



# GUIDE FOR INTERNATIONAL DEGREE-SEEKING STUDENTS

University of Applied Sciences  
Upper Austria

[www.fh-ooe.at](http://www.fh-ooe.at)



UNIVERSITY  
OF APPLIED SCIENCES  
UPPER AUSTRIA



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# WELCOME

## to the University of Applied Sciences Upper Austria

Austria is a beautiful country in the heart of Europe with a rich cultural heritage. The state of Upper Austria is located in the north of Austria and combines natural beauty with a thriving economy. Upper Austria is one of the Europe's leading regions in education, technology and employment.

The University of Applied Sciences Upper Austria is a national leader in its field. We offer internationally recognised, practice-oriented degree programmes at four locations.

As part of our commitment to developing international links, we encourage international students to complete their education in Upper Austria. Therefore we have designed this brochure which should assist you in applying to the University of Applied Sciences Upper Austria.

I am looking forward to welcoming you soon!

Yours sincerely,

FH-Prof. Mag. Andreas Zehetner



# The Four Schools of the University of Applied Sciences Upper Austria

The university's successful development is based on a dynamic approach to innovation and close co-operation with industry. Monitoring economic trends and technical advances has enabled us to keep pace with changes in the economy at large, especially with regard to labour market requirements and productivity growth areas. Each of the university's four campuses (listed below) has defined its own key areas of best practice in teaching and research:

## **School of Informatics, Communications and Media** **Hagenberg Campus**

Softwarepark 11, 4232 Hagenberg/Austria  
Phone: +43 5 0804 20  
Fax: +43 5 0804 21599  
Mail: [info@fh-hagenberg.at](mailto:info@fh-hagenberg.at)  
Web: [www.fh-ooe.at/hagenberg-campus](http://www.fh-ooe.at/hagenberg-campus)

## **School of Management** **Steyr Campus**

Wehrgrabengasse 1-3, 4400 Steyr/Austria  
Phone: +43 5 0804 30  
Fax: +43 5 0804 33099  
Mail: [info@fh-steyr.at](mailto:info@fh-steyr.at)  
Web: [www.fh-ooe.at/steyr-campus](http://www.fh-ooe.at/steyr-campus)

## **School of Medical Engineering and Applied Social Sciences** **Linz Campus**

Garnisonstrasse 21, 4020 Linz/Austria  
Phone: +43 5 0804 50  
Fax: +43 5 0804 52105  
Mail: [info@fh-linz.at](mailto:info@fh-linz.at)  
Web: [www.fh-ooe.at/linz-campus](http://www.fh-ooe.at/linz-campus)


## **School of Engineering** **Wels Campus**

Stelzhamerstrasse 23, 4600 Wels/Austria  
Phone: +43 5 0804 40  
Fax: +43 5 0804 43166  
Mail: [info@fh-wels.at](mailto:info@fh-wels.at)  
Web: [www.fh-ooe.at/wels-campus](http://www.fh-ooe.at/wels-campus)



# Our Degree Programmes

## Bachelor's Degree Programmes

Bachelor's degree programmes – 180 ECTS credits  
2 Bachelor's degree programmes taught in English 

### School of Informatics, Communications and Media Hagenberg Campus

Automotive Computing*	FT
Communication and Knowledge Media	FT
Hardware Software Design	FT
Media Technology and Design	FT
Medical and Bioinformatics	FT
Mobile Computing	FT
Secure Information Systems	FT
Software Engineering	FT/PT



### School of Medical Engineering and Applied Social Sciences Linz Campus

Medical Engineering	FT
Human Services Management and Public Management	PT
Social Work	FT/PT

### School of Management Steyr Campus

Accounting, Controlling & Financial Management	FT/PT
Global Sales and Marketing 	FT
International Logistics Management	FT/PT
Marketing and Electronic Business	FT/PT
Process Management and Business Intelligence	FT/PT
Production und Management	FT

### School of Engineering Wels Campus


Agricultural Technology and Management*	FT
Automation Engineering	FT
Bio and Environmental Technology	FT
Civil Engineering	FT
Eco-Energy Engineering	FT
Electrical Engineering 	FT
Food Technology and Nutrition 	FT
Innovation Engineering and Management	FT
Lightweight Constructions and Composite Materials	FT
Materials and Process Engineering	FT
Mechanical Engineering	FT
Mechatronics and Business Management	PT
Process Engineering and Production	FT/PT
Product Design and Technical Communication	PT

 = Programmes fully taught in English, FT= Fulltime, PT= Parttime

\* Subject to approval by AQ Austria

# Our Degree Programmes

## Master's Degree Programmes


Master's degree programmes – 120 ECTS credits  
8 Bachelor's degree programmes taught in English 

