



Studying in Austria

Information and more for students
- a service provided by the Office for Foreign Students

Information on Studying

Where do I have to register?
How much are the tuition fees?

Residing in Austria

How do I get a residence permit?
Where can I get insurance? Where can I live?

Social Issues

Am I allowed to work?
Where can I get a scholarship?



Für dein
Studium
geben wir Gas.

Deine





Wir haben
immer ein offenes
Ohr für deine Probleme.
Deine



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Dear colleagues,

It is an important decision to go to a foreign country and to study there. In order to help you with your decisions and to give you important information and tips, the Federal Level of the Austrian National Union of Students edits this brochure every year. For the first time, this brochure is also available in English.



ÖH-Vorsitzender Samir Al-Mobayyed

The Austrian National Union of Students (ÖH) is the legal representation of all students in Austria, whether they were born here or not. We represent the students' interests to the public and politicians. However, what is even more important for you: We provide advice and services that will support you in the course of your studies.

If there are any problems, we are glad to help you in the offices of the Federal Level and at your university, vocational college or pedagogical academy. For you, the Federal Office for Foreign Students will be important. It is situated, like all our federal offices in Taubstummengasse 7-9, 1040 Vienna.

This brochure provides the most important facts in order to get started with your studies in Austria. It tells you which official steps have to be taken and which guidelines foreign students have to follow. Furthermore, you get information on the conditions of residence in Austria as well as on issues concerning living, accommodation and studying in this country. Social issues like financial assistances or studying-and family-assistance are also mentioned.

Have fun and a great time while studying in Austria!

Best wishes,

A handwritten signature in black ink, appearing to read 'Samir'. The script is cursive and fluid.

Dear Students,

A lot of young people come to Austria in order to complete their studies, or at least a part of them. International students significantly contribute to the social, economic and cultural enrichment of universities and vocational colleges. The diversity and increasing number of international students results in an increase of universities' standards as well as an improvement of their international reputation.

In order to receive a university place in Austria, you should be very well informed from the very start. Sometimes, it can take some time until an admission is granted. Therefore, we recommend that you submit all the documents that are demanded by the respective university and check the specific requirements.

It is not always easy for foreign students to start or finish their studies successfully. Because of this, we tried to gather the most important information and present them in a clear manner, in order to provide a first aid for getting started.

If you have any more questions, please contact us. We are glad to help you during the office hours!

Tanaz Khorzad, Jens Marxen
Office for Foreign Students



Studying in Austria

First Steps

Range of Studies

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Possibilities for studying/ Studying in Austria

Information on Austria can be obtained from:

the Austrian diplomatic authorities (embassies, consulates, to be found on the website www.bmeia.gv.at), the Austrian cultural institutions as well as from the branches of the Austrian Tourism Agency

On the internet, important information concerning the topic 'Studying in Austria' can be found at:

Austrian National Union Of Students:
www.oeh.ac.at

ÖAD:
www.oead.ac.at

Ministry of Science and Research:
www.bmwf.gv.at

Ministry of Education, Arts and Culture:
www.bmukk.gv.at

General Information:
www.wegweiser.ac.at/
www.studieren.at

Federal Office for Foreign Students or the Office for Foreign Students at your university. Addresses, telephone numbers and contacts are to be found in the appendix.

Before arriving:

- Choose your faculty (resp. academic subject) and a university. You can find information on the various faculties, subjects and the respective overall time of studying on the website of the universities and vocational colleges.
- Registration on the internet. It is possible to register on the homepage of the respective university in order to record your personal data.
- Application for admission (i.e. you apply for a place in a programme at a university). You can get the respective forms directly at the Admission Office of the university or via the internet. If necessary, you should have your documents translated and acknowledged.
- Application for a residence permit for students.

First Steps

Here you find all the information you need, if you are interested in studying in Austria.

Information on the respective topics and other issues can be found on the following pages of this brochure.

If you have any questions, please contact the

After you have received an admission from the university, you are allowed to apply for an entry-permit (at the respective Austrian authority that is situated in your country). Please consider the requirements on part of the authority that exist apart from those that are necessary for admission. For more information, have a look at Chapter 2 – Residence Permit.

After entering Austria:

- 1.Registration of your address at the municipal authority or local government (within three days).
- 2.Matriculation: Registration at the university, for the first time (i.e. 'Inskription') In the course of matriculation, you receive your student-ID as well as a payment bill for paying the tuition fees or the course fees of a German language course.
- 3.Registration for the continuing of your studies. This has to be done every semester. Please mind the deadlines for registering at your university.

Range of studies

There is a great variety of universities and colleges in Austria. Apart from the universities and private universities, academic courses are offered.

Bachelor Programmes

A Bachelor's degree usually takes six semesters (180 ECTS-Credits). It has to include all subjects that are necessary for a scientific or artistic education in the respective academic field. The subjects and their content are defined in the curriculum. They consist of obligatory subjects, obligatory optional subjects (which have to be chosen from a list within the curriculum of your studies) as well as the free optional subjects (which can be chosen

from a list of any curriculum). You have to write at least two Bachelor theses during the course of your studies. At the end, you have to pass a final Bachelor's examination.

Master Programmes

A master study is supposed to provide further, deeper knowledge on the basis of a Bachelor Programme. The latter one is also the requirement for getting an admission for a Master Programme. Generally, a master study takes four semesters (120 ECTS-Credits) and is concluded by a master thesis. A bachelor study and a master study together, equal one 'Diplome Programme'.

Diploma Programmes

This kind of study is divided into two or three segments. Depending on the chosen study, it lasts between four and eight years. The duration of the respective segment as well as the subjects and their content are defined in the curriculum. They consist of obligatory subjects, obligatory optional subjects (which have to be chosen from a list within the curriculum of your studies) as well as the free optional subjects (which can be chosen from a list of any curriculum). Every segment is concluded with a diploma-examination. In order to receive an admission for the final diploma examination, requires an approbation of your diploma-thesis.

Doctoral Programmes

In general, a doctor's degree takes at least two years. An admission is granted on the basis of a completed master- or diploma study or an equal postsecondary graduation. The subjects and their content are defined in the curriculum. The main focus lies on the doctoral thesis and studies in related disciplines. The study is concluded by the approbation of the thesis as well as a doctoral examination (i.e. 'Rigorosum').

Academic Courses

Academic courses are courses that are conducted according to a defined curriculum. This curriculum contains the aims, duration and organisation of the academic course as well as the requirements for admission. Additionally, it contains the label and amount of hours of the single subjects, both obligatory and optional. Finally, it also contains the respective mode of examination.

Academic courses can be attended by regular and external students as well as by guest attendants. For academic courses, teaching fees as well as exam fees have to be paid.

External Studies

In the course of an external study, you do not achieve a graduation, since this is only possible in the course of a regular study. However, exams that you pass in the course of an external study can be acknowledged for a regular study, later on.

The requirement for acknowledgement is that you did not possess a school leaving certificate at the time you took the exam. In the course of an external study it is not possible to take or doctoral exams!

There are following requirements to be accepted as an external student:

Every Austrian or foreign citizen can register as an external student. No school leaving certificate is required. You just need to prove that you have fulfilled 15th year of your life. Therefore, a birth certificate or a valid passport is sufficient. For registration, you need a valid ID and a passport photo.

The Admission Office of your university is responsible for the registration as an external student.

The same deadlines that are applied are equal to those of regular students.



