

# Checklist

## Admission: Diploma-/Bachelor-/Master programmes

### 1. Entrance Examination

is the precondition to get admission. After passing the Entrance Exam please come to the Office of Student and Academic Affairs (Studienabteilung). You don't have to bring a certification about the Entrance Exam. The "Studienabteilung" is already informed about your successful completion of the exam.

### 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:

- Valid Travel Document or Certificate of Citizenship in addition to an official Photo ID
- Proof of latest (highest) completed level of education, compulsory for:
 

<i>Architecture</i>	<i>completion of a bachelor or diploma programme in Architecture, which together with the master programme will meet the requirements of the article 46 of the guidelines 2005/36/EG</i>
<i>Art &amp; Science</i>	<i>completion of a bachelor or diploma programme in the fields of visual arts, media arts, design, architecture, engineering, humanities, natural, cultural or social sciences</i>
<i>Cross-Disciplinary Strategies</i>	<i>completion of the Austrian school leaving examination (Matura) or international equivalent</i>
<i>Industrial Design</i>	<i>completion of the Austrian school leaving examination (Matura) or international equivalent</i>
<i>Social Design</i>	<i>completion of a bachelor programme or equivalent</i>
<i>Teacher Training (Bachelor)</i>	<i>completion of the Austrian school leaving examination (Matura) or international equivalent</i>
<i>Teacher Training (Master)</i>	<i>completion of a bachelor programme in teacher training (same subject as subject(s) of admission)</i>
<i>TransArts (Master)</i>	<i>graduation of a subject-relevant study to the extent of at least 180 ECTS or completion of an artistic master study programme to the extent of least 120 ECTS at an art university or tertiary educational institution</i>
- „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](http://dieangewandte.at/application_fromabroad)

You will receive:

- a payment slip with all data needed for transferring tuition fees/„ÖH-Beitrag“ to our bank account
- Login-password, needed for input of statistic information\*\*\*

### 3. Transfer of tuition fees and/or Austrian Student Union fee (ÖH-Beitrag)

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

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

Use the above mentioned password to submit your data online.

### 4. Admission

You can get your Student ID Card, „Studienblatt“ and Study Confirmations at “Studienabteilung” around five days after transferring the tuition fees and/or „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