### School of Informatics, Communications and Media Hagenberg Campus

Communication and Knowledge Media	FT
Data Science and Engineering	FT
Digital Arts	FT
Embedded Systems Design	FT
Energy Informatics 	FT
Human-Centred Computing	PT
Information Engineering and Management	PT
Information Security Management*	PT
Interactive Media 	FT
Mobile Computing 	FT
Secure Information Systems	FT
Software Engineering	FT

### School of Medical Engineering and Applied Social Sciences Linz Campus




Applied Technologies for Medical Diagnostics (Joint Master programme)*	PT
Healthcare, Social Services and Public Management	PT
Medical Engineering 	FT
Social Work	PT

 = Programmes fully taught in English, FT= Fulltime, PT= Parttime  
\* Subject to approval by AQ Austria

### School of Management Steyr Campus

Accounting, Controlling and Financial Management	FT/PT
Digital Business Management	PT
Digital Transport- and Logistics-management*	PT
Global Sales and Marketing 	PT/FT
Operations Management	PT/FT
Supply Chain Management	PT/FT

### School of Engineering Wels Campus

Automation Engineering	FT
Automotive Mechatronics and Management 	FT
Bio- and Environmental Technology	FT
Civil Engineering	FT
Eco-Energy Engineering	FT
Electrical Engineering* 	FT
Food Technology and Nutrition	FT
Innovation and Product Management 	FT
Materials and Process Engineering	FT
Mechanical Engineering	FT
Mechatronics and Business Management	PT
Robotic Systems Engineering*	PT
Plant Construction	PT/FT
Sustainable Energy Systems 	FT

## International Foundation Programme

Applicants who lack entrance requirements for selected study programmes in Engineering and Business can acquire the necessary additional qualifications, tailored for studies at the University of Applied Sciences Upper Austria.

## German Preparation Programme

designed for applicants, who do not have the necessary German language skills yet to apply for one of the German-taught degree programmes at the University of Applied Sciences Upper Austria.

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# Application

## Degree-Seeking Students

At the University of Applied Sciences Upper Austria, most of the degree programmes are taught in German. Students seeking admission to one of the German taught degree programmes must have excellent knowledge of German (at least B2 according to the European framework of reference for languages) in addition to fulfilling the standard entry requirements.

The FH Upper Austria also offers some degree programmes that are taught in English throughout. Applicants for English taught degree programmes are required to have very good English language skills and need to submit an English Certificate (IELTS, TOEFL) together with their application.



## Entry Requirements

Bachelor's degree programmes:

"A"-Level / high school diploma (or equivalent)

Master's degree programmes:

Successful completion of at least a 6 semester specialized relevant Bachelor's degree or a comparable higher education at university level (min. 180 ECTS) at a recognized post-secondary institution.

For specific prerequisites and recognition of previous qualifications please refer to the degree programme you are applying for.

Applications for both German and English taught degree programmes should be submitted online at <https://bewerbung.fh-ooe.at/>

If you intend to apply as a degree-seeking student, please use the following link for further information:  
[www.fh-ooe.at/en/international/degree-seeking-students](https://www.fh-ooe.at/en/international/degree-seeking-students)

## Online Application – First Steps

1. Enter your personal data
2. Choose your study programme
3. Provide details of examinations taken – entry requirements
4. Give details of additional qualifications
5. Upload required documentation
6. Feedback guidance
7. Summary







## Application Procedure

### » **Submit online application**

Applications for both German and English taught degree programmes should be submitted online at <https://bewerbung.fh-ooe.at>

It is possible to apply for up to two degree programmes at the FH Upper Austria. When applying for more than one degree programme, it is important that candidates indicate the priority (1=top priority, 2=second choice). If it is not possible to offer you a place on your first-choice degree programme, we will automatically forward your application to the degree programmes which you have nominated as your second choice. Please note that your application cannot be processed for two degree programmes at the same time.

### » **Confirmation of application**

### » **Once the fulfilment of all requirements has been proved you will receive an invitation to the admission procedure.**

### » **Application process**

Applicants for Bachelor's degree programmes will be invited to an entrance test and interview (some study programmes offer skype interviews). Master's degree programmes require an interview and/or a case study (some study programmes offer skype interviews). You will be notified about the results as soon as they are available.

### » **Decision concerning your application (letter of acceptance or refusal)**

## Deadlines

Application deadlines for international degree-seeking students can vary across the different study programmes and might therefore be earlier than the general ones! You will find those deadlines on the homepage of the relevant study programme: [www.fh-ooe.at/programmes](http://www.fh-ooe.at/programmes)



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# Legalisation of Foreign Documents

Legalisation confirms the authenticity of documents and signatures. Foreign original documents that are to be submitted to authorities and higher education institutions in Austria need to be legalised in most cases.

