

## Statement about the completeness of submitted documents to have courses recognized

### 1) Information about the applicant

Family name	
First name	
Student registration number	
Student's address: street+house number postal code, city, country	
E-mail address	@student.kug.ac.at

### 2) Location (country) where the applicant completed the courses:

(Mark the appropriate box)

Austria

Other country: \_\_\_\_\_

→ Please check to see if a diplomatic certification (legalization) is necessary! (see below)

This applies only for documents from non-Austrian institutions:

### 3) Necessary certification, depending on the country where the applicant took the courses:

(Mark the appropriate box)

2.1.b → No certification of documents is necessary

2.2.b → Certification in the form of an apostille is necessary

2.3.b → Complete diplomatic certification is necessary

See in addition:

Higher education certification lists (2010) from the appropriate federal ministry:

<http://wissenschaft.bmfwf.gv.at/home/studies/enic-naric-austria/general-recommendations-concerning-recognition/> (go for „Legalization list for higher education“ in the current version)

→ Please check to see if the country that you named above in 2.1.b, 2.2.b or 2.3.b is listed here.

### 4) Submission of Documents

The documents should be submitted in a copy (all certifications must also be photocopied). The original documents must be shown once only to the head of the Curriculum working group at the time when the „printed list of approvals“ is presented.

#### Translation instructions

Documents that are in languages other than German or English must be submitted in a translation that has been made by an officially registered, legally sworn translator, and who attests that this is a complete and unaltered translation (the validation must be in German or English and be accompanied by a legible stamp and signature).

Documents from Austrian institutions

For recognition to be granted, it is necessary that all certificates and/or a Transcript of Records be presented in the German language.

Documents from countries according to 2.1.b: no certification required

For recognition to be granted, it is necessary that all certificates and/or a Transcript of Records be presented in either German or English. Please note the translation instructions given above.

Documents from countries according to 2.2.b: certification in the form of an apostille is required

For recognition to be granted, it is necessary that all certificates and/or a Transcript of Records be presented in either German or English. Please note the translation instructions given above.

Every single original document must be provided with an apostille from the Ministry of Foreign Affairs or an authorized government department of the particular country in question. The translations must be firmly attached to the original documents or be presented with an individual apostille.

The apostilles must be visible on the submitted copies.

Documents from countries according to 2.3.b: complete diplomatic certification is necessary

For recognition to be granted, it is necessary that all certificates and/or a Transcript of Records be presented in either German or English. Please note the translation instructions given above.

Every single original document must be provided with a certification from the appropriate government authority of the particular country in question (usually the Ministry of Foreign Affairs) and in addition with a certification from the Austrian representation authority in the country in question (embassy, consulate or honorary consulate). The translations must be firmly attached to the original documents or be presented with an individual certification.

The certifications must be visible on the submitted copies.

I confirm that the documents that I am submitting here to gain recognition for previous courses taken are complete and contain all the necessary validation.

\_\_\_\_\_, on \_\_\_\_\_  
City Date Signature

In case the documents have already been approved by Students Union (ÖH) at KUG:

The documents have been checked for completeness by: \_\_\_\_\_

\_\_\_\_\_, on \_\_\_\_\_  
City Date Signature