Vocational College (FH)

Especially two aspects are typical for vocational colleges: First, there are assessment centres at all vocational colleges, since every course of studies always provides just a limited number of places. These assessment centres are very often conducted in several steps and already start in spring before the actual start of your study. Therefore, it is important to get information on the respective modes of assessment as well as eventual

deadlines in time. The assessment criteria at the various vocational colleges can be very different. In most cases, there will be a personal interview or a written test. However, you may also have to participate in a role-play or have to give a presentation or something similar. Information on the respective modes of assessment can be found at the respective vocational college and at www.fachhochschulen.ac.at/

University or Vocational College?

An Overview	
University	Vocational College
Scientific education	Practical Education of a job
Rather theoretical; broad knowledge	Less theory, very often specialised
High degree of organising yourself; very often a longer duration of studying	Fixed timetable; defined duration of studying
Usually a higher number of students	Small groups every year



Pedagogical Academy

Education for Becoming a Teacher

Pedagogical academies are currently one of two possibilities to become a teacher at a school. At pedagogical academies, teachers for primary- and secondary schools, as well as for schools for educationally subnormal children are trained. If one of these jobs appeals to you – YOU ARE IN THE RIGHT PLACE!

Duration of the Education to a Bachelor of Education

Basically, the education takes six semesters plus one semester of tolerance. The education has a very 'school-like' character and doesn't provide as much freedom as a university. Core competences of the pedagogical academies are the pedagogical and didactic training. Practical work for three years and a introductory stage of study complete the training.

Private Universities

In Austria, it is also possible to conduct a study at a private university. You can find information on accredited studies at www.oead.ac.at or www.bmwf.gv.at.

Upper Austria

Katholisch-Theologische Privatuniversität Linz
Anton Bruckner Privatuniversität

Tyrol

University for Health Informatics and Technology
Tyrol

Salzburg

Private Medizinische Universität Salzburg

Vienna

IMADEC University
Webster University Vienna
PEF Privatuniversität für Management
www.privatuniversitaeten.at

Important: Restrictions for Access to University

There are restrictions for accessing certain courses of study. That means that there are only a certain number of places.

At vocational colleges, this is always the case, whereas at university only partially. Before admission, please get some information concerning possible restrictions for your course of study. You can get it either at the Austrian National Union of Students or at the respective universities.



Admission for studying

Matriculation

Continuing of studies

Academic Recognition

Tuition fees

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Admission for Studying

Deadlines for Admission

The application for an admission for a study at a university has to be delivered to the administration of the respective university:

- for the winter term until September, 1st at the latest
- for the summer term until February, 1st at the latest
- This applies to every calendar year and relates to the applications for the following semester. The application has to be complete and in time.

Applications that were delivered too late are only recognised for the following semester.

Exceptions

Students that are EU/EEA-citizens and students that are equal to Austrian citizens (persons affected by the ordinance of groups of persons, see below) may also apply within the general period of admission.

In the case of universities of art and vocational colleges, the dates for the admission-exams have to be considered.

Ordinance of Groups of Persons

For some persons, the proof that they are entitled to study at an Austrian university is treated as

if this proof was issued in Austria. This is true for those who are members of one of the groups of persons listed below. These groups of persons have to show evidence that they belong to the respective group in addition to the proof that they are entitled to study. If you belong to one of the groups mentioned below, you don't have to prove that you have a place at university. Additionally, you don't have to consider the period of admission for foreign students. Instead, the general period of admission is valid for you.

Groups of Persons:

- Persons who, due to a state treaty or legal ordinances, receive privileges and immunity;
 - Persons who were abroad on behalf of the Republic of Austria and received, due to a state treaty or legal ordinance privileges and immunity there, at the time when they got their school leaving certificate. This also applies to their children and spouse.
- In Austria accredited foreign journalists whose main work is situated here, as well as their children and spouses.
- Persons who have had at least five consecutive years before the application for admission the centre of their vital interests situated in Austria. If this is only valid for at least one relative who is legally obliged to provide maintenance, a person also belongs to this category.
- Persons who hold a scholarship for the intended study, either due to a state treaty or due to assistances financed by means of an

Austrian territorial entity.

- Persons who possess a school leaving certificate from an Austrian Foreign School.
- Refugees according to the convention on the legal situation of refugees, or persons who have got a residence permit due to the Austrian law of asylum from 1997.
- Southtyroleans
- Citizens of Luxemburg, Liechtenstein and the Switzerland are equal to Austrian citizens in terms of the procedure of admission, due to international agreements.

Requirements for an admission to a study for EU-citizens

- They have to prove that they are entitled to attend university or vocational college. Compare 'Translation and Acknowledgement', page 20
- Knowledge of German:
Persons who don't speak German as their mother tongue, have to prove their knowledge of German. For the exact requirements, please contact your respective university or vocational college

Requirements for an admission to a study for Non-EU-citizens

- The proof that they are entitled to attend university or vocational college (an academic authority has to acknowledge the respective certificate)
If the foreign certificate does not fulfil an equal standard to that of an Austrian school leaving certificate, the rector of the respective university has to propose a supplementary examination. This exam has to be taken before admission and is supposed to assure the equality between the foreign and the Austrian school leaving certificate.
Persons who have to take a supplementary examination before starting a regular study, are accepted as external students for a limited period of time. They have the option to attend the intended courses which help to prepare for the exam. These are university training courses organised by Viennese universities. The course fees are currently 400 euros per semester.
- The proof that the person has a place at a university in same country in which the school leaving certificate was acquired. This proof has to be up-to-date and has to be for the exact same academic discipline that the person intends to study in Austria.
- Knowledge of German:
Persons who don't speak German as their mother tongue, have to prove their knowledge of German. This proof can be given by a certificate that proves German lessons.

If the proof can't be given, the respective university proposes an exam which has to be taken before admission.

- A free place to study at a university in Austria (this only applies to studies like medicine as well as studies at an academy of arts).
- Documents that proof the leaving from an other university, or a grant of absence by another university. This only applies if there was a change from another university to the respective Austrian one.

there is an existing entitlement to study the chosen academic subject in the respective country where the school leaving certificate was acquired.

Remark

All documents and translations (Non-German documents have to be translated!) have to be acknowledged, according to the respective directives, by the authorities in the country of origin, as well as by the Austrian representative authorities. (Attention! There are different directives, depending on the country of origin! Compare 1.6 'Translation and Acknowledgement.')

The translators that are affirmed by a court are responsible for translating documents in Austria.

Application for Admission

The first step is the pre-registration via the internet. After you have pre-registered, you'll send an application for admission to the Admission Office of the respective university you want to study at.

The application has to be delivered to the university by September 1st (summer term) or by February 1st at the latest (this doesn't apply to EU-citizens).

The following documents have to be included:

- A school leaving certificate in an acknowledged version. The single grades of the respective subjects have to be obvious.
- If existing, the proof of knowledge of German.
- Proof of a place to study: The proof that

On the basis of the documents presented, the rector decides whether an applicant immediately gets an admission as a regular student or has to take a supplementary examination beforehand. The decision is announced in a written form and delivered to the applicant.

Admission for a Vocational College

Vocational colleges are generally accessible if the requirements are met. The requirements for a Bachelor study at a vocational college or for a vocational diploma-course of studies is a general entit-

lement for attending a university or a specialised professional qualification (most of the time with additional exams). The requirement for a Master study is a successfully finished Bachelor study or a graduation of an equal study at a recognised Austrian or foreign postsecondary educational institution.

Attention

The total number of students is limited per year and course of studies. Therefore assessment centres are usual.

Requirements:

- General entitlement to study at a university (school leaving certificate)
- Austrian school leaving certificate
- Another Austrian certificate that proves that you are entitled to study at a university (University Entrance Qualification Exam)
- Foreign certificate that is, due to academic validation or acknowledgement, equal to one of the certificates mentioned above
- Certificate of a graduation of a study that lasted at least three years at a recognised Austrian or foreign postsecondary educational institution
- specific professional qualification (most of the time with additional exams)

If the school leaving certificate was not acquired

in Austria, the equality has to be confirmed by a state treaty or due to a nostrification on part of the Ministry for Education, Science and Arts; if neither is the case, the head of the curriculum is entitled to acknowledge the certificate in single instances.

