

IT:U Legalization Guide

Legalization and translation requirements for academic certificates and transcripts:

As part of your application, you will be required to submit

- Bachelor's degree certificate (master's and PhD)
- Bachelor's degree transcript and/or diploma supplement (master's and PhD)
- Master's degree certificate (PhD)
- Master's degree transcript and/or diploma supplement (PhD)

These documents may need to be translated and/or legalized depending on which country they were issued in. Below is a comprehensive list of legalization requirements for each country, as well as FAQs for each category and additional resources. For any further questions, please contact us at study@it-u.at

- *Tip:* Countries are listed alphabetically by category. You can also download this PDF file and use the keyboard shortcut “ctrl + F” to search for your country.
- *Note:* If your documents were issued in **Austria**, no translation or legalization procedures are required. Simply upload a scan of the original document or an official copy.

The legalization must be inseparably attached to the original document. Do not detach the documents, even when scanning them, otherwise the legalization will be void.

Translation requirement:

Documents can be submitted in English or German. Documents issued in multiple languages, wherein one of the languages is English or German, are also accepted.

Regardless of issuing country, if your documents were not issued in English or German, a certified (if issued in a country exempt from legalization) or certified and legalized translation (all other countries) will be required.

- *Note:* Documents must be legalized before they are translated!
- The legalization and translation must be inseparably attached to the original document. Do not detach the documents, even when scanning them, otherwise the legalization and translation will be void.

Exempt from legalization:

If your document was issued in a country that has a bilateral legalization agreement with Austria, it is exempt from any form of legalization.

- Belgium (BGBl. I No. 115/1998)
- Bosnia and Herzegovina (BGBl. No. 224/1955)
- Bulgaria (BGBl. No. 268/1969)
- Croatia (BGBl. No. 224/1955)
- Czech Republic (BGBl. No. 309/1962)
- Finland (BGBl. No. 244/1988)
- France (BGBl. No. 236/1980)
- Germany (BGBl. No. 139/1924)
- Hungary (BGBl. No. 305/1967)
- Italy (BGBl. No. 433/1977)
- Liechtenstein (BGBl. No. 213/1956)
- North Macedonia (BGBl. No. 224/1955)
- Montenegro (BGBl. No. 224/1955)
- Netherlands (BGBl. No. 239/1982)
- Norway (BGBl. No. 455/1985)
- Poland (BGBl. No. 79/1974)
- Romania (BGBl. No. 112/1969)
- Serbia (BGBl. No. 224/1955)
- Slovakia (BGBl. No. 309/1962)
- Slovenia (BGBl. No. 224/1955)
- Sweden (BGBl. No. 555/1983)

Legalization via an Apostille:

→ *What is an Apostille?*

An Apostille is a validation stamp ensuring that a document is legally recognized in foreign countries that have signed the Hague Convention on Apostilles.

→ *Where/how can I get an Apostille?*

You can find more information on the competent authority in the issuing country here: <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

→ *My document was issued by an EU country or Switzerland. Does it require an apostille?*

EU countries and Switzerland are bolded in the list below and followed by an asterisk. Documents issued by these countries may be granted an apostille exemption at the discretion of IT:U Student Administration following a comprehensive assessment of your documents.

- **Albania** (BGBl. III No. 114/2004)
- **Algeria** (Apostilles accepted beginning 9 July 2026)
- **Andorra** (BGBl. III No. 6/1997)

