

## LEGALIZATION AND OFFICIAL TRANSLATION OF FOREIGN DOCUMENTS

Depending on the country where your documents have been issued you require (among others) diplomatic legalized and/or official translated documents for an application for a Master's Programme, Doctoral Programme or Postgraduate University Course of the University of Music and Performing Arts Graz (KUG). Here you can find an overview about the current translation and legalization regulations.

### DIPLOMATIC LEGALIZATION OF DOCUMENTS

Foreign documents give the same evidential value as domestic public documents only if they are either exempt from legalization or have passed the necessary legalization procedure.

There are three modes of diplomatic legalization:

- ☒ Exemption from any diplomatic legalization
- ☒ Diplomatic legalization in the form of the Apostille
- ☒ Full diplomatic legalization

**Note:** The current diplomatic legalization procedure for each country can be found [here](#)<sup>1</sup>.

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<sup>1</sup> Please check the legalization list of the Federal Ministry for Education, Science and Research.

## Exemption from any diplomatic legalization:

Documents from countries with which Austria has concluded a **bilateral agreement concerning exemption from legalization** are exempt from all kind of legalization procedures.

**This applies for the following countries:**

Exemption from any legalization applies to documents from the following countries (*Status: September 2022*):

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

## Apostille

Documents from countries which are Contracting States of the “**Hague Legalization convention**” do not need full diplomatic legalization if they are supplied with the Apostille.

**Note:** *The diplomatic legalization in form of the Apostille has to be affixed directly on the original document or in an annexed document!*

The diplomatic legalization in the form of the Apostille is issued by the **respective Ministry of Foreign Affairs** or **other authorized authorities in the respective country** (but NOT by the respective representative authorities in Austria!).

**Here you can find the respective competent authorities:**

<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

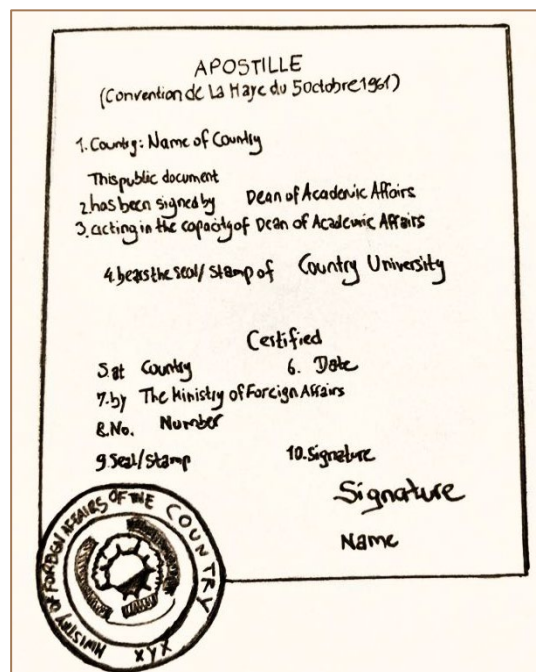
👉 **The diplomatic legalization in the form of the Apostille is sufficient for documents from the following countries: Information available [here](#).**

**Important note:** There are **special rules** for the admission to a Master's Programme or a Doctoral Programme at KUG:

- *Artistic Master's Programmes, PhD or Artistic Doctoral Programmes do not require documents with an Apostille due to the required entrance examination.*
- *For the Master's Programmes Musicology, Music Therapy and Electrical Engineering and Audio Engineering the required documents must be submitted with the Apostille, in order to be able to check the equivalency of your preliminary studies.*
- *Students from China must still submit an apostille for admission to artistic Master's and doctoral programmes.*

>>> If you have any questions, please contact the [Welcome Center](#)!