## Which Documents Need to be Legalised?

Documents which are required for the admission procedure (secondary education diploma, certificates about completed periods of studies, admission statement, birth certificate) and those which were not originally issued in German or English.

**Thus three scenarios are possible:**

1. No legalisation is required
2. Legalisation in the form of the apostille
3. Full diplomatic legalisation

## No Legalisation is Required

Documents from countries with which Austria has concluded a bilateral agreement (see link below) concerning exemption from legalisation are exempt from all kinds of legalisation procedures.

## Legalisation in the Form of the Apostille

Apostilles are legalisations that are attached to public documents (e.g. confirmations about your studies) and have a stamp of validation.

Documents from countries which are contracting states to the “Hague Legalisation Convention” (Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, BGBl. no. 27/1968) do not need full diplomatic legalisation if they are supplied with the apostille, which means that for documents from these countries the legalisation in the form of the apostille is sufficient.

## Full Diplomatic Legalisation

This means that first the internal legalisation process of the country of origin has to be completed, then final legalisation of the document is carried out by the ministry for foreign affairs of that country and finally the Austrian representative authority has to legalise the document again.

1<sup>st</sup> Step: Legalisation by the competent ministry (e.g. Ministry of Education) of the country of origin

2<sup>nd</sup> Step: 'Final legalisation' by the Ministry of Foreign Affairs of the country of origin

3<sup>rd</sup> Step: Austrian diplomatic representation in the country of origin

**Detailed information can be found at:**  
[http://wissenschaft.bmfwf.gv.at/fileadmin/user\\_upload/wissenschaft/naric/2.1.4.07\\_Beglaubigung.pdf](http://wissenschaft.bmfwf.gv.at/fileadmin/user_upload/wissenschaft/naric/2.1.4.07_Beglaubigung.pdf)

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# Translation

In principle, the original document should show all required stamps of legalisation before being subject to German/English translation, so that the various stamps can also be translated. The translation must be attached to the original document or to a legalised copy of it.

If the translation has been done by a sworn and officially accredited translator in Austria, additional legalisation is not required.

Translations in foreign countries should also be done by a sworn and officially accredited translator in the respective country. Regarding legalisation, such translations have to be treated as foreign original documents, which means that the mode of legalisation depends on the country in which the translation was done. As, however, the country in which the translation has been done does not have to be the same as the country in which the original document was issued, it could mean that for the original document and the corresponding translation, different modes of legalisation have to apply.

## **Which documents need to be translated?**

Documents which are required for the admission procedure (secondary education diploma, certificates about completed periods of studies, admission statement, birth certificate) and which were not originally issued in German or have to be translated into German, and the translation has to be certified by notary. Original English documents are accepted.



Please note: Translations should be done only after legalisation if necessary!



# Academic Information

## Academic Calendar

The academic year at the University of Applied Sciences Upper Austria consists of two semesters, the winter semester and the summer semester. The academic year always starts in the winter semester. Please note that there is no summer intake. Lectures are held from Monday until Saturday. Saturdays being mostly reserved for part-time students and project works. The starting dates of semesters differs from programme to programme. Please contact the Study Administrator of your chosen degree programme for further information on semester dates.

### Semester

- » Winter Semester: Beginning of October to mid-February
- » Summer Semester: Beginning of March to mid-July

### Examination Period

- » End of January to mid-February (winter semester)
- » End of June to mid-July (summer semester)

### Breaks

- » Semester break in February (1 to 4 weeks)
- » Easter (1 week)
- » Summer holidays in July/August/September (12 weeks) Christmas (2 weeks)

## Language Requirements

We offer programmes taught in German and English. Applicants have to be fluent in the language of instruction. You may be asked to provide proof of your German (B2 according to the European framework of reference) or English (IELTS or TOEFL) skills. This however, depends on the programme, please check the respective requirements.

### Austrian Public Holidays

1 <sup>st</sup> January	New Year's Day
6 <sup>th</sup> January	Epiphany
1 <sup>st</sup> May	Labour Day
26 <sup>th</sup> October	Austrian National Holiday
1 <sup>st</sup> November	All Saints' Day
8 <sup>th</sup> December	Immaculate Conception
25 <sup>th</sup> December	Christmas Day
26 <sup>th</sup> December	Boxing Day

Dates vary for Ascension Day Christi, Whitsuntide, Corpus Christi Assumption Maria.