- Antigua and Barbuda (BGBl. No. 400/1986)
- Argentina (BGBl. No. 80/1988)
- Armenia (BGBl. No. 346/1995)
- Australia (BGBl. No. 111/1995)
- Azerbaijan (BGBl. III No. 79/2005)
- Bahamas (BGBl. No. 264/1979)
- Bahrain (BGBl. III No. 306/2013)
- Barbados (BGBl. No. 259/1996)
- Belarus (BGBl. No. 215/1993)
- Belize (BGBl. No. 215/1993)
- Bolivia (BGBl. III No. 181/2018)
- Botswana (BGBl. No. 231/1970)
- Brazil (BGBl. III No. 168/2016)
- Brunei (BGBl. No. 251/1988)
- Canada (BGBl. III No. 51/2024)
- Chile (BGBl. III No. 168/2016)
- China (BGBl. III No. 172/1997, BGBl. III No. 41/2000, BGBl. III No. 51/2024)
 - (including Special Administrative Regions of Hong Kong and Macao, excluding Taiwan)
- Cape Verde (BGBl. III No. 180/2011)
- Colombia (BGBl. III No. 72/2001)
- Costa Rica (BGBl. III No. 180/2011)
- **Cyprus (BGBl. No. 368/1972)***
- **Denmark (BGBl. III No. 183/2006)***
- Dominica (BGBl. III No. 121/2004)
- Dominican Republic (BGBl. III No. 15/2023)
- Ecuador (BGBl. III No. 79/2005)
- El Salvador (BGBl. III No. 24/1997)
- **Estonia (BGBl. III No. 4/2002 in its applicable version III 53/2005)***
- Eswatini (BGBl. No. 264/1979)
- Fiji (BGBl. No. 434/1971)
- Georgia (BGBl. III No. 158/2006)
- **Greece (BGBl. No. 307/1985)***
- Grenada (BGBl. III No. 168/2002)
- Guatemala (BGBl. III No. 181/2018)
- Guyana (BGBl. III No. 116/2019)
- Honduras (BGBl. III No. 79/2005)
- Iceland (BGBl. III No. 79/2005)
- India (BGBl. III No. 154/2005)
- Indonesia (BGBl. III No. 184/2022)
- **Ireland (BGBl. III No. 116/1999)***

- Israel (BGBl. No. 264/1979)
- Jamaica (BGBl. III No. 24/2022)
- Japan (BGBl. No. 231/1970)
- Kazakhstan (BGBl. III No. 4/2002)
- Korea, Republic of (BGBl. III No. 1/2007)
- **Latvia (BGBl. No. 38/1996)***
- Lesotho (BGBl. No. 368/1972)
- Liberia (BGBl. No. 99/1996)
- **Lithuania (BGBl. III No. 172/1997)***
- **Luxembourg (BGBl. No. 61/1992)***
- Malawi (BGBl. No. 27/1968)
- **Malta (BGBl. No. 38/1969)***
- Marshall Islands (BGBl. No. 550/1992)
- Mauritius (BGBl. No. 231/1970)
- Mexico (BGBl. No. 604/1995)
- Moldova (BGBl. III No. 158/2006)
- Monaco (BGBl. III No. 29/2003)
- Morocco (BGBl. III No. 168/2016)
- Namibia (BGBl. III No. 103/2001)
- New Zealand (BGBl. III No. 167/1999)
- Nicaragua (BGBl. III No. 7/2013)
- Oman (BGBl. III No. 180/2011)
- Palau (BGBl. III No. 64/2020)
- Panama (BGBl. No. 61/1992)
- Paraguay (BGBl. III No. 128/2014)
- Peru (BGBl. III No. 180/2011)
- Philippines (BGBl. III No. 94/2023)
- **Portugal (BGBl. No. 129/1969)***
- Russian Federation (BGBl. III No. 606/1992)
- Rwanda
- Saint Kitts and Nevis (BGBl. No. 111/1995)
- Saint Lucia (BGBl. III No. 220/2002)
- Saint Vincent and the Grenadines (BGBl. III No. 121/2004)
- Samoa (BGBl. III No. 167/1999)
- San Marino (BGBl. No. 111/1995)
- São Tomé and Príncipe (BGBl. III No. 136/2008)
- Saudi Arabia (BGBl. III No. 184/2022)
- Seychelles (BGBl. No. 264/1979)
- Singapore (BGBl. III No. 24/2022)
- South Africa (BGBl. No. 346/1995)
- **Spain (BGBl. No. 264/1979)***

- Suriname (BGBl. No. 264/1979)
- **Switzerland (BGBl. III No. 157/1973)***
- Tonga (BGBl. No. 368/1972)
- Trinidad and Tobago (BGBl. III No. 184/2000)
- Türkiye (BGBl. No. 446/1985)
- Ukraine (BGBl. III No. 4/2004)
- United Kingdom (BGBl. No. 27/1968)
- United States (BGBl. No. 462/1981)
- Uruguay (BGBl. III No. 7/2013)
- Vanuatu (BGBl. III No. 103/2009)
- Venezuela (BGBl. III No. 116/1999)

***Denotes** EU countries or Switzerland. Documents issued by these countries may be granted an apostille exemption at the discretion of IT:U Student Administration following a comprehensive assessment of your documents.

Full diplomatic legalization:

→ *What is full diplomatic legalization?*

Full diplomatic legalization is required for countries that are neither signees of the Hauge Convention nor part of a bilateral agreement with Austria. Full diplomatic legalization means that the document is legalized three separate times: once by the competent ministry, once by the ministry of foreign affairs, and once by the Austrian diplomatic representation in the issuing country.

