



# Guidelines for the legalization of documents with the apostille and the translation of documents

## Legalization guidelines Apostille

Your documents and their translations require an **apostille**. The country that issued your documents is a member of the Hague Apostille Convention.

The apostille is issued by the appropriate **national public authorities** designated by the individual countries that are party to the Apostille Convention. Please search [online](#) for the competent authority for issuing the apostille in your home country.

### Please note:

- The apostille must appear **on the original document** or on a sheet attached to it.
- Please note that we can only accept documents in which the national public authority have confirmed the **authenticity of the signature of the person who has issued the document**. Documents in which the notary public or the national public authority have confirmed only that the copy is identical to the original cannot be accepted.
- Only **official documents** can be legalized by apostille. Each individual contracting state defines independently which documents are regarded as official and which as private.

Private documents must be authenticated e.g. by the appropriate education authority or a notary public **before being legalized by apostille**. The education authority or the notary public must confirm the authenticity of the signature of the person who has issued the document.

**We do not accept documents in which confirm only that the copy is identical to the original.**

## Translation guidelines

You can present your documents either in German or in English. If the documents were issued in another language, they have to be translated by an **officially certified court sworn interpreter**.

### Please note:

- The original document must have all the required legalization stamps **before it is translated**.
- All **stamps/seals and legalization notes** on the document (including e.g. items on the back of the page) must be translated as well.
- **The translation must be permanently attached** to the original document by the interpreter.

#### Required procedure for translations done in Austria:

1. Legalization of the original document by apostille
  2. Translation of the legalized original
- Click [here](#) for a list of all Austrian certified court interpreters (in German)

#### Required procedure for translations done in the issuing country:

1. Legalization of the original document by apostille
2. Translation of the legalized original
3. Legalization of the translation attached to the original document by apostille