

# Checklist

## Admission: Incoming-Student

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

As of winter semester 2018/19

### 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 documents<sup>1</sup> 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“<sup>2</sup>

#### 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**.

You will receive:

- a payment slip with all data needed for transferring "ÖH-Beitrag" to our bank account
- Login-password, needed for input of statistic information<sup>3</sup>

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

within the foreseen terms of payment. Therefore it is very important to quote the customer data (Kundendaten).

#### **Submission of statistic information<sup>3</sup>**

Use the above mentioned password to submit your data online.

### 3. Admission

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

You should bring along:

- valid Photo ID<sup>4</sup>
- 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](http://dieangewandte.at/calendar)

<sup>1</sup> all mentioned documents have to be presented in Original or as certified copy

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

<sup>3</sup> relevant if you have never been registered at any Austrian university