Modes of Assessment

When students meet the requirements for an admission to study at a vocational college, they have to pass a certain mode of assessment. This is different at the various colleges and course of studies.

In general, the following criteria are taken into account for assessment:

- Written application (gives an impression about the applicant's personality, life and motivation)
- A written test and a presentation (assessment of analytic-logical thinking) and very often a
- Personal interview

Remark

Graduates of a Bachelor-, Master- or Diploma-study at a vocational college are entitled to start a PhD-study in the very same discipline at university. If the duration of studying at the college was shorter than that of an equal study at university, the PhD-study is prolonged proportionally.

The following degrees can be achieved:

- Master (FH)
- Graduate Engineer (FH)

www.fachhochschulen.at

University training courses

In Graz, Leoben and Vienna, universities offer university training courses for all foreign students who have to take a supplementary examination or an exam in German. Within these courses, foreign students have the possibility to specifically prepare for the examinations demanded. The courses are held both in the winter term (October until January) and in the summer term (March until June).

The precondition to have access to the courses is a positive certificate for admission. The course fees are currently, for example in Vienna 370 euros per semester.

Each exam can only be repeated three times. It is also possible, by the way, to take the entrance examination without attending any courses.

Attention: A confirmation that you attend a university training course is necessary to be able to sign a cheap student's health insurance. A health insurance at the territorial health insurance agency is a precondition to prolong the residence permit!

Students who attend a university training course don't have to pay tuition fees. They only have to pay the fees for the courses they attend within the offer university training course. Due to the great number of students (in Vienna), German language courses are going to be offered by the ÖOG (Austrian Oriental Society) and by the WIHOK (Vienna International Academic Courses).

More information can be found at www.vwu.at and at the Admission Offices of the universities.

University training courses:

- **Leoben**
Franz-Josef-Straße 18
A-8700 Leoben
Tel.: 03842 /402 – 8001
- **Graz**
Neubaugasse 10
A-8020 Graz
Tel.: 0316/83 14 96
www.vgu.at
- **Wien**
Lichtensteinstraße 155
A-1090 Wien
Tel.: 01/319 99 91-0
www.vwu.at

Translation and Acknowledgement

Documents that are necessary for the procedure of admission (school leaving certificates, certificates of already finished studies, confirmation of a place of study) have to be translated in a notarised German version, if they are not in German.

Which documents need an acknowledgement?

School leaving certificates, certificates of already finished studies, confirmations of a place of study have to be officially acknowledged by an authority within the procedure of admission, if they were not issued in Austria. Copies of an original certificate are only accepted if they are also officially acknowledged by an authority. In the case of documents that were issued in Turkey, only originals can be accepted.

Which conditions apply to the various states?

The specific conditions of acknowledgement are defined by the Ministry of Science and Research for every state.

For the following countries, a notarised acknowledgement is only necessary if you don't show the original document:

Belgium, Bosnia-Herzegovina, Bulgaria, Germany, Estonia, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Croatia, Latvia, Lithuania, Luxemburg, Liechtenstein, Malta, Macedonia, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Sweden, Switzerland, Slovakia, Spain, Czech Republic, Hungary and Cyprus

Due to state treaties (Hague Convention), some documents from countries don't need a full acknowledgement, but only a final acknowledgement (i.e. 'Apostille') in the country where they were issued. You get these Apostilles at the Ministry of Foreign Affairs in your home country. The following countries have signed the Hague Convention:

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Aruba, Azerbaijan, Australia, Bahamas, Barbados, Belarus, Belize, Botswana, Brunei, Dominica, Ecuador, El Salvador, Fiji, Georgia, Grenada, Guyana, Honduras, Hong Kong, India, Israel, Kazakhstan, Colombia, Lesotho, Liberia, Macau, Malawi, Marshall Islands, Mauritius, Mexico, Monaco, Mozambique, Namibia, New Zealand, Niue, Panama, Russia, Solomon Islands, Samoa, San Marino, Seychelles, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenades, Republic of South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, USA, Venezuela and Zimbabwe.

Documents from countries that haven't signed the convention need a full acknowledgement. In order to get the necessary document, you have to get confirmations from your Ministry of Education as well as from the Ministry of Foreign Affairs at your home country. Once in possession of these confirmations, you can turn to the respective Austrian representative authority.

Further information on the requirements for the acknowledgement for certain states, can be found at the Austrian Ministry of Education, Science and Culture or at NARIC (National Academic Recognition Information Centre) AUSTRIA.

Online Tipp

Information at www.bmwf.gv.at

Matriculation

If your application for admission was granted by the respective university, you can have your first time registration (i.e. 'Matriculation') at an Austrian university.

In order to do this, the following documents have to be delivered to the Admission Office of your university:

- A positive conformation of admission
- A valid passport or a certificate of citizenship
- Filled-in forms

- Passport photo

The Admission Office then issues a student ID.

You also get a payment bill for paying the tuition fees and the contribution to the Austrian National Union of Students. The amount of the tuition fees depends on your citizenship and on the time of payment.

Only after the tuition fees and the contribution to the Austrian National Union of Students are considered as paid on the respective account, you have the admission to study.

Afterwards, you will get a form called 'Studienbuchblatt' via mail. This form provides information on the respective discipline of study as well as on the date of your matriculation. A confirmation of admission and a sticker are also delivered. The latter has to be attached to the student ID and guarantees its validity.

Report of continuing a study

In order to report your continuing of a study, you have to pay the tuition fees and/or the contribution to the Austrian National Union of Students within the period of admission. This means you have to pay either within the general period of admission or within the period of grace at the latest. When paying, it is important that you pay the complete amount (i.e. the contribution to Austrian National Union of Students plus eventual tuition fees). Only if the federal centre of fi-

nance reports to the university that the complete amount has been paid, your study is considered to be continued.

If you have the admission to study at several universities, you have to report the continuing to the respective Admission Office. There you have to proof that the tuition fees are already paid. No matter how many universities you attend and for how many studies you are matriculated, you have to pay the tuition fees only once per semester.

If the demanded amount is registered as paid, you get your documents ('Studienblatt' and the payment bill for the following semester) via mail.

Regular and External Students

Austrian universities distinguish between:

- Regular students and
- External students

You are a regular student if

- you intend to study a 'regular' study (e.g. a Diploma- or PhD-study). Regular students have to proof their entitlement to attend a university (school leaving certificate or another entitlement to study at a university) and must have already passed the language examination.

You are an external student if

- You have completed the 17th year of your life (in some studies the 15th), are in possession of the required knowledge and only attend certain courses, but don't intend to graduate in a regular study;
- You have not yet passed the language examination for university and/or the required supplementary exams;
- You have already successfully completed a regular study and only want to attend certain lectures or courses;
- You attend an academic course of studies;
- You have to attend certain lectures or have to take some exams (in this case, you are only allowed to take the respective exams!) in order to get notified. At an academy of arts, the possibility to attend certain lectures is bound to an admission examination.

External students are entitled to attend 'Kolloquien' and to take supplementary examinations and exams in connection with a university course. However, they are not entitled to take exams that are intended for regular studies (Applicants for nostrification are an exception).

External students, who only have an admission for attending certain courses, are entitled to take an exam in the respective course, as well as supplementary exams. Positive exams can be acknowledged for a regular study later on.

A Doctoral Programme

PhD-studies are intended to further develop the independence of the ability to work scientifically. It also aims at supporting and training the next scientific generation. In the course of a PhD-study, it is necessary to attend seminars, write a doctoral thesis as well as to pass a final doctoral examination (i.e. 'Rigorousum') or various minor doctoral examinations. The doctoral thesis serves as the proof of the capability to independently handle scientific issues.

Admission to a Doctoral Programme

You have to apply for an admission to a PhD-study at the Admission Office. First of all, you need an application form, which can be obtained at the Admission Office. Additionally, you have to show your student ID, a certificate that you have already graduated in a Master Programme and the last diploma certificate. Applicants for a Doctoral Programme get a payment bill when applying in order to pay the tuition fees.

Things to keep in mind when choosing a supervisor and a topic for your doctoral thesis

The topic of your thesis has to be taken from a subject that was part of the curriculum of the Master Programme you graduated. It is also possible that the selected topic is linked to one of the subjects. You are entitled to postulate the topic of the thesis or to choose from a range of suggestions on the part of the supervisor.

If you can't find a supervisor for a topic postulated yourself, although it is appropriate for a doctoral thesis, the dean can choose a supervisor for you (if the supervisor agrees).

You have to report the topic of your doctoral thesis as well as your supervisor's name in a written form to the dean before getting started. The topic is considered to be accepted if the dean doesn't protest within a month after receiving the particulars. It is possible to change the supervisor until you have handed in the finished thesis.

Academic Recognition

Academic validation provides the possibility of having graduations and positive examinations that were done in a specific country acknowledged in another state.

This validation can take place at various stages of your study. The overall issue of academic validation is therefore divided into three main groups:

- At the beginning of the study: Admission (recognition of a foreign school leaving certificate)
- While studying: Recognition of exams
- At the end of the study: Recognition of diploma certificates (including nostrification)

The recognition of a graduation is connected to specific rights, especially the right to carry the respective academic degree, the admission to an

advanced programme or admission to certain professions and functions.

Academic Validation

What is an academic validation?

Academic validation is the recognition of the graduation of a foreign degree programme. By this, it is considered to be equal to the graduation of an Austrian Bachelor-, Master-, Diploma-, or Doctoral Programme. The academic validation is conducted by the institution responsible for the programme or, in the case of a vocational college, by the respective college's academic staff.

This results in the total equation to an Austrian graduation, the right to carry the Austrian academic degree and the entitlement to conduct a profession that is connected with the respective graduation in Austria.

For example, someone who wants to conduct the profession of a doctor either has to prove that s/he has successfully finished an Austrian medicine study or that s/he is entitled to conduct the profession due to European law. If none of these is true, the person has to prove that his/her successfully finished foreign study was validated in Austria.

Who can apply for academic validation?

The applicant has to prove that the validation is an obligatory requirement for the conducting of

his/her profession in Austria (compare: What has to be presented?). In all other cases, the employer is responsible for the evaluation of the foreign study.

Where can I apply for an academic validation?

It is possible to apply for an academic validation at every university in Austria that offers a comparable study. In most cases, various universities are therefore possible. It is up to the applicant at which university s/he applies for an academic validation. However, the same application for academic validation can only be done at one university; retreatment and a repeated application are also not possible.

What has to be presented?

- a passport
- proof of the status of the foreign university, college or other postsecondary educational institution
- best possible documentation of the foreign study e.g. curriculum, academic records, guidelines, certificates of exams, scientific papers, certificates of graduation,...
- certificate that states the graduation and the award of the academic degree;
- information on the intended profession of the applicant

These documents either have to be submitted in original or as attested copies. However the degree-awarding certificate always has to be in original. Attested translations have to be added to documents of a foreign language. All foreign documents have to be legally attested – it is recommended to contact the institution that is responsible in order to check whether you have all the required documents.

How much does an academic validation cost?

The fees for an academic validation are currently 150 euros and have to be paid in advance. Additional fees and administrative charges are not included

What is the procedure?

The criteria of the respective evaluation process include the content, range and requirements of the Austrian study that is supposed to be acknowledged to the applicant. If single requirements are not met, it is possible to do the missing parts as an external student. All conditions are stated in the respective decision. If the applicant has completed the supplementary conditions or if no conditions were stated at all, the responsible office declares an academic validation.

What if an academic validation is not possible?

If an academic validation is not possible, because

of the fact that the differences in comparison to the Austrian study are too huge, it is possible to apply for admission to an Austrian study. After a successful admission, it is possible to apply for recognition of the foreign examinations (if they are equal to Austrian exams). Afterwards, the Austrian studies can be continued and completed.

Special procedures

There are special procedures for certain graduations achieved in Bosnia-Herzegovina, Italy, Croatia, Liechtenstein, Macedonia, Serbia, Montenegro, Slovenia as well as pontifical universities. Here, the procedure of recognition is easier due to certain contracts.

Important offices to contact

at the various universities and vocational colleges can be found at www.portal.ac.at

Information on general questions in connection with academic validation is provided by

ENIC NARIC AUSTRIA

Ministry of Science and Research

Minoritenplatz 5

A-1014 Wien

Tel.: 01/531 20-0

Fax: 01 53120-9099

www.infoservice@bmwf.gv.at

Tuition fees

In Austria, some students have to pay tuition fees. Austrian citizens as well as EU/EEA-citizens are freed from fees if they complete their studies within the minimum amount of time (plus two semesters). If they take longer, they have to pay the fees.

Students who are not EU/EEA-citizens, generally have to pay tuition fees of 363,36 euros. However, there are lots of exceptions. There is an increase of ten per cent if the fees are paid in the period of grace.

Who pays no tuition fees in spite of not having a EU-citizenship?

- Students, who exclusively attend university training courses, have to pay the course fees, the contribution to the Austrian National Union of Students and insurance fees. However, they don't pay tuition fees.
- Students at universities of arts, who attend courses in order to prepare for an entrance examination, have to pay the course fees, the contribution to the Austrian National Union of Students and insurance fees. However, they don't pay tuition fees.
- Students that have temporarily interrupt their studies only pay the contribution to the Austrian National Union of Students and insurance fees, but no tuition fees.
- Additionally, the following students don't

have to pay tuition fees:

- students from certain 'least developed countries' (compare the list)
- regular foreign students from respective countries (according to the ordinance of tuition fees; compare the list);
- students from Austrian universities who currently study or conduct practical work abroad in connection with international, EU or university mobility programmes;
- students from Austrian universities who currently study abroad due to obligatory regulations in the curriculum;
- students from foreign universities who currently study or conduct practical work abroad in connection with international, EU or university mobility programmes at an Austrian university;
- regular students from foreign universities which have a treaty with the respective Austrian university that includes the relief of tuition fees;
- conventional refugees;
- persons who are in possession of a crime victim-ID or a certificate according to § 10 of the Crime Victim Law;
- students that are relieved from tuition fees due to the university's charter.

An application for relief from the tuition fees has to be submitted before the period of grace of the respective semester terminates. The form or information on how to apply can be obtained at the Admission Office. Certain certificates (like a confirmation that you attend a mobility programme, confirmation of the refugee status, crime victim-ID etc.) have to be submitted along the application for relief of tuition fees.

Students that were relieved from paying tuition fees, due to studying abroad in connection with a mobility programme or an obligation in the curriculum, have to prove to their universities that they actually have studied abroad. Otherwise, the tuition fees have to be paid subsequently.

Survey on those countries which citizens are relieved from paying tuition fees:

Afghanistan, Malawi, Angola, Maldives, Ethiopia, Mali, Bangladesh, Mauretania, Benin, Mozambique, Bhutan, Myanmar (Burma), Burkina Faso, Nepal, Burundi, Nigeria, Djibouti, East-Timor, Eritrea, Rwanda, Gambia, Solomon Islands, Guinea, Zambia, Guinea-Bissau, Samoa, Guinea, Sao Tome and Principe, Haiti, Senegal, Yemen Republic, Sierra Leone, Cambodia, Somalia, Cape Verde, Sudan, Kiribati, Tanzania, Komura, Togo, Democratic Republic of the Congo, Chad, Laos, Tuvalu, Lesotho, Uganda, Liberia, Vanuatu, Madagascar, Central African Republic.

Taking a Leave of Absence

Students have to be absent for the maximum of two semesters, depending on the individual case. The following reasons have to be proved:

the conducting of a military or civil service pregnancy or the caretaking of one's own children Further cases and more detailed restrictions can be proclaimed in the university's charter. Therefore, it is recommended that you get information on the various reasons for taking a Leave of Absence.

During the absence, the admission for a degree programme is still existent. However, it is not admissible to attend lectures, courses and seminars, to take exams or to submit scientific papers. This also applies to master- and diploma theses. A Leave of Absence does not prolong the period of termination of certain degree programmes in connection with the University Law, for the respective student.

If a student has an admission at several universities, s/he has to apply for the relief of tuition fees or a Leave of Absence at every university.





Residence in Austria

First Application

Prolonging the Residence Permit

Compulsory Registration

Insurances

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Residence in Austria

The regulations of Residence in Austria are based on the following laws:

- the Foreign Police Law 2005 (FPL)
- the Law of Settlement and Residence (LSR)

Students from member states of the European Economic Area (EEA) as well as students from Switzerland are allowed to enter and study in Austria when in possession of a valid passport and without any further visa. A valid ID is also sufficient. Persons who want to stay in Austria for longer than three months have to register at one of the responsible official authorities (i.e. district administration, municipal authority) in order to get a certificate of registration. The following documents are necessary:

- valid passport or ID
- confirmation of a sufficient health insurance (e.g. the Europes e-card) or a student's insurance
- proof of sufficient financial means
- confirmation of admission at an educational institution

This registration has to be conducted in addition to the one at the registration department. Students from third states need a residence permit for educational purposes in order to enter and stay in Austria.

First Application

What is necessary?

- completely filled-in and signed form of application for a residence permit
- recent photograph
- valid passport (copies of all pages with stamps and entries)
- birth certificate (copy)
- confirmation of admission at a university, vocational college or other educational institutions
- police record that is not older than six months;
- particulars on the financing of the stay:
 - proof of the financial situation according to § 293 ASVG (relating to 2007; there is an annually adaptation)
 - Students who are under 24 and don't have relatives have to prove a monthly income of 412,54 euros for one year in advance.
 - Students who are over 24 and don't have relatives have to prove a monthly income of 747 euros for one year in advance.

All non-German documents have to be submitted in a translated and attested version.

How do I submit the application?

Basically, the application for a residence permit has to be conducted at a responsible Austrian representative authority (embassy, consulate – no royalty consulates, no cultural institution), before entering Austria. There, the documents are checked and the residence permit is added to your passport. The residence permit is usually limited to one semester.

Students from the United States of America or Japan; those who directly receive admission to a university and students who are entitled to enter Austria without further registration may apply for a residence permit at the Foreign Police Office after they have entered Austria.

Remarks

Students who apply for a degree programme at a university of arts or vocational college can apply for a 'Visa D' and residence permit simultaneously. The visa allows you to take part in the assessment procedure. If admission to a degree programme is achieved, the residence permit is granted on the basis of the respective proof.

In order to make a delivery possible, you have to report your address to the Foreign Police!

You have to take the passport including the residence permit always with you, since they serve as a confirmation of the permission to stay in Austria.

When applying for the first time, the necessity to proof the status of accommodation (however,

always report the place where you study!) and health insurance may not be obligatory.

Prolonging the Residence Permit

The residence permit has to be prolonged before its termination.

What is necessary?

- an application form for a residence permit
- confirmation that you are continuing your studies in Austria
- photograph
- registration form
- copy of the pages of your passport that are filled in
- confirmation of the safety of your income (particular amounts, see above)
- accommodation with a legal claim (valid tenancy agreement, a contract with a students' hostel or a similar document)
- a sufficient health insurance (student's insurance)
- a confirmation that you have successfully completed course in the scope of eight hours or 16 ECTS-Credits per year (However, there

are certain possible exceptions like a long lasting severe sickness).

rectly at the respective authority

Compulsory Registration

Due to the federal law concerning the system of registration, all persons are obliged to report to and register at an official registration authority after entering Austria or changing residence within Austria. Foreign students who temporarily lodge in hostels, hotels or pensions are registered by the respective host.

Deadline

Within three days (only business days count)

Responsible official authorities

In the federal states:

The reporting service of the local government

In Vienna:

The reporting service of the district administration

Documents to take with you

- ID that confirms your citizenship
- passport
- (birth certificate)
- registration form that can be obtained di-

Remarks

If you are a regular tenant, the registration form has to be signed by the estate management. In the case of a sublease, the regular tenant has to sign. In the case of a freehold flat or house, the respective owner has to sign.

If you change your place of residence, you can conduct the registration at the new place and the notice of departure at the old place simultaneously. In this case, the registration service at the new place of residence is responsible.

In the appendix, you can find a list of the respective official authorities in the university cities and Austria.

(Source and online information: www.help.gv.at)

Insurances

There are treaties on social insurance with certain states (e.g. EEA-member states). If you come from one of these states, all you need is to get a confirmation that you have a health insurance in your home country. Having this confirmation, it is not necessary that you sign an additional insurance in Austria.

All other persons have to sign a health insurance, which is also a requirement for prolonging the residence permit.

Student's health insurance

A student's health insurance provides the possibility to get a rather cheap insurance, if there is no other insurance cover.

Requirements that entitle you to apply for insurance:

- residence in Austria
- the minimum duration of the degree programme plus one semester and per stage of study must not be exceeded by more than
- four semesters (e.g. The duration of the degree programme is eight semesters, there are two stages. This equals: $8+2+4=14$ semesters).
- the annual income must not be higher than 5.814 euros.
- no graduation in a degree programme
- not more than two changes of a degree programme

Attention! External students can only take insurance if they attend a university training course or a course of preparation for a degree programme.

For a registration, the following documents are necessary:

- form of application
- valid passport
- confirmation of admission or the continuing of your studies
- registration form
- your 'Studienbuchblatt'
- For external students: Eventually, the confirmation that you attend a university training course and the certificate of admission of the university.

The insurance is valid one day after the application was conducted. A student's health insurance currently costs 23,84 euros.

The student's health insurance is terminated:

- if the requirements are not longer met
- at the end of the month in which the quitting was declared
- at the end of the third month after a degree programme was finished
- as soon as two amounts were not paid. If this happens it is only possible to get an insurance six months later.

Important: Since a health insurance is necessary for a prolongation of the residence permit, it is recommended that you sign a contract with another insurance provider (at least for the period of these six months)!

Attention! You have to submit a valid confirmation that you are currently continuing your studies to the respective health insurance institution by 31st December. This confirmation has to state the student is entitled to continue his/her studies at an Austrian university as a regular student for one more year.

It is also possible to include your spouse and children in the student's health insurance.

