austria is required. The translation must be officially attached to the original document. Translations made abroad must be notarised accordingly.

¹ Only required if the current name is not identical to the name on the diploma/certificate of completion.

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 Republic³ 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.

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/>).

In the case of training from the EU area, the EEA area or Switzerland, a professional recognition procedure (see below for the competent authorities) must be carried out instead of nostrification for the professions listed below in order for the training to be recognised.

Competent authorities for the professional recognition procedure:

Elementary teacher:

Offices of the state government of a federal state, with the exception of Upper Austria (Board of Education)

Educator at after-school care centres at compulsory schools or dormitories for pupils at compulsory schools:

Depending on the organisational division, responsibility lies either with an office of the state government of a federal state or with the Board of Education of an Austrian federal state.

In these cases, please contact a competent authority for further information.

Federal Ministry of Education

Division II/9

Minoritenplatz 5

1010 Vienna, Austria

Application for nostrification of my certificate

I request that my certificate be recognised, through nostrification, as equivalent to a certificate from a corresponding Austrian school.

Surname: First name:

Surname (on certificate) Tel no.:

Address:

Postcode: Location:
.....

Place/country of birth:
.....

Email address:

Title of the certificate/diploma:

Issuing authority/school:

Date of issue:

Reason: ☐ intended professional activity as an elementary teacher (nostrification is mandatory for **training from third countries**); **EU/EEA/Switzerland: professional recognition procedure**

☐ intended professional activity as a social education worker including educators at after-school care centres at compulsory schools and dormitories that are primarily or exclusively intended for pupils at compulsory schools (nostrification is mandatory for **training from third countries**); **EU/EEA/Switzerland: professional recognition procedure**

☐ Nostrification is generally not required to attend a further education programme (post-secondary VET course, university, university of applied sciences, university college of teacher education – the institutions themselves decide on admission) or to take a vocational entrance qualification examination.

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

Date: Signature: