

## Legalisation of Austrian Higher Education Documents by the BMBWF

For the legalisation of Austrian **higher education documents in paper form**, the attestation of signature by the Federal Ministry of Education, Science and Research (BMBWF) is required.

You can personally (or by proxy) submit the original document(s) or duplicate(s) including original signature (or copy (copies) exclusively with the original stamp and original signature of the respective higher education institution) to Federal Ministry of Education, Science and Research (BMBWF). Address: Rosengasse 2-6, 2<sup>nd</sup> floor, room 210, 1010 Vienna; Service hours: Tuesday and Thursday from 9:00 a.m. to 12:00 p.m.; Fee per attestation note: EUR 14.30 (cash payment only). Afterwards, the attestation note can be presented at the Federal Ministry for European and International Affairs (BMEIA), Legalisation Office (Büro für Konsularbeglaubigungen) in order to receive an apostille or "over-legalisation". Address: Minoritenplatz 8, entrance Leopold-Figl-Gasse 5 (near U-Bahn station Herrengasse, U3), 1010 Vienna; Service hours: Monday to Friday from 9:00 a.m. to 12:30 p.m.; Fee per attestation note: EUR 17.50

You can also send your document(s) by post to the Federal Ministry of Education, Science and Research, attn. Ms Sabine Gager, Department IV/9, Minoritenplatz 5, 1010 Vienna, stating the country for which the document(s) has (have) to be attested. The authenticity of the document(s) received will be verified. Afterwards, you will receive a payment request by e-mail (per document EUR 14.30), stating the account number and the payment purpose. Upon receipt of payment by the BMBWF, the document(s) will be forwarded to the Legalisation Office with the request to issue an apostille or "over-legalisation". Fee: EUR 17.50 per document plus an one-off fee of EUR 14.30. Please note that the Legalisation Office can only transmit documents to a domestic address within Austria. The payment ought to be made using the enclosed payment form (total duration approx. 2 weeks).

**Note:** Since July 2017, **documents issued electronically** can be legalised by means of an electronic apostille in the Legalisation office. In this case, the prior attestation of signature by the BMBWF is not required. Please note that legalisation by means of an electronic apostille is only possible if the document(s) to be legalised is (are) transmitted without media discontinuity. This means that electronically signed document(s) must be sent directly by e-mail – i.e. not beforehand printed out and scanned – to the Legalisation Office ([beglaubigungen@bmeia.gv.at](mailto:beglaubigungen@bmeia.gv.at)). For further information, please contact the Legalisation Office: E-mail: [beglaubigungen@bmeia.gv.at](mailto:beglaubigungen@bmeia.gv.at), phone: +43 (0)50 1150-4425