## Grading System

The Austrian education system consists of 5 grades:

Austrian Grade	Equivalent
sehr gut (1)	excellent
gut (2)	good
befriedigend (3)	satisfactory
genügend (4)	sufficient
nicht genügend (5)	insufficient

Usually 50% of available points have to be obtained to pass an exam, but professors can define their own assessment criteria.





## ECTS Credits

ECTS (European Credit Transfer System) credits are a numerical value allocated to course units to denote the student workload required to complete them. They reflect a quantity of work required by each course unit in relation to the total quantity of work necessary to complete a full year of academic study at the institution.

This includes lectures, practical work, seminars, tutorials, fieldwork and private study as well as assessment activities. The ECTS is thus based on a full student workload and not limited to contact hours only. The basic allocation of academic credits in ECTS is 60 credits for a full year of study, 30 credits for a semester, or 20 credits per term. Credits are awarded only when the course has been completed and all required examinations have been passed. In other words, students do not get ECTS credits simply for attending classes or spending time abroad, but must fulfil the assessment requirements of the host institution to demonstrate that they satisfy the specified learning objectives for the course unit.

Workload for complete Bachelor's degree programmes – 180 ECTS

Workload for complete Master's degree programmes – 120 ECTS

## Tuition Fees

A study degree programme is an investment in one's own future, whereby financial aspects must of course be carefully considered. The FH Upper Austria charges tuition fees for Bachelor's and Master's degree programmes as follows:

- » EUR 363.36 per semester + EUR 19.20 ÖH (Austrian Student Union) contribution for students from EU and EEA countries
- » EUR 726.72 per semester + EUR 19.20 ÖH (Austrian Student Union) contribution for students from non-member states. A merit-based scholarship awarded to recognise prior achievement and performance during studies is applicable for international regular students.

**Please note:** Exchange students are exempt from tuition fees!

# Essential Information

## Accommodation

Student housing is usually available nearby, ranging from on-campus halls of residence to private on-campus as well as off-campus accommodation.

For more information about the halls of residence please refer to the listed links below. There you will find information about current rates and facilities. Please note that usually a security deposit has to be paid in advance. The first month's rate will have to be paid within the first days after arrival! There are also private rooms and apartments available for rent.

### Some halls of residence nearby our four campuses

**Hagenberg:** [www.studentenwerk.at/site/de/hagenberg](http://www.studentenwerk.at/site/de/hagenberg)  
**Linz:** [www.studentenwerk.at/site/de/linz](http://www.studentenwerk.at/site/de/linz)  
[www.ooe-heimbauverein.at/en](http://www.ooe-heimbauverein.at/en)  
**Steyr:** [www.kolpingheim-steyr.at](http://www.kolpingheim-steyr.at)  
[www.schuelerwohnheim-steyr.at](http://www.schuelerwohnheim-steyr.at)  
**Wels:** [www.ooe-heimbauverein.at/en](http://www.ooe-heimbauverein.at/en)  
[www.kolpingwels.at](http://www.kolpingwels.at)

### Private rooms & apartments:

<https://cdn.fh-ooe.at/index.php?id=3168>

## Cost of Living

The costs for accommodation vary according to the city in which the school is located. Of course the cost of living depends also very much on your personal life style. In general you must calculate approximately € 550 – 750 a month.

### For example:

Accommodation  
(incl. heating & electricity) ..... € 200 – 400,-  
Food ..... € 220,-  
Study and personal  
requirements (books) ..... € 70,-  
public transport ..... € 10,-  
Health Insurance for students ..... € 50,-

### Typical prices of everyday products:

1 litre of milk ..... € 1.10  
1 loaf of bread ..... € 2.50  
100 g cheese ..... € 1.20  
1 yoghurt ..... € 0.50  
½ litre of beer (supermarket) ..... € 1.00  
100 g ham ..... € 1.50  
1 kg apples ..... € 2.40  
1 litre of orange juice ..... € 1.00  
500 g pasta ..... € 1.90  
375 g cereal ..... € 3.50

## Grant & Scholarships

Information about possible grants and scholarships can be found at [www.grants.at](http://www.grants.at)

Grants.at is Austria's biggest online database for scholarships and research grants for all academic areas. We also recommend checking if there are any scholarships available in your home country!

## Health Insurance

Austria has an excellent public healthcare system. If you are staying in Austria for less than one year, you should find out if there is an agreement between your home country and Austria regarding health insurance. There is reciprocal health insurance among EU countries. You must bring a proof of health insurance coverage from your own insurance company or your health insurance card (EHIC) when you come to Austria in order to ensure that you will be treated here without having to pay anything in the event of illness.

