

Checklist

Admission: Diploma-/Bachelor-/Master programmes

Office of Student and Academic Affairs
+43-1-71133 DW 2060
studien@uni-ak.ac.at

As of summer semester 2020

1. Entrance Examination

is the precondition to get admission. After passing the Entrance Exam please come to the Office of Student and Academic Affairs (Studienabteilung). You don't have to bring a certification about the Entrance Exam. The "Studienabteilung" is already informed about your successful completion of the exam.

2. Request for Admission

is possible within the respective admission period. Therefore you have to come to „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
- Proof of latest (highest) completed level of education, compulsory for:

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| <p><i>Architecture</i></p> <p><i>Art & Science</i></p> <p><i>Cross-Disciplinary Strategies</i></p> <p><i>Industrial Design</i></p> <p><i>Social Design</i></p> <p><i>Art Education (Bachelor)</i></p> <p><i>Art Education (Master)</i></p> <p><i>TransArts (Master)</i></p> | <p><i>completion of a bachelor or diploma programme in Architecture, which together with the master programme will meet the requirements of the article 46 of the guidelines 2005/36/EG and an Evidence of English skills at level B2 (CEFR), more information here</i></p> <p><i>completion of a bachelor or diploma programme in the fields of visual arts, media arts, design, architecture, engineering, humanities, natural, cultural or social sciences</i></p> <p><i>completion of the Austrian school leaving examination (Matura) or international equivalent</i></p> <p><i>completion of the Austrian school leaving examination (Matura) or international equivalent</i></p> <p><i>completion of a bachelor programme or equivalent</i></p> <p><i>completion of the Austrian school leaving examination (Matura) or international equivalent</i></p> <p><i>completion of a bachelor programme in teacher training (same subject as subject(s) of admission)</i></p> <p><i>graduation of a subject-relevant study to the extent of at least 180 ECTS or completion of an artistic master study programme to the extent of least 120 ECTS at an art university or tertiary educational institution</i></p> |
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- „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.

- It is not permitted to study in the same **study programme at different Austrian universities**.
- Certifications in foreign languages have to be accompanied by **German or English translations with public certification**.
- Depending on the country in which the documents have been issued, each document needs to be legalised – for information see: http://dieangewandte.at/application_fromabroad

3. 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 using your Austrian social insurance number as login.
In case you do not have such a number, we will assign a substitute code.

4. Admission

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

You should bring along:

- valid Photo ID*
- one passport photo

* 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