

# Checklist

## Admission: Artistic Research PhD Programme (PhD in Art)

Office of Student and Academic Affairs  
+43-1-71133 DW 2061, 2062, 2065, 2068  
studien@uni-ak.ac.at

As of winter semester 2018/19

### 1. Passing the Selection Process

The Office of Student and Academic Affairs is already informed that you have been selected for the Artistic Research PhD Programme (you don't have to bring a confirmation).

### 2. 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\* listed below – **in original:**

- 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](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\*\*\*

### 3. 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\*\*\***

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 "ÖH-Beitrag".

You should bring along:

- valid Photo ID
- one passport photo

\* 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