International students who are non-EU citizens must obtain full health insurance coverage in Austria e.g. from the Upper Austria Health Insurance Company (OÖGKK) for a monthly fee (about € 53). Students can insure themselves for as long as necessary.

**To register for insurance with the OÖGKK you need the following:**

- » Confirmation of enrolment at your campus (Inskriptionsbestätigung)
- » Your Residence Registration ("Meldezettel")
- » Proof of health insurance coverage in your home country during the last 12 months

The Upper Austria Health Insurance Company will then issue an insurance card called e-card for you which covers hospital stays, medical treatment and services, and reduced prescription charges (currently € 5.40 each).

In the case of employment you will be automatically registered with the "Oberösterreichische Gebietskrankenkasse" (OÖGKK) by your employer.

Please note that, you might not be entitled to benefit from the health insurance for a period of 6 months after the start of the insurance if you do not fulfil the stated requirements.

### Useful Links:

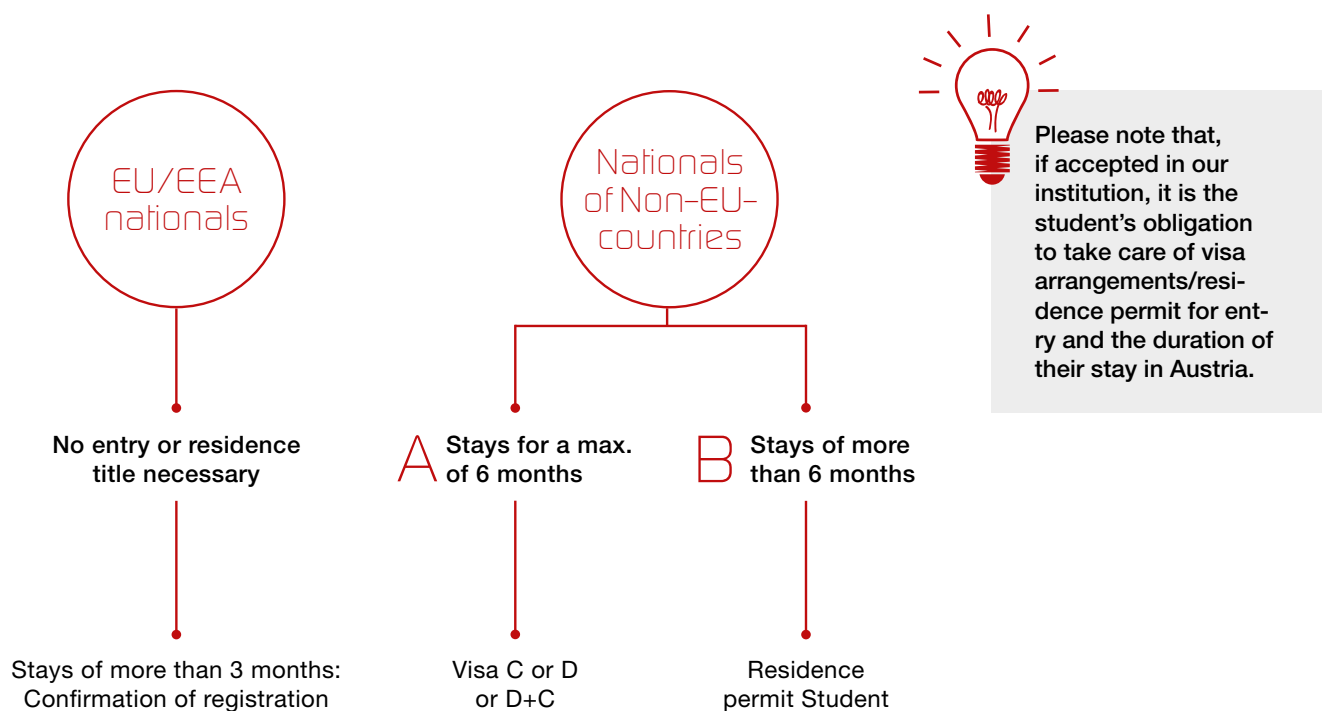
[www.oegkk.at/portal27/portal/oegkkportal/content/contentWindow?contentid=10008.574911&action=b&cacheability=PAGE&version=1391198283](http://www.oegkk.at/portal27/portal/oegkkportal/content/contentWindow?contentid=10008.574911&action=b&cacheability=PAGE&version=1391198283)  
<https://www.help.gv.at/Portal.Node/hlpd/public/content/148/Seite.1480100.html#GeneralInformation>





# Legal Information

## Entry and Residence Permit for Foreign Students



Please note that, if accepted in our institution, it is the student's obligation to take care of visa arrangements/residence permit for entry and the duration of their stay in Austria.

