

Checklist

Admission: Incoming-Student

e.g. ERASMUS, Internat. Partnership, ...

As of winter semester 2019/20

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 documents¹ listed below:

- Confirmation about participation in ERASMUS- or Partnership-programme (By e-mail you will get an invitation to take part at the Welcome Day – there you will receive mentioned confirmation)
- Valid Travel Document or Certificate of Citizenship in addition to an official Photo ID
- „Studienblatt“²

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**.

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 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

From approx. five days after bank transfer of the student union fee, your Student ID, study document "Studienblatt", study confirmation, as well as access data for both your student account and Base Angewandte will be available for collection from the Department of Student and Academic Affairs.

(Without this access data you will not be able to register for the study courses!)

You should bring along:

- valid Photo ID¹
- one passport photo

PLEASE NOTE! Precondition for a valid admission is the payment of the Austrian Student Union fees and the submission of statistic information!

Deadlines and important dates can be found here: dieangewandte.at/calendar

¹ all mentioned documents have to be presented in Original or as certified copy

² relevant if you have already been registered at any Austrian university or university college of teachers' education (Pädagogische Hochschule)

³ relevant if you have never been registered at any Austrian university