

Checklist

Admission: Scientific Doctoral Programmes

Office of Student and Academic Affairs
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As of winter semester 2019/20

1. Request for admission

is possible within the respective **general 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 – **in original**:

- Application Form for doctoral studies (Antrag auf Zulassung zum Doktoratsstudium)
Form is available as Download
- Valid Travel Document (or Certificate of Citizenship* in addition to an official Photo ID)
- Graduation certificate of a subject-relevant Austrian master or diploma programme, or of a comparable international 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 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
- Depending on the country in which the documents have been issued, proof of special university entrance qualification is necessary.

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

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

¹ participants in partnership programmes please read "Checklist International Partnership"

* **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