

FACT SHEET

on the validation of a foreign end-of-year report from an academic secondary school

The validation of foreign certificates is based on a comparison on the basis of Austrian curricula of the examinations taken and lessons attended. **If you do not provide sufficient evidence of individual subjects, appropriate additional examinations must be prescribed. You must take these examinations as an external candidate at one of the Austrian Boards of Education.**

Equal status with end-of-year reports issued by academic secondary schools is only possible if the foreign school type in question leads to a general university entrance qualification.

To have foreign education qualifications validated, you must submit the documents listed below by **post (registered)** or **in person (by prior appointment)** to the Federal Ministry of Education, Science and Research, Department I/4, Minoritenplatz 5, 1010 Vienna.

Contact:

Silvia Bauer | Tel.: 01 53120 4484 | silvia.bauer@bmbwf.gv.at

Office hours: Tuesday and Thursday from 9 a.m. to 12 p.m. (by APPOINTMENT only)

Documents required:

1. Application stating the name and exact address of the applicant or the applicant's legal representative and the grade of the Austrian school type with which equal status is sought (see page [4](#))
2. Original **end-of-year reports to be granted equal status**¹
3. Original **end-of-year reports** from the 9th grade and above with appropriate certification²
4. **Timetables** from the 9th grade and above (indicating weekly teaching hours for each subject and school year) are absolutely essential
5. Original **birth certificate** or a certified copy
6. Original document providing evidence of any name change (e.g. marriage certificate) or a

¹ Foreign documents must generally be certified; different certification rules apply depending on the country (see below).

Documents in a language other than German must be translated by a sworn translator who is officially registered in Austria. The translation must be officially and firmly attached to the original document. Translations done abroad must be certified accordingly.

² If necessary, additional evidence may be requested by the Federal Ministry of Education, Science and Research. If documents are in a language other than German, the provisions specified [in footnote 1](#) apply.

certified copy³

7. Original **certificate of citizenship** or a certified copy (for Austrian citizens)
8. Original **residence registration form** (Meldebestätigung) showing that your main residence is in Austria

Fees:

Application.....	€14.30
School-leaving certificate	€14.30
Translation of the school-leaving certificate	€14.30
Other certificates, each	€14.30
Supporting documents (e.g. residence registration form, birth certificate, certificate of citizenship, marriage certificate), each	€3.90
Validation	€14.30

Administrative charges:

Official notification.....	€6.50
Validation	€2.10

Notifications required:

1. Notification of which **two foreign languages** included in the curriculum for academic secondary schools in Austria are chosen: English, French, Italian, Spanish, Russian, Latin, Slovenian, Serbian, Croatian, Bosnian, Czech, Slovak, Hungarian, Polish
2. Notification of whether **Art** or **Music** is chosen
3. **Evidence of IT skills**, if any

IMPORTANT NOTE:

Foreign documents that are submitted in Austria for official purposes generally require national certification from the country of origin (i.e. education authority, foreign ministry and Austrian representation authority) and also need to be authenticated by the Austrian representation authorities in this country. This authentication is not required in issuing states whose public certification is directly recognised by Austria on the basis of intergovernmental treaty provisions (e.g. in the special form of an apostille under the Apostille Treaty).

³ Only necessary if the current name is not identical to the name on the school-leaving certificate

Certification rules

Full diplomatic certification:

Foreign education certificates that are submitted in Austria for official purposes generally require national certification from the country in question (i.e. education authority, foreign ministry) and also need to be authenticated by the competent Austrian representation authority in the country of issue (embassy, consulate, honorary consulate).

Certification in the form of an apostille:

Full diplomatic certification of education certificates is not required in the case of contracting states to the Apostille Convention (Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents) if these certificates have an apostille attached. The contracting states are currently as follows: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Cape Verde, Chile, China – only the special administrative regions of Macau and Hong Kong, Columbia, Costa Rica, Cyprus, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fiji, Georgia, Greece, Grenada, Guatemala, Guyana, Honduras, Iceland, India, Ireland, Israel, Jamaica, Japan, Kazakhstan, Latvia, Lesotho, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Namibia, New Zealand, Nicaragua, Niue, Oman, Palau, Panama, Paraguay, Peru, Portugal, Republic of Korea, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, São Tomé and Príncipe, Seychelles, Singapore, South Africa, Spain, Suriname, Swaziland, Switzerland, Tonga, Trinidad and Tobago, Turkey, Ukraine, United Kingdom, United States of America, Uruguay, Vanuatu, Venezuela.

Exemption from any certification:

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

Federal Ministry of Education,
Science and Research
Department I/4
Minoritenplatz 5
1010 Vienna

Application for validation of my end-of-year report

Surname: First name:

Name at birth: Date of birth:

Nationality: Place of birth:

Social insurance no.: Tel. no.:

Address:

Postcode: Town/village:

Email address:

I request that my foreign end-of-year report of (date of issue)

issued by (name of school)

in (town/village, country) for (name at birth)

be given equal status with the end-of-year report for the grade of an academic secondary school (tick the appropriate school type) in Austria.

I. School type:

- Separate upper level of academic secondary school (Oberstufenrealgymnasium) with additional lessons in Biology and Environmental Science, Physics and Chemistry
- Separate upper level of academic secondary school (Oberstufenrealgymnasium) with Instrumental Music or
- Separate upper level of academic secondary school (Oberstufenrealgymnasium) with Arts and Crafts

II. Foreign languages (see Notifications section); please indicate below the foreign languages chosen:

Foreign language 1:

Foreign language 2:

III. 7th and 8th grade (see Notifications section)

Art or

Music

IV. Evidence of IT skills, if any

Yes

No

V. The external examinations will be taken at the External Examinations Board (Externistenprüfungskommission) in (town).

Please complete this application legibly in CAPITAL LETTERS.

Date: Signature: