

IMPORTANT! Before submitting your application:

1. Please inform yourself about the nostrification process on our [website](#), on the website of the [Federal Ministry for Women, Science and Research](#), on the [ENIC NARIC AUSTRIA](#) website and on the website for [professional recognition in Austria](#).
2. Please contact the Office of Academic Affairs at stud_re@aau.at.

**APPLICATION FOR NOSTRIFICATION¹ OF A FOREIGN UNIVERSITY
DEGREE IN ACCORDANCE WITH SECTION 90 OF THE UNIVERSITIES ACT**

I am applying for the recognition of my academic studies completed abroad

University degree	Given name and Surname
Social insurance number	Nationality
Post code, town	Street, house number
email address	Telephone number

University/college:
Subject:
Degree:

as equivalent to the academic qualification at the University of Klagenfurt:

<input type="checkbox"/> Teaching degree (two teaching subjects)
<input type="checkbox"/> Bachelor's degree
<input type="checkbox"/> Master's degree
<input type="checkbox"/> Doctoral degree
Degree:

¹ Nostrification is the recognition of academic studies completed abroad as equivalent to regular studies in Austria. The application must be submitted to a university that offers the corresponding Austrian degree programme. Further information is available from NARIC Austria at [Recognition and certifications: ENIC-NARIC Austria](#)

I am submitting the following documents with this application in accordance with the Regulation issued by the Rector of Studies pursuant to the University Statutes, Part B, Section 20 (3):

1. Passport (including a copy)
2. Evidence that pursuant to Sec. 90 (1) of the Universities Act 2002, nostrification of the foreign university degree is compulsory for the exercise of my profession or for the continuation of my education in Austria;
3. Birth certificate and any documents concerning changes of name (e.g. marriage certificate) if the study records under a previous name;
4. Evidence of status or quality of the recognised foreign postsecondary educational institution if this is not beyond doubt for the Rector of Studies;
5. Evidence of the studies pursued at the recognized foreign postsecondary educational institution, examinations taken and approved academic papers if the course achievements obtained are not already known to the Rector of Studies (transcript, curriculum, student guide, examination certificates);
6. A copy of the Bachelor's or Master's thesis or dissertation and or a brief statement of the contents in German;
7. Document issued as evidence of the award of the foreign academic degree or, if such was not to be awarded, evidence of the successful completion of the foreign degree programme (original);
8. Evidence of payment of the nostrification fee (€ 150, payable in advance).

All documents must be submitted either in original or as an authenticated copy. Documents in a foreign language must be accompanied by an authorised German translation. Documents concerning the award of the academic degree or the completion of studies must be submitted in the original.

The obligation to submit individual documents may be waived if it is substantiated that their submission within a reasonable time is impossible or would involve excessive difficulties (particular consideration will be given to the situation of political refugees), and if the documents submitted are sufficient for a decision.

Declarations

- I affirm that I have not submitted the same application for nostrification pursuant to Section 90 of the Universities Act 2002 at any other Austrian university.
- I declare that I have sufficient knowledge of the German language in accordance with the admission requirements of the study programme relevant to my nostrification application.
- I am aware that incorrect information may lead to the loss of the Austrian academic degree obtained through nostrification.

Date, Signature

PRIVACY POLICY FOR THE NOSTRIFICATION PROCESS

The University of Klagenfurt treats your personal data with great care and attention. Personal data is processed in strict compliance with the principles and requirements laid down in the General Data Protection Regulation (GDPR) and the Austrian Data Protection Act.

A foreign degree may be recognized as equivalent to an Austrian degree programme upon application, following the completion of the nostrification process. This privacy policy informs you about the personal data processed during the nostrification process, the purposes of processing, the legal basis for such processing, and your rights regarding your data.

PURPOSE OF DATA PROCESSING

The data collected as part of the application will be processed solely for the purpose of conducting the nostrification process. Within this process, the substantive equivalence of your foreign degree with the corresponding programme at the University of Klagenfurt is evaluated.

DATA CATEGORIES

The following information will be collected in the course of the nostrification process:

- Personal data provided in this application
- Required supporting documents in accordance with the Regulation issued by the Rector of Studies pursuant to the University Statutes, Part B, Section 20 (3)

DATA PROCESSING BY A THIRD PARTY ON BEHALF OF THE UNIVERSITY

The data collected during the nostrification process are disclosed solely to the individuals involved in the process within the University of Klagenfurt.

DATA STORAGE

The data collected will be retained for the duration of the nostrification process and thereafter for as long as statutory retention periods require and/or as long as legal claims may be asserted.

LEGAL BASIS

The legal basis for the processing of your data for the purpose of conducting the nostrification process is Article 6 Abs. 1 lit c DSGVO (Compliance with a legal obligation). The legal basis for the nostrification itself can be found in § 90 of the Universities Act 2002 and in § 20 of the University Statutes, Part B.

YOUR RIGHTS

With regard to the personal data stored by the University of Klagenfurt, you have the right to request information about your personal data being processed (Art. 15 GDPR), as well as the right to rectification of inaccurate personal data (Art. 16 GDPR), erasure (Art. 17 GDPR), restriction of processing (Art. 18 GDPR), data portability (Art. 20 GDPR), and to object to the processing in case of legitimate interest (Art. 21 GDPR).

Please direct any inquiries regarding these rights to the data protection officer indicated in this policy. If you believe that the processing of your data violates data protection law or that your data protection rights have otherwise been infringed, you have the right to lodge a complaint with the Austrian Data Protection Authority: www.dsb.gv.at/kontakt.

RESPONSIBLE FOR DATA PROCESSING

The University of Klagenfurt, Office of Academic Affairs, Universitätsstraße 65-67, 9020 Klagenfurt am Wörthersee. Please direct any inquiries regarding the processing of data in connection with the nostrification process to: stud_re@aau.at.

DATA PROTECTION OFFICER

You can reach the university's data protection officer at: dsb@aau.at.

I acknowledge that I have read and understood the privacy policy.

Date, Signature