

# Checklist

## Admission: Doctoral Programmes International Partnership

Office of Student and Academic Affairs  
+43-1-71133 DW 2061, 2062, 2065, 2068  
studien@uni-ak.ac.at

### 1. Request for admission

all necessary documents and forms (see [www.dieangewandte.at/zulassung\\_en](http://www.dieangewandte.at/zulassung_en)) have to be presented - **in original** - to the coordinator<sup>1</sup> of your university.

- Application Form for doctoral studies (Antrag auf Zulassung zum Doktoratsstudium) – signed by the advisor  
*Form is available as Download*
- Registration Form (Meldungsblatt)  
*Form is available as Download*
- Valid Travel Document (or Certificate of Citizenship in addition to an official Photo ID)
- Proof of Diploma or equivalent graduation degree \*
- „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 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](http://dieangewandte.at/application_fromabroad)

The coordinator<sup>1</sup> sends the above mentioned documents - during admission period - to the Office of Student and Academic Affairs of the "Angewandte". After approval by the rectorate, you will receive the following documents by email:

- Payment data, needed for transferring "ÖH-Beitrag"
- Login-password, needed for input of statistic information\*\*\*

### 2. Transfer of Austrian Student Union fee (ÖH-Beitrag)

within the foreseen terms of payment. Therefore it is very important to quote the customer data (Kundendaten). If the payment does not arrive accurately at the bank account of the "Angewandte", admission cannot take place.

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

Use the above mentioned password to submit your data online.

### 3. Admission

Around ten days after payment you receive your access data for the Online-Service by email (precondition is the submission of statistic information) – If you don't receive the mentioned email please let us know immediately.

**To achieve a continuation of studies in the second semester it is necessary to personally pick up the Student ID Card, "Studienblatt" and Study Confirmations at the Office of Student and Academic Affairs before.**

Therefore you should bring along:

- valid Photo ID
- one passport photo

<sup>1</sup> the respective coordinator is appointed by the partner institution

\* **holders of foreign degrees please note information about "Recognition of Foreign Degrees" - available as download**

\*\* 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