Here you can find a symbolic image, how an Apostille looks like:



## Full diplomatic legalization:

Full diplomatic legalization is required for documents from all countries which are **neither bound to Austria by a bilateral agreement on legalization, nor member countries of the Hague Legalization Convention.**

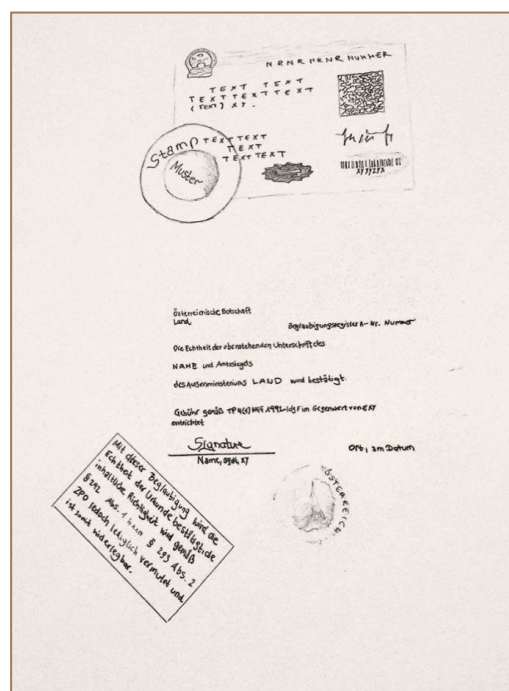
First, the original documents have to pass the internal legalization process within the country in which they have been issued (e.g. Ministry of Education); the last authority definitely has to be the Ministry of Foreign Affairs of the respective country. Afterwards the document must additionally be legalized (“over-legalized”) diplomatically by the Austrian diplomatic representation. The “over-legalization” of a foreign document must be done solely by the Austrian diplomatic representation in the respective country.

### Required legalization steps at a glance:

1. Legalization by the competent **sectorial Ministry** (e.g. Ministry of Education) of the country of origin.
2. Legalization by the **Ministry of Foreign Affairs** of the country of origin.
3. “Over-legalization” by the **Austrian diplomatic representation** (Embassy, Consulate, Honorary Consulate) in the country of origin.

👉 The full diplomatic legalization is applicable to documents issued in the following countries:  
Information available [here](#).

Here you can find a symbolic image, how a full diplomatic legalization looks like:



## Others

The Federal Ministry of European and International Affairs can by decree suspend the execution of legalization of documents from certain countries; if a reliable examination of the genuineness of correctness of contents of these documents cannot be guaranteed. For the duration of the suspension, documents from these countries are subject to free consideration of evidence. In this case, as an university applicant of KUG you could present your documents without any diplomatic legalization.

 **The suspension of the legalization of documents applies to documents issued in the following countries: Information available [here](#).**

## OFFICIAL TRANSLATION

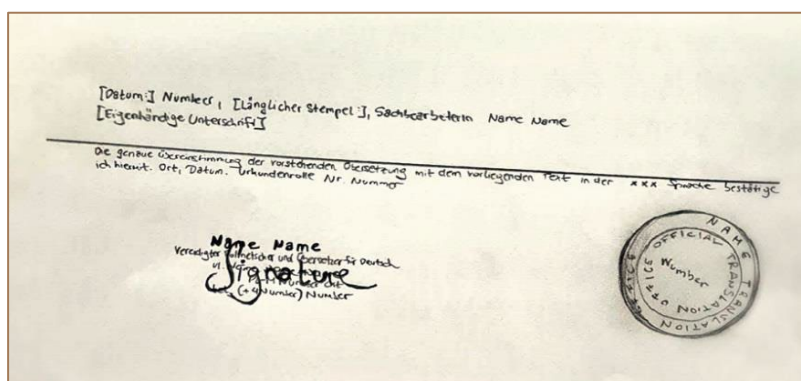
As long as your documents are not issued in English or German language, you require an **official translation in German or English language** in addition.