Health care institutions-GKK

GKK Wien

1100 Wien
Wienerbergstraße 15-19
Tel.: 01/601 22
www.wgkk.at

Lower Austrian Health Insurance Institution

Kremser Landstraße 3
3100 St. Pölten
Tel.: 05/08 99 6100
www.noegkk.at

BGKK Burgenland

7000 Eisenstadt
Esterhazyplatz 3

Tel.: 02682/60 80
www.bgkk.at

STGKK for Styra

8010 Graz
Josef-Pongratz-Platz 1
Tel.: 0316/80 35
www.stgkk.at

GKK for Upper-Austria

4020 Linz
Gruberstraße 77
Tel.: 05/78 07 – 0

GKK Carinthia

9021 Klagenfurt
Kempfstraße 8
Tel.: 050/5855 – 1000
www.kgkk.at

GKK Tyrol

6010 Innsbruck
Klara-Pölt-Weg 2
Tel.: 059160
www.tgkk.at

GKK Salzburg

Engelbert-Weiß-Weg 109
5020 Salzburg
Faberstraße 19-23
Tel.: 0662/888 90
www.sgkk.at

General self-insurance

If a student's health insurance is not possible for you, a (voluntary) general self-insurance can be signed.

This kind of insurance currently costs about 341,92 euros. In the case of a low income, it is possible to apply for a reduction. The amount can be reduced by a separate application and the submission of the respective evidence (e.g. tax bill, wage, passbooks, proof of obligatory maintenance). A reduction is only possible if the person's economic situation demands it.

The reduction is granted from the very beginning of the period of insurance, if the application for reduction was simultaneously submitted with the application for insurance. Otherwise, the reduction is valid by the 1st of the month that follows the time of application for insurance. The reduction is valid until the end of the calendar year.

Personal accident insurance provided by the Austrian National Union of Students

All students that are members of the Austrian National Union of Students automatically receive a liability and accident insurance. If you want to claim the insurance, you have to report the respective accident or damage.

Web link

You can find more detailed information at www.oeh.ac.at



Accommodation

Accommodation possibilities

- Temporary accommodation

It is possible to rent a room in a pension at about 22 euros to 37 euros a day in all Austrian cities that have universities. A list with hotels can be found at every airport and train station. However, it is also possible to stay at a youth hostel.

- Private flats and flat-sharing

- Students' hostels

The respective addresses of all students' hostels can be found in the brochure 'Studying and Accommodation' by the Union. You can get it at the Austrian National Union of Students, Taubstummengasse 7-9, 1040 Vienna, Tel.: 01/310 88 80 – 0 as well as at every Office of Social Affairs at every university.

Web links:

www.oeh.ac.at

www.jobwohnen.at

www.hostelscentral.com

Protection against unfair tenancy:

In Austria, there are several unions that represent tenants' interests. The following offices and institutions provide help in connection with landlords/ladies, tenancy agreement (periods of termination etc.):

- Federation for the Protection of Tenants

- Union of Tenants

- Federation of Tenants and Settlers

- Chamber of Workers and Employees

- Society of Consumer's Information

- Mediation Agency

Attention! Some institutions only provide advice for paying members.

The Office of Social Affairs of the Austrian National Union of Students offers advice on issues in connection with the law of habitation. The office hours can be found at www.oeh.ac.at or under 01/310 88 80.

Questions about rent, operational costs, tenancy agreement, trials in connection with the law of habitation, as well as other issues concerning the law of habitation can be sent to wohnrecht@oeh.ac.at. This offer especially addresses students of pedagogical academies and smaller universities where no detailed advice is provided by the local Union.

Public transport and possibilities to travel

Within urban traffic, the use of the public transport (i.e. undergrounds, buses and trams) is recommended.

The prices for using public transport are different

in each city. Additionally, the various companies offer several charges (one-way tickets, weekly tickets, monthly tickets, annual tickets, 24-hour-tickets, 72-hour-tickets, etc.).

Further information and timetables can be obtained from the public transportation companies.

■ Graz

Grazer Verkehrsbetriebe

8010 Graz, Hauptplatz 14.

Tel.: 0316/887 – 468

■ Innsbruck

Innsbrucker Verkehrsbetriebe AG, IVB- Informations- und Verkaufsbüro

6010 Innsbruck, Pastorstraße 5,

Tel.: 0512/53 0 70

www.ivb.at

■ Klagenfurt

Stadtwerke Klagenfurt - Verkehrsbetriebe, Kartenstelle - Fundbüro,

9020 Klagenfurt, Heiligengeistplatz 4,

Tel.: 0463/55 1 93

www.stw.at

■ Salzburg

Salzburger Stadtwerke – Verkehrsbetriebe

5020 Salzburg, Griesgasse 21,

Tel.: 0662/62 05 510

www.salzburger-stadtwerke.at

■ Wien

Wiener Linien, Kundenzentrum

1030 Wien, Erdbergstraße 202 (U3-Station Erdberg)

Tel.: 01/79 09 – 100 oder 110

www.wienerlinien.at

Within Austria, the railways are probably the transportation you will use most frequently, since they provide good connections.

Foreign students who are under 26 can apply for an ID that grants them reduced prices (i.e. 'Vorteilscard'), if they are regular students. This ID is valid for the Austrian Railways (ÖBB) and makes travelling 50 per cent cheaper.

Requirements for application are:

- issuing until the completion of the 26th year of one's life
- legal ID
- photograph

The 'VORTEILScard <26' is valid for one year and costs 19,90 euros.

Students over 26 can get a 'VORTEILScard Classic'. It grants reduced prices on all railways of the ÖBB. It is valid for one year and costs 99,90 euros. Since the 'VORTEILScard' requires a photograph, an application is only possible at a counter.

Arbeiten

Reductions for students

Culture

There are Offices of Culture of the Union at every university (planning of events, theatre evenings, concerts, etc.; reduced theatre-, concert- and cinema-tickets). In Austria students get reductions almost everywhere. Cultural and event programmes are sometimes promoted in the newspapers.

Web link: www.vienna.at, www.falter.at

Sports

University offers diverse and cheap sport facilities for various kinds of sport. Additionally, dance lessons and more are offered. Detailed information can be obtained from the websites of the universities.

University cafeterias

University cafeterias are restaurants with self-service. They are either run by the Austrian National Union of Students or by another organisation. They provide cheap meals. It is also possible to get vouchers and special cards at the Austrian National Union of Students. More detailed information can be obtained from the respective branch on the Union at the university.

It is very important to keep in mind that it is not allowed to finance your studies mainly by earning wages. According to the law, the work must not serve the purpose of covering the 'majority' of your living costs.

Possibilities to work for foreign students

Introduction

There are plenty of motives for working – from a (necessary) additional earning in order to prove the demanded financial means, to the gathering of working experience, or the pursue of (financial) independence. Besides the search for an appropriate job, there are also legal barriers for most foreign students – not everything that is possible is allowed.

This chapter is supposed to show the general conditions – lots of detailed questions cannot be answered in general. This is why there are offices that provide advice and information. They are listed at the end. Beware: 'illegal employment' in the sense of the Foreign Police may lead to the prohibition of a residence permit. If you have any questions concerning the complicated directives, please contact the Austrian National Union of Students.

Different directives

The adherence to social and legal directives in connection with the labour law should be a self-evident protection during and after the working

relationship. However, this is not sufficient for a legal working relationship – the social insurances rarely check whether the directives that are pronounced by the Law of Foreign Employment ('AuslBG') are adhered. In positive cases, the settlement authority remarks any potential problems, when the student's residence permit is prolonged. If this is the case, the authority doesn't recognise the respective earned income in the procedure of prolonging the residence permit. In the worst case, a denunciation is conducted due to 'illegal employment'. This is done after a control at the place of work was conducted by one of the organs of the Ministry of Finance.

If you are an independent person, you have to stick to directives in connection with the trade law. The number of 'bound' trades is continually reduced. However, even in the case of a 'free' trade, a commercial certificate is necessary. There are only exceptions with the so called 'new independents'. A clear definition is often difficult. Detailed information is provided by the regional chamber of economics.

