

INFO SHEET

“Legalization of Foreign Documents in Higher Education”

General: Legalization of documents:

International applicants have to provide **translated and legalized copies of their documents in German or English**. The translation needs to be done by a sworn and officially accredited translator.

Detailed information regarding the legalization of foreign documents can be found in the legalization list on our website: [Legalization list of foreign documents](#). In this list you can find out if the documents are exempted from legalization or if you have to provide the documents in form of the Apostille/Hague convention or with full diplomatic legalization. Information on where you can apply for the Apostille/Hague convention can be found on the official HCCH website (<https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>)

In case of a full diplomatic legalization: Please look at the homepage of the Austrian Embassy in your country or contact the Austrian Embassy because sometimes there are different responsibilities or procedures!

Generally, the full diplomatic legalization includes three steps: After the stamp of the Authority responsible for Higher Education in your country you will have to collect the stamp of your Ministry of Foreign Affairs. And then – as last step – the stamp of Austrian Embassy. If you have fulfilled the whole proceeding please send the scans of legalized documents (Transcripts and BSc. Certificate) via email to: s.dietrichsteiner@fh-kaernten.at

Documents for your application:

- School Leaving Certificate / transcript of final school year (if applicable, **translated**)
- Bachelor's degree or equivalent qualification of a 3-year degree program at a national / international higher education institution (**legalized and translated**)
- Transcript of Records - must show all completed courses (**legalized and translated**)

Please be advised that Carinthia University of Applied Sciences does not pay for degree verifications.

Your application will be processed/completed only if you present the required legalized documents! Please let us know if you will start the legalization process in your country and when you can expect to get the legalized documents.