**Please proceed as follows:**

1. **Official legalization** of the original documents
2. **Official translation** of the documents by an official translation office, namely:
  - a. by an **official translation office in Austria\*** or
  - b. by an **official translation office abroad**: Foreign official translations will be accepted if the following conditions are met:
    - i. *Legible English or German stamp, indicating that it is issued by an official translation office*
    - ii. *Translator's signature*
    - iii. *German or English note indicating that the translation corresponds with the original*

**\* Here you can find a list of the Austrian Association of Certified Court Interpreters (German only):**  
<https://www.gerichtsdolmetscher.at/en>

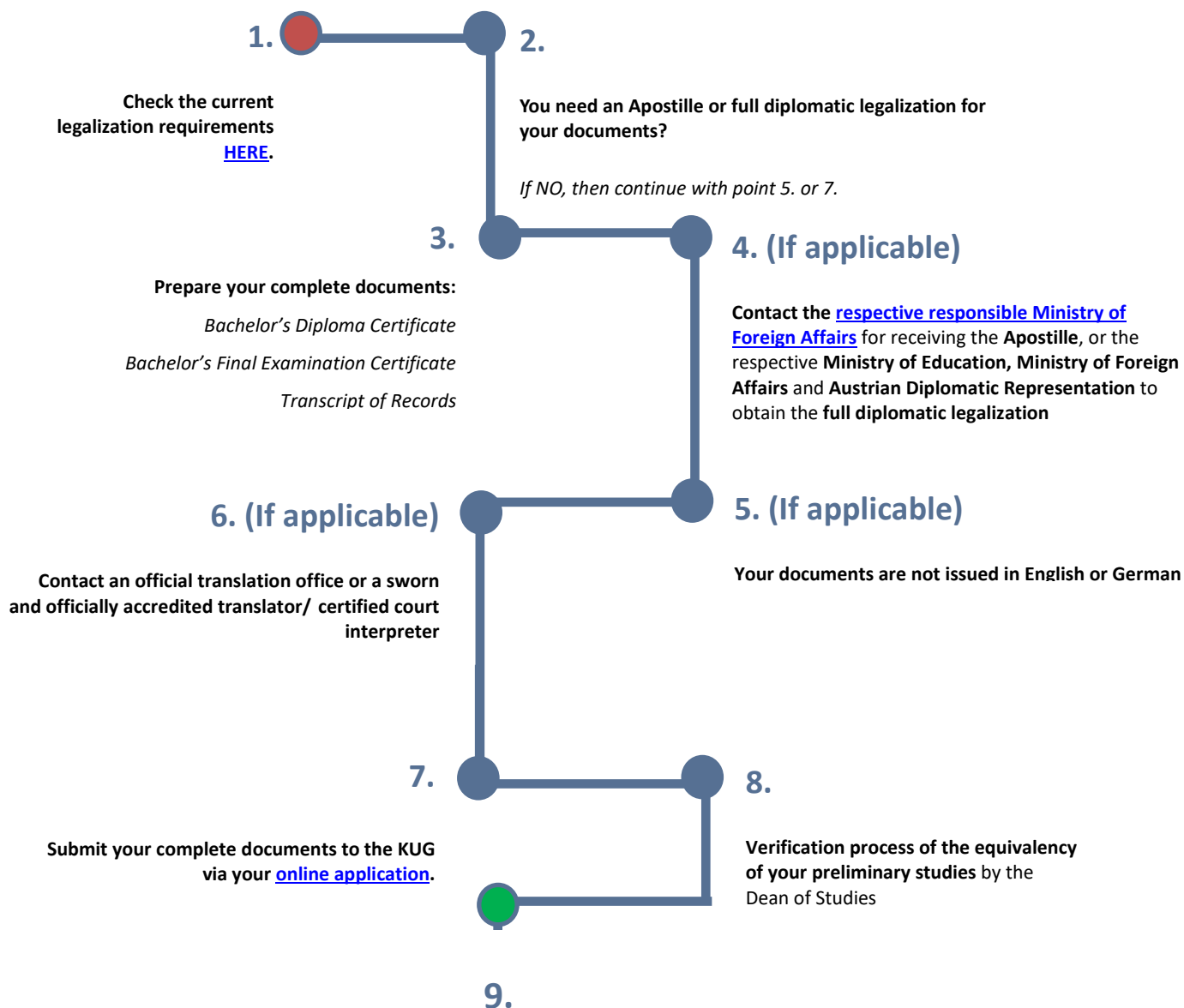
Here you can find a [symbolic image](#) of the criteria to be fulfilled for an official translation issued by a foreign official translation office.