### Useful Links:

Parts of the content of this chapter have been taken from [www.oead.at](http://www.oead.at). However, we cannot assume any liability for the completeness or accuracy of the content.

“Guide to Entry and Employment for International Students”

[https://oead.at/fileadmin/Dokumente/oead.at/KIM/Nach\\_Oesterreich/Einreise\\_und\\_Aufenthalt/Informationsbroschueren/Englisch/Leitfaden\\_fuer\\_internationale\\_Studierende\\_en.pdf](https://oead.at/fileadmin/Dokumente/oead.at/KIM/Nach_Oesterreich/Einreise_und_Aufenthalt/Informationsbroschueren/Englisch/Leitfaden_fuer_internationale_Studierende_en.pdf)

“Guide to entry and residence requirements for foreign students”

[www.bmi.gv.at/cms/BMI\\_Niederlassung/Allgemeine\\_Informati/leitfaden\\_studierende\\_eng\\_2014.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Allgemeine_Informati/leitfaden_studierende_eng_2014.pdf)

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## Nationals of EU & EEA Member Countries and Swiss Nationals

Nationals of EU and EEA member countries as well as Swiss nationals need neither an entry nor a residence permit; they only need a valid passport or identity card.

If you are staying in Austria for longer than 3 months you have to apply for a confirmation of registration (Anmeldebescheinigung) at the authority in charge of residence (provincial governor, municipal authorities). You have to apply for this confirmation within four months of entering Austria.

### Checklist “Confirmation of Registration” (for stays of more than 3 months):

- » Completed and signed application form (available from the authority in charge of residence and the website of the Federal Ministry of the Interior – BMI [www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung))
- » Documents: valid identity card or passport, proof of sufficient health insurance, Proof of sufficient financial means (depending on the individual case), confirmation of admission from the educational institution
- » Costs: EUR 15 (additional fees may apply)

The confirmation of registration need not be renewed. Before leaving Austria you should cancel your registration with the authority in charge of residence.

## Nationals of Non-EU-Countries

### Study Period for a Maximum of 6 Months

Information about whether or not you need a visa is available on the website of the Federal Ministry of the Interior: [www.bmi.gv.at/visa](http://www.bmi.gv.at/visa)

A visa C entitles one to entry and residence in all Schengen countries provided that you fulfil the general entry and residence requirements. [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index_en.htm)



**Attention: Visas cannot be renewed in Austria. When the visa expires you have to leave the Schengen area and apply for a new visa or residence permit unless you have been granted another residence permit.**

A visa D entitles one to entry and residence in Austria. It can be issued for a duration of 91 days to six months. People in possession of a visa D are also permitted to travel to other Schengen countries for up to 90 days per half year provided they fulfil the general entry requirements.

Visa applications are usually processed by the competent Austrian representative authorities abroad. In countries where there are no or very remote Austrian embassies or consulates Austria is represented by representative authorities of other Schengen countries in the processing of visa applications, i.e. you can also apply for a visa C (travel visa) at the embassy of another Schengen country. The relevant link below to the website of the Federal Ministry of European and International Affairs (BMEIA) provides all necessary information, especially as regards to the representative authorities which have the authority to issue visas.

### List of the representative authorities:

[www.bmeia.gv.at/en/embassies-consulates](http://www.bmeia.gv.at/en/embassies-consulates)

### List of the Austrian Schengen partners:

[www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa](http://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa)



### Checklist Visa

- » Application form (fully completed and signed)
- » Valid travel document which must be valid at least three months longer than the visa applied for and has been issued within the last ten years.
- » An ICAO-conform passport-sized colour photograph (size 3.5 x 4.5 cm)
- » A travel health insurance valid in the whole Schengen area for the period of stay, covering all risks (and covering costs of at least € 30,000.-)
- » Proof of sufficient financial means for living expenses for the duration of your studies: for students up to 24 years of age € 491.43\* per month, over 24 years of age € 889.84\* per month.
- » Reservation of flight, bus or train ticket
- » Proof of accommodation in Austria (booking of a room in a student hall of residence or confirmation of accommodation, Accommodation Agreement)
- » Notification/confirmation of admission from the Austrian educational institution
- » Proof of current student status in the home country (e.g. submission of a confirmation by the educational institution)

\* These amounts are adjusted every year. The amounts stated here are valid for 2017.

