

For the **UNIVERSITY OF INNSBRUCK** we need the following documents:

1. Form "Application for Admission"

You find the form on the web-site of the University of Innsbruck:

http://www.uibk.ac.at/studienabteilung/de/formulare/ansuchen_um_zulassung_zum_studium.pdf

2. Diploma certificate(s) and graduation diploma(s)

3. Transcript: official record of mode and length of completed programme(s), all taken examinations including title of lectures as well as title of your written thesis, marks awarded and credit system.

4. Abstract of your diploma thesis

5. Diploma supplement if available

6. Current admission statement¹: You must produce evidence issued by the competent authority at a recognised university (e.g. dean) in the country of your graduation that you do meet all requirements to be unconditionally admitted to the proposed doctoral study programme

7. Knowledge of German (Level C 1 of the "Common European Reference Framework for languages (GER)")

8. Please compose **tabular curriculum vitae** which should pay particular attention to your educational background.

9. For Diploma programmes: **Secondary School Leaving Certificate**

PLEASE PAY STRICT ATTENTION TO THE FOLLOWING INSTRUCTIONS:

AUTHENTICATION AND TRANSLATION OF SUBMITTED DOCUMENTS

All documents (certificates, diplomas etc.) submitted must be authenticated by appropriate authorities in the country in which they were issued *and* by the local Austrian representative authority.

A document's authentication serves to certify to the genuineness of applied seals and signatures. For this reason documents must be authenticated even if you submit the originals. This does not apply to countries where there is an agreement with Austria regarding the exemption from authentication.

TRANSLATIONS

Documents that are not in German or English must be translated by a sworn translator.

Please note that **all** authentication notes must be translated and that the translator's signature must be certified by the competent authority (e.g. Foreign Ministry).

The translation and the authenticated document must be joined inseparably!

A. No authentication for countries with bilateral agreements

Certificates issued in the following countries need not be authenticated if you submit the **originals** (officially sealed):

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

Photocopies must be certified by an authority with an official stamp (e.g. university, public court) or a notary public. Documents must be translated, where necessary.

¹ This doesn't apply to EEA nationals (European Economic Area) with an EEA university degree

B. Authentication by means of an Apostille

Documents issued in one of the member countries of the Hague Authentication Convention must be certified by means of an apostille applied by the competent authority in that country. The member countries are as follows:

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Bahamas, Barbados, Belarus, Belize, Botswana, Brunei, Colombia, Cyprus, El Salvador, Estonia, Fiji, Great Britain, Greece, Grenada, Hong Kong, India, Ireland, Israel, Japan, Kazakhstan, Republic of Korea, Latvia, Lesotho, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Namibia, New Zealand, Niue, Panama, Portugal and overseas territories, Russia, Samoa, San Marino, Seychelles, Solomon Islands, South Africa, Spain, St. Christopher/Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent/Grenadines, Suriname, Swaziland, Switzerland, Trinidad and Tobago, Tonga, Turkey, Ukraine, United States of America, Venezuela, Zimbabwe

According to article 4 of The Hague Authentication Convention the apostille must be affixed to the certificate itself or attached as a supplement.

Apostille

(Convention de La Haye
du 5 octobre 1961)

1. Country:
- This public document
2. has been signed by
3. acting in the capacity of
4. bears the seal/stamp of

.....
Certified

5. at 6. the
7. by
8. No.
9. Seal/stamp: 10. Signature:
.....

C. Double Authentication

In the case of all other countries (i.e. countries not mentioned in A. and B.), the authentication of documents must be performed in a strictly sequential order (see table). The Austrian representative authority in the country where the original documents have been issued must always be the final authentication authority.

1

ISSUING AUTHORITY

(School, university etc.)

attests to the genuineness of the
document with seal and signature

2

HIGHER AUTHORITY

(Ministry of Education, Ministry of Science)

attests

seal and signature of 1

3

TRANSLATION BY A SWORN TRANSLATOR

The translation must be attached inseparably
to the authenticated document

4

FOREIGN MINISTRY

attests

seal and signature of 2 and 3

5
AUSTRIAN REPRESENTATIVE AUTHORITY
attests
seal and signature of 4