## REQUIRED DIPLOMATIC LEGALIZED AND OFFICIAL TRANSLATED DOCUMENTS IN THE ADMISSION PROCEDURE (BASED ON THE EXAMPLE OF MASTER'S PROGRAMMES)

### Required steps in the admission procedure with foreign documents

(Based on the example for Master's Programmes):



If "equivalent (gleichwertig)": **Invitation for the entrance exam**

If "not equivalent (nicht gleichwertig)": Unfortunately, admission to the chosen Master's Programme is not possible!

Please proceed as follows:

### 1. Prepare the required complete documents:

Admission to a Master's Programme at KUG presupposes the successful completion of a Bachelor's Degree in the respective main artistic subject or another relevant equivalent Study Programme at a recognized post-secondary educational institution. In the course of the required online-application we would need the following documents in time to the respective application deadline, in order to be able to forward your documents - if applicable incl. official translation/diplomatic legalization - to our Dean of Studies for checking the equivalency of your preliminary studies:

- ☐ **Bachelor's Diploma Certificate** telling your academic degree (*on your University's letter paper and with your University's stamps/seals and signatures*)
- ☐ **Bachelor's final examination Certificate** (*on your University's letter paper and with your University's stamps/seals and signatures*)
- ☐ **Transcript of Records** (Diploma supplement / Academic Record / complete list of all subjects that you have passed, the credits/semester hours and grades) *on your University's letter paper and with your University's stamps/seals and signatures*

In addition, the following documents may be required:

- ☐ If applicable, **general University Entrance Qualification** ("Reifezeugnis") *required for Electrical Engineering and Audio Engineering, Musicology and Music Education as School Subject*
- ☐ If applicable, **Evidence of actual admittance to the requested course of study at a recognized/accredited university in the country, where the graduation certificate was awarded** (not applicable for candidates from the EU/EEA!) *required for Electrical Engineering and Audio Engineering and Musicology*
- ☐ If applicable, **birth certificate, police clearance certificate** and other documents required for applying for a residence permit, registration certificate ("Meldezettel") etc.
- ☐ If applicable, **certificate of German language knowledge** *required prior to admission for most of the study programmes*

Further information available [here](#).

2. Check the legalization requirements applied to the country in which your documents have been issued and complete (if necessary) the respective legalization process for all your documents (see information above or [here](#)).
3. Arrange the translation of your documents (if necessary) in an official translation office or by a sworn and officially accredited translator / certified court interpreter (see information above).
4. Submit your complete documents before the respective application deadline via the online application for checking the equivalency of your preliminary studies.

**PLEASE NOTE:** Without the required Apostille or the full diplomatic legalization, your documents cannot be accepted as authentic due to international law. Therefore, a processing of your application is not possible!

Only if the Dean of Studies has confirmed the equivalency of your preliminary studies, you can receive an invitation letter for the entrance exam.

**Further information:**

- Legalization of Foreign Documents in Higher Education ("Beglaubigungsliste Hochschulwesen"): <https://bit.ly/445EDBQ> (Status: 2023)
- Apostille: Hague Conference on Private International Law website: <https://www.hcch.net/en/instruments/specialised-sections/apostille>

**ATTENTION:** This information sheet serves as an orientation and does not claim to be complete. For the latest information, please contact the responsible authorities.

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