

# Checklist

## Admission: Attending individual courses (Non-degree programmes)

### 1. Request for Admission

is possible within the respective admission period. Therefore you have to come to the Office of Student and Academic Affairs (Studienabteilung) with the registration form (Meldungsblatt) and the documents\* listed below:

- Valid Travel Document\* or Certificate of Citizenship\* in addition to an official Photo ID
- „Studienblatt“ \*\*

#### PLEASE NOTE

- If you were already assigned a **registration number** (Matrikelnummer) from any Austrian university or university college of teachers' education (Pädagogische Hochschule), you have to quote it. As verification we accept the "Studienblatt" issued by this university.

### 2. Transfer of tuition fees and/or Austrian Student Union fee (ÖH-Beitrag)

With our payment slip to the bank account of the university. Accurate indication of the payment reference is essential also when using online banking!

#### **Submission of statistic information\*\*\***

Online: [www.statistik.at/uhstat/uhstat1](http://www.statistik.at/uhstat/uhstat1) using your Austrian social insurance number as login.  
In case you do not have such a number, we will assign a substitute code.

### 3. Admission

You can get your Student ID Card, „Studienblatt“ and Study Confirmations at “Studienabteilung” around five days after transferring the tuition fees and „ÖH-Beitrag“.

You should bring along:

- valid Photo ID\*
- one passport photo

PLEASE NOTE! Precondition for a valid admission is the payment of the Tuition fees and the submission of statistic information\*\*\*!

Deadlines and important dates can be found here: [dieangewandte.at/calendar](http://dieangewandte.at/calendar)

\* all mentioned documents have to be presented in Original or as certified copy

\*\* relevant if you have already been registered at any Austrian university or university college of teachers' education (Pädagogische Hochschule)

\*\*\* relevant if you have never been registered at any Austrian university