### For questions about visa, entry without visa (stays for under 6 months) please contact:

Federal Ministry of the Interior (BMI), Department II/3:  
Tel. +43 (0)1/53126-0; e-mail: [bmi-ii-3@bmi.gv.at](mailto:bmi-ii-3@bmi.gv.at), [www.bmi.gv.at](http://www.bmi.gv.at)

Federal Ministry for European and International Affairs, Department IV.2:  
Tel. +43 (0)50 11 50-0; e-mail: [abtiv2@bmeia.gv.at](mailto:abtiv2@bmeia.gv.at), [www.bmeia.gv.at](http://www.bmeia.gv.at)



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### Study Period over 6 Months

All nationals of third countries need a student's residence permit (Aufenthaltsbewilligung Studierender), to which no quotas apply for stays of more than 6 months. Any stay for a maximum of 6 months that includes work (= employment, which can also be unpaid e.g. unpaid traineeship, work placement, scholarship) requires a work visa (visa C or visa D).

The residence permit will be issued in the form of a credit card-sized card with a photo. It also serves as an identity document and has to be carried at all times or kept close-by to prove your entitlement to stay in Austria.

#### First-time Application in Austria

Students who need no visa for entry to Austria (see list of countries at [www.bmi.gv.at/visa](http://www.bmi.gv.at/visa)) are entitled to apply for the student residence permit in Austria after entry to Austria. The application is to be submitted in person to the competent authority in charge of residence immediately after entry so that it will be processed before expiry of the permitted visa-free residence period.

The application itself does not permit a stay beyond the permitted visa-free residence period. Alternatively applications can also be submitted to the Austrian representative authority (place of residence) abroad. Due to the forwarding of the application to Austria a longer waiting period for the processing of your application is to be expected.

#### First-time Application Abroad

Students who are not permitted to enter Austria without a visa have to submit their application for a Residence Permit "Student" in person at the competent Austrian representative authority abroad before travelling to Austria. The application will be forwarded by the representative authority to the Austrian authority in charge of residence. Since the decision of the authority in charge of residence is to be awaited in your home country it is recommended to submit your application at least 3-6 months before the planned trip to Austria.

If the residence permit is granted, the applicant will be notified by the representative authority. The applicant then has to apply for a visa D to travel to Austria at the representative authority within 3 months after receiving the notification. The residence permit has to be collected in Austria within 6 months of the notification by the representative authority, in any case within the validity period of the visa.



### Checklist for the Student Residence Permit

- » Application in person for the residence permit at the competent Austrian representative authority. The residence permit should be applied for at least 3-6 months before the intended trip to Austria. Please note: nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entry to Austria.
- » Documents:
  - Fully completed and signed application form (available from the Austrian representative Authority or the website of the Federal Ministry of the Interior (BMI) [www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung))
  - Photocopy of the valid travel document
  - Birth certificate
  - Recent passport-sized photograph, size 3.5 x 4.5 cm
  - Police clearance (in those countries where it exists)
  - Notification/confirmation of admission from the Austrian educational institution
  - Proof of sufficient financial means for the living costs for the duration of the stay but only for a maximum of one year in advance
  - Proof of accommodation in Austria: e.g. rental contract, accommodation agreement with a student hall of residence, confirmation of the right of use of accommodation
  - A (travel) health insurance valid in Austria for the period between entry to Austria and the taking out of a student insurance, covering costs of at least € 30,000.-
- » The fee for the first residence permit is € 120.00 (€ 80.00 when applying at the Austrian representative authority or authority in charge of residence; the rest when collecting the residence permit). Other fees may apply

All required documents must be submitted in the original and as a photocopy and (upon request of the authorities) in a legalised form. Documents in languages other than German have to be submitted together with a legalised German translation. As a rule the residence permit is issued for 12 months (exception: shorter validity of the travel document, shorter validity applied for).

**For questions about residence permits (for stays of longer than 6 months) please contact:**

Federal Ministry of the Interior (BMI), Department III/4:

Tel. +43 (0)1/53126-0

e-mail: [bmi-iii-4@bmi.gv.at](mailto:bmi-iii-4@bmi.gv.at)

[www.bmi.gv.at](http://www.bmi.gv.at)



## Registration with the Local Authorities

Registration according to the Registration Act:

Nationals of all countries, regardless of whether they entered Austria with or without a visa, have to register their place of residence in Austria at their registration office (municipal office) within three days of arrival in Austria. This is free of charge.

Any change or abandonment of the place of residence also has to be reported to the registration office within three days.

Under Austrian law all changes of address have to be registered with the local authority within three working days; of course this also applies to international students.

After registration you will be given an official print-out of your residence registration details which should be kept safely and will be needed along with a second “Meldezettel” when registering your departure.