If there is a denunciation due to illegal employment: Get competent advice in the trial against the Foreign Police! The official's suspicion is not necessarily true in all cases: A temporary work due to 'support of a friend' may be explained in single cases. However if a work was conducted repeatedly (which has to be reported to the social insurance), things may become problematic. Besides: ignorance is not an excuse.

Who is allowed to do what?

Austrians and legally equal persons

Gainful employment can be conducted by citizens of the EU-15 (i.e. the member states before the enlargement 2004) if commercial directives are adhered to.

Citizens of central European, new member states

Citizens of the new member states may conduct any independent occupation. However, they are, like citizens from Non-EU states, also obliged to follow the ordinances according to the Law of Foreign Employment ('AuslBG') in case of non-independent occupations.

There are exceptions for:

- Occupations that are generally excluded from the AuslBG (like artists, journalists, researchers, teachers at certain schools; just to mention the most important groups)
- Nurses, if the supported person at least falls into the care-category 3
- persons who have had an admission to the labour market since one year (including an allowance of employment)
- family members of persons with an admission

A termination of the restrictions for the new mem-

ber states is expected by March 2009.

For independent occupations, these restrictions don't apply. Additionally, the award of a confirmation of trade must not be restricted by fees.

Citizens from third member states

Students from so called third member states need an allowance of employment for all non-independent occupations that are connected to the Law of Foreign Employment. Access to trading certificates can be restricted. In general here, reciprocity is valid, which means that the same evidence is demanded from the applicant as the applicant's home country would demand from an Austrian.

The employer has to apply for an allowance of employment at the labour office (AMS). It is only valid for one employee and has to be prolonged every year.

Non-independent gainful occupation

Occupations where the employee is dependent on instructions and owes working time to the employer belong to this category. All persons that underlie the Law of Foreign Employment need specific allowances for these kinds of occupations. They can be granted in the following forms:

- allowance of employment (the employer has to apply for it and it is only valid for the respective establishment), validity: up to one year

- working permit: after one year of employment; it is valid for the respective federal state
- certificate of exemption: after five years, it is valid in all Austria

Due to the Foreign Law 2005, an allowance of settlement is required in order to receive a working permit or a certificate of exemption. However, students don't get an allowance.

Existing certificates of exemption and working permits are valid until their expiry, but are not prolonged. In this case, only allowances of employment can be granted.

The employer has to apply for an allowance of employment, which is tied to a total rate of foreign employees, at the labour office. As a consequence, the application is very often refused. Exceeding of the total rate is treated by a counsel of the social partners; you have an advantage if you have special skills that are rare or not available on the Austrian labour market (Like language skills, special skills in connection with your studies). In any case a connection to the intended occupation should exist.

The probably not entirely correct realisation of an EU-directive, which grants students the access to the labour market for at least 10 hours a week, led to the habit that most of the allowances of employment are only granted for slight occupations (i.e. a maximum monthly income of 340 euros). So called 'seasonal allowances' (in certain branches like e.g. gastronomy) that are valid for a maximum of six months, to students can only be granted for three months.

Due to the permanent exceeding of the rate, it can occur that a granted allowance is not prolonged. The working relationship then has to be ended within the agreed period of termination – if the employer agrees, some more weeks may be bargained.

Every refusal can be challenged at the local branch of the labour office. However, this has to be done by the employer, since employees do not constitute a separate side in the trial on the allowance.

Independent gainful occupation

The basic distinction here is that the payment is conducted in connection with a ‘product’ instead of working time. The ‘risk’ has to be taken by the person hired: If the ‘product’ is finished earlier, the imaginative wage per hour is higher; if the work takes longer, the wage per time unit is lowered. Further aspects that are characteristic for independent occupations are the use of personal working funds or the working for more than one client. The possibility to include further persons into the business on your own account is also typical (However, those persons may need an allowance of employment).

If you conduct independent occupations without a trade certificate runs the risk that the social insurances finally decide that your mode of occupation equals an ‘independent service contract’. That would mean that you have to pay fees to the social insurance subsequently. Additionally, independent service contracts require an allowance of

employment, which may lead to problems with the Foreign Police! If you are in possession of a trade certificate, you needn’t worry.

For delimitation

Not all occupations are suitable for a ‘service contract’: Occupations that require the presence in a firm at regulated working hours (e.g. call centre) cannot be covered by a service contract – the possibility to be represented by colleagues may result in a free service contract at the best. If data or PCs are provided by the firm, there is strong indication that the working relationship requires a contract of employment. If however, a computer programme was designed on your own computer and you only visit the firm for a meeting, a real service contract would be the case. If there are any doubts, it is recommended to seek advice, since very often it depends on what is exactly written in the contract.

Practical work

The Law of Foreign Employment distinguishes between voluntary work and practical work during the holidays, or in connection with a job: Practical works are in some curricula obligatory and have to have a certain ‘economic content’. The latter is evaluated on the basis of the overall working time, the kind of occupation and the respective wage. However, occupations that require a high qualification can be appropriately paid. Voluntary work is a ‘voluntary’ acquirement of experience and therefore must not be paid – in some cases

you should have a check whether an expense allowance is appropriate.

If universities are the employers, things are rather simple: scientific occupations in the areas of research and teaching, the development and deduction of arts as well as the teaching of arts are not part of the Law of Foreign Employment. The freedom and independence of science and arts are part of the constitution. Therefore neither the labour office nor the residence authorities are entitled to conduct an own evaluation – even if the particulars aren't very concrete.

Students who graduated in an Austrian degree programme

After having finished their studies, student may receive a settlement allowance that is free from any rates, if they are defined as 'key men/women':

The law defines a foreigner as a key man/woman as a person who

has got a special professional qualification or working experience that is demanded on the native labour market and who earns a gross wage that equals sixty per cent of the highest class of payment.

To these two criteria, a third one that expresses the foreigner's importance for the Austrian labour market in an objective way has to be added.

The application for the admission as key men/

women is conducted by the employer and the employee together. This has to be done in the federal state where the employee's residence is supposed to be situated. The responsible authority is the Governor of the Federal State (in Vienna: the MA20), who also grants the admission as a combination of a settlement allowance and a working permit (This means that the key man/woman doesn't need any further allowance of employment). It is valid for one year.

Detailed information can be obtained at the labour office (AMS) and at the various offices:

Contacts

Helping hands
Taubstummengasse 7-9
1090 Wien
Tel.: 01/310 88 80 – 10
Fax: 01/310 88 80 – 37
www.helpinghands.at

Web links

www.oeh.ac.at
www.ams.or.at
www.jobwohnen.at





Social Issues

Scholarships

Studying Assurances

Family Assurances

**Funds of the Austrian National Union of
Students**

Studying and having Children

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

Social Issues

Scholarships

General remarks

Besides assistances in connection with the Law of Studying Assistances (StudF), which are, for foreign students, only limited accessible (compare the chapter 'Studying Assistances'), a number of different scholarships for foreign students are available. In this chapter, we gathered the most important scholarship-programmes that especially appeal to students from developing countries.

Detailed information can be obtained at the homepage of the ÖAD at www.oead.ac.at/

Eventual changes by the institutions that provide the scholarships are possible.

The requirements, periods of assistance, deadlines and offices where you can apply are different with every scholarship. For some scholarship, an application in your home country is necessary.

All scholarships have in common that there is no legal right to claim one, even if you meet the requirements. That means that out of several very good candidates, only a few can get a scholarship – usually due to a limited budget. Most of the scholarships are basically accessible for students of all disciplines.