→ *How do I get my documents fully diplomatically legalized?*

Step 1: Legalization by the competent sectorial Ministry (e.g. Ministry of Education) in the issuing country.

Step 2: “Overlegalization” by the Ministry of Foreign Affairs in the issuing country.

Step 3: Verification by the Austrian diplomatic representation in the country of origin.

→ *I have questions about this process. Who should I contact?*

Contact the relevant representation by visiting:

1. Your foreign representation in Austria:
<https://www.bmeia.gv.at/en/embassies-consulates/search-for-foreign-representations-in-austria/>
2. Your Austrian representation in your country of origin or the issuing country of the document: <https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations>

→ *What if my documents were legalized by a different EU embassy?*

If your documents require full diplomatic legalization, the legalization must be completed by the Austrian embassy responsible for the country where the document was issued. Certain exceptions may apply for PhD candidates who completed a master's degree in an EU country other than Austria. Please contact study@it-u.at for more details.

→ *The issuing country of the document is a signee of the Hague Convention on Apostilles. Why does it still need full diplomatic legalization?*

Austria objected to the accession of that country to the Hague Convention on Apostilles; therefore, the Convention has not been entered into force between Austria and that country.

- Angola
- Bangladesh
- Benin
- Bhutan
- Burkina Faso
- Cambodia
- Cameroon
- Central African Republic
- Côte d'Ivoire
- Cuba
- Djibouti
- Egypt
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Haiti
- Holy See (Vatican)
- Iran, Islamic Republic of
- Jordan
- Kenya
- Kiribati
- Kosovo
- Kuwait
- Kyrgyzstan

- Laos, People's Democratic Republic
- Lebanon
- Libyan Arab Jamahiriya/Libya
- Madagascar
- Malaysia
- Maldives
- Mali
- Malta, Sovereign Order of
- Mauretania
- Micronesia, Federated States of
- Mongolia
- Mozambique
- Nauru
- Nepal
- Niger
- Nigeria
- Pakistan
- Palestine, Territories administered by the Palestinian National Authority
- Papua New Guinea
- Qatar
- Senegal
- Sierra Leone
- Solomon Islands
- Sri Lanka
- Syria, Arab Republic of
- Taiwan
- Tajikistan
- Tanzania, United Republic of
- Thailand
- Timor-Leste (East Timor)
- Togo
- Tunisia
- Turkmenistan
- Tuvalu
- Uganda
- United Arab Emirates
- Uzbekistan
- Vietnam
- Yemen
- Zambia
- Zimbabwe

Full diplomatic legalization with special considerations:

Documents issued in these countries require full diplomatic legalization, as above, and will be reviewed on a case-by-case basis in accordance with Austrian law.

- Afghanistan
- Burundi
- Chad
- Comoros
- Congo (Brazzaville)
- Congo, Democratic Republic of (Kinshasa)
- Equatorial Guinea
- Iraq
- Korea, Democratic People's Republic of
- Myanmar
- Somalia
- South Sudan
- Sudan

I still have questions:

→ *The current situation in the document's country of issue is currently preventing me from obtaining the necessary legalization. May I be exempted?*

If the legalization body responsible for your documents is indefinitely closed or otherwise unable to perform legalization, the legalization requirement may be postponed and/or waived.

→ *Where can I learn more?*

You may find the following resources helpful. If you have further questions, please contact us at study@it-u.at.

- Learn more via the BMBWF (Austrian Ministry for Education, Science, and Research) Specific Topics on Recognition
 - o <https://www.bmbwf.gv.at/en/Topics/Higher-education---universities/Recognition-of-qualifications/SpToReCg.html>
 - o More information can be found under “Legalization of Foreign Documents in Higher Education”
- City of Vienna Apostille or diplomatic certification of foreign documents - country list
 - o <https://www.wien.gv.at/english/administration/civilstatus/egov-info/certification.html#a>

Other documents requiring translation and legalization:

If you are not an EU, EEA, or Swiss national, you are considered a “Third Country National” for residency purposes. Depending on what type of residence permit and/or visa you are applying for, you may also need to submit your **birth certificate** and a **police letter** with your residence permit and/or visa application(s). These documents must either be issued in English or German, or be accompanied by a certified translation, and they must be legalized in accordance with Austrian law. You may choose to have these documents translated and legalized at the same time as your university documents. For questions or more information regarding this topic, please contact student.support@it-u.at.