### Checklist Registration

#### Documents:

- » Registration form (Meldezettel) has to be signed both by the landlord e.g. student hall of residence official) and the student
- » Birth certificate
- » Travel document (passport with valid visa if applicable)

#### Useful links:

Residence registration (Meldezettel) document download:

[www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf](http://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf)

General Information for foreign citizen:

[www.help.gv.at/Portal.Node/hlpd/public/en](http://www.help.gv.at/Portal.Node/hlpd/public/en)



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## Working in Austria

Whether or not you are allowed to work in Austria depends on your nationality, the kind of work and for nationals of third countries also on the type of residence permit.


### Exemptions

No work permit is needed:

- » In the case of activities in research & development
  - » For students of most EU/EEA-countries (exception: students from Croatia still need a work permit till 2020)
  - » For students who study at university of applied sciences as part of a bilateral exchange programme (please note, this is only valid for internships up to 15 weeks for a Bachelor's and 20 weeks for a Master's degree and does not apply to foreign degree-seeking students)
  - » For students of Non-EU-countries:
    - students of a Bachelor's degree programme: 10 hours per week, students of a Master's degree programme: 20 hours per week (exceeding these hours only with permission from the AMS)
  - » Internships included in the curriculum
  - » Voluntary work (without commitment to work and without pay claim up to 3 months per calendar year)
- This confirmation document has to be submitted by the employer to the Public Employment Service Austria (Arbeitsmarktservice – AMS) at least two weeks before the start of the internship.

### When do You Need a Work Permit?

For all other kinds of employment the company has to apply to the AMS for a work permit before the start of work. This also affects students from third countries with a residence permit for students. Please note that you are not allowed to start working until you have actually received the permit.



Please note that the residence permit is NOT a work permit for Austria  
[www.ams.at/\\_docs/Studenten\\_En\\_08.pdf](http://www.ams.at/_docs/Studenten_En_08.pdf)

### Students from all other Countries (Non-EU- countries)

Students who are in possession of a residence permit for study purposes (Aufenthaltsbewilligung Studierender) are allowed to work to a limited extent and in accordance with the regulations of the Austrian Act Governing Employment of Foreign Nationals (Ausländerbeschäftigungsgesetz – AuslBG), which as a rule requires a work permit. Please read the following regulations carefully. If you violate them you risk a hefty fine or even losing your residence permit! If you are in any doubt please make sure to enquire at the employment office (Arbeitsmarktservice/AMS) or at an advisory organisation (see links below) before taking on a job.

#### For questions about work and employment please contact:

Federal Ministry of Science, Research and Economy  
A-1010 Vienna, Stubenring 1, Tel: +43 (0)1 71100-0  
Use [service@bmwfw.gv.at](mailto:service@bmwfw.gv.at) to address the BMWFW's Service Centre

**For more detailed information please refer to the following links:**

<https://oead.at/en/to-austria/entry-residence-and-employment/>  
[www.help.gv.at/Portal.Node/hlpd/public/en](http://www.help.gv.at/Portal.Node/hlpd/public/en)  
[www.migration.gv.at/en](http://www.migration.gv.at/en)

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# Checklist

## Before Application

- ☐ Did I inform myself about the different possibilities at the University of Applied Sciences Upper Austria?
- ☐ Do I have all required documents?
- ☐ Do I fulfil the entrance requirements?
- ☐ Are my documents legalized and translated?
- ☐ Am I entitled to grants & scholarships?

## Before Arrival

- ☐ Did I receive my acceptance letter?
- ☐ For citizens of countries outside the EU/EEA and Switzerland: Do I have the right visa?
- ☐ Did I book accommodation? Did I receive a confirmation?
- ☐ Is my passport valid for the duration of my stay?
- ☐ Did I purchase international health insurance?
- ☐ Do I regularly check my e-mails for updates from the university?
- ☐ Did I inform the administrative assistant and the dormitory about my arrival time?

## In the First Days

- ☐ Did I submit my registration form (Meldebestätigung)?
- ☐ Did I apply for full health insurance coverage in Austria?
- ☐ Did I pick up my residence permit?
- ☐ Did I return my contract of study?
- ☐ Did I open a bank account?
- ☐ Did I bring the original documents (...) to the administrative assistant?

## Before Departure

- ☐ Did I deregister at the registration office (you will need your registration form)?
- ☐ Did I close my bank account?
- ☐ Did I complete all formalities at the University of Applied Sciences Upper Austria (e.g. degrees and transcript, returning my locker keys, etc.)?
- ☐ Did I return my room key and did I pay all outstanding bills?









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# HAGENBERG | LINZ | STEYR | WELS

University of Applied Sciences Upper Austria

Franz-Fritsch-Str. 11/Top 3  
4600 Wels | Austria  
Phone: +43 5 0804 10  
Fax: +43 5 0804 11900  
info@fh-ooe.at  
www.fh-ooe.at |  



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