

# Checklist

## Admission: Scientific Doctoral Programmes

Office of Student and Academic Affairs  
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As of winter semester 2018/19

### 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“<sup>\*\*\*</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**.
- 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)
- Depending on the country in which the documents have been issued, proof of special university entrance qualification is necessary.

After verification of your documents 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<sup>\*\*\*</sup>

### 2. Transfer of 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<sup>\*\*\*</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 tuition fees and "ÖH-Beitrag".

You should bring along:

- valid Photo ID
- one passport photo

<sup>1</sup> 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