

Checklist

Admission: Postgraduate Programmes (Non-Degree programmes)

1. Notification about Permission to Admission

- you need a confirmation about permission for registering officially. This document you will receive from the head of the study programme after paying the designated fees for participation in the postgraduate programme.

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:

- letter from the head of the programme (see *1. Notification about Permission to Admission*)
- Valid Travel Document* or Certificate of Citizenship* in addition to an official Photo ID*
- Proof of latest (highest) completed level of education*
- “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 „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