Special scholarships for foreign students from Non-EEA-countries

A very good survey on the scholarship programmes for students from developing countries can be found at the website of the KKS (Contact Comitee

Studying Assistances for the Third World) and at the website of the development cooperation.

www.kks-bza.at

www.eza.at

The One-World- Scholarship Programme

Target group:

The One-World-Scholarship-Programme aims at students from Africa, Asia (including Turkey) and Latin America, who came to Austria on their own account in order to start an education.

Requirements:

General requirements and conditions

- citizenship of a developing country that is situated outside Europe or of Turkey (except recognised refugees and asylum seekers)
- application in Austria after a successful matriculation and registration at an Austrian university or
- relevant organisations of the civil society
- financial necessity
- good progress in your studies
- maximum age of 30 at the beginning of the assistance
- readiness to return to the home country or to a different developing country

- successful completion of the first part of the programme in the case of a Diploma programme or a finished Bachelor Programme. Obligation to pay back the received assistances according to the procedure agreed on at the Contact Committee of Scholarships.
- women are preferably supported

Deadlines:

Ask at the respective office.

Amount of money paid:

Diploma Programmes: 500 euros/month

Maximum amount of time:

The average period of time that is necessary to complete the second part of a Diploma Programme (there are exceptions in well-founded cases).

The Afro-Asian departments and the ÖAD support students from all Non-European developing countries. The LAI supports only students from Latin America and the ÖOG only students from the Near and Middle East.

Studierende aus diesen Ländern dürfen sich für das Eine-Welt-Stipendienprogramm bewerben:

Afghanistan, Algeria, Angola, Anguilla, Antigua and Barbuda, Antilles, Argentina, Armenia, Aruba, Azerbaijan, , Ethiopia, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Brazil, British Virgin Island, Burkina Faso, Guinea, Burundi, Chile, China, Cook Islands, Costa Rica, Democratic Republic of the Congo, Dominica, Dominican Republic, Djibouti, Ecuador, Egypt,

El Salvador, Central African Republic, Chad, Colombia, Comoros Cote D'Ivoire, Eritrea, Fiji, French Polynesia, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Iran, Jamaica, Yemen Republic, Jordan, Cambodia, Cameroon, Cape Verde, Kazakhstan, Kenya, Kirgizia, Kiribati, Korea, Cuba, Laos, Lesotho, Lebanon, Liberia, Libya, Macao, Madagascar, Malawi, Malaysia, Maldives, Mali, Morocco, Marshall Islands, Mauretania, Mauritius, Mayotte, Mexico, Micronesia, Mongolia, Montserrat, Mozambique, Myanmar, Namibia, Nauru, Nepal, New Caledonia, Nicaragua, Niger, Nigeria, Niue, Northern Marianas, Oman, Pakistan, Palestinian Autonomy Regions, Palau, Panama, Papua- Guinea, Paraguay, Peru, Philippines, Republic of South Africa, Runda, Solomon Islands, Sao Tome and Principe, Saudi-Arabia, Senegal, Seychelles, Sierra Leone, Somalia, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenade, Sudan, Suriname, Syria, Tajikistan, Tanzania, Thailand, Togo, Tokelau, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Wallis and Futuna, West Samoa, Zambia, Zimbabwe

The One-World-Scholarship for Doctoral Programmes

This programme is meant for students of a Doctoral Programme that intend to conduct research on issues that are relevant for society and development and who intend to closely correspond with universities and external partners like NGO in their home region. Doctoral students that have completed the majority of their studies in Austria are usually not supported.

Besides the general requirements, a detailed description of the project, a positive evaluation by the scientific supervisor, and a maximum age of 35 are necessary for a potential assistance. You increase your chances if you prepare for the future work in a developing country while you are studying (e.g. by doing practical work in your home country, specialising and choosing a thesis that deals with developing issues).

Amount of money paid:

Doctoral Programme: 550 euros/month

Maximum amount of time:

For Doctoral Programmes: according to the evaluation of the supervisor; up to a maximum of 36 months.

Exceptions are only possible in special cases.

North-South- Dialogue-Scholarship

The aim of this scholarship programme is the setup and support of personal and institutional capacities in developing countries.

Students from developing countries, who already graduated in a technical, social-scientific study as well as in natural sciences and economic sciences, can apply. (If they want to conduct a research or want to take part in a Doctoral Programme).

Existing scientific contacts with Austria, as well as a current place of work in the home country (at a university or public institution) have to be proven. However, the respective place of work has to be occupied again after the supported project was finished. An agreement on the topic of the project has to be confirmed by the employer. This confirmation has to be submitted. Maximum age for Doctoral Programmes: 35 years!

Students from the following countries can apply for the North-South- Dialogue-Scholarship:

Afghanistan, Algeria, Angola, Anguilla, Antigua and Barbuda, Antilles, Argentina, Armenia, Aruba, Azerbaijan, , Ethiopia, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Brazil, British Virgin Island, Burkina Faso, Burundi, Chile, China, Colombia, Comoros, Cook Islands, Chad, Costa Rica, Democratic Republic of the Congo, Dominica, Dominican Republic, Djibouti, Ecuador, Egypt, El Salvador, Central African Republic, Cote D'Ivoire, Eritrea, Fiji, French Polynesia, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Iran, Jamaica, Yemen Republic, Jordan, Cambodia, Cameroon, Cape Verde, Kazakhstan, Kenya, Kirgizia, Kiribati, Korea, Cuba, Laos, Lesotho, Lebanon, Liberia, Libya, Macao, Madagascar, Malawi, Malaysia, Maldives, Mali, Morocco, Marshall Islands, Mauretania,

Mauritius, Mayotte, Mexico, Micronesia, Mongolia, Montserrat, Mozambique, Myanmar, Namibia, Nauru, Nepal, New Caledonia, Nicaragua, Niger, Nigeria, Niue, Northern Marianas, Oman, Pakistan, Palestinian Autonomy Regions, Palau, Panama, Papua- Guinea, Paraguay, Peru, Philippines, Republic of South Africa, Ruanda, Solomon Islands, Sao Tome and Principe, Saudi-Arabia, Senegal, Seychelles, Sierra Leone, Somalia, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenade, Sudan, Suriname, Syria, Tajikistan, Tanzania, Thailand, Togo, Tokelau, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Wallis and Futuna, West Samoa, Zambia, Zimbabwe

Institution that provides the scholarship:

ÖAD/ACM on behalf of and by means of the Ministry of Foreign Affairs

Target group:

Graduated scientists

Maximum amount of time:

up to 36 months

Amount of money paid:

Monthly assistances:

for students and graduates: 940 euros

for scientists who have got a doctoral degree for more than five years: 1040 euros

Damage- and health insurance, accommodation

If necessary, the ÖAD signs a damage- and health insurance.

Scholarship holders are provided with accommodation by the ÖAD (flat or a students' hostel). The costs for insurance and accommodation have to be paid with the money from the scholarships.

Scholarship holders coming from 'least developed countries' and countries that are focused by the Austrian Development Cooperation, may additionally get their travel expenses financed. Scholarship holders don't have to pay tuition fees.

Institution where you can apply:

The Austrian Representative Authorities, compare www.bmaa.gv.at

Scholarships for asylum seekers and conventional refugees 'Liese Prokop Scholarship'

Target group:

The Ministry of Internal Affairs provides scholarships for asylum seekers and conventional refugees (on a monthly basis). The Austrian Integration Funds is responsible for advice, application and support.

Requirements:

- admission to the university as an external student or a certificate of the acknowledge-

ment of a previous study.

- attendance of a university training course or other preparing courses or admission as an external student for the academic validation of previous studies
- recognised refugee
- social necessity
- maximum age: 35 (there is no maximum age in the case of academic validation)

Deadlines:

twice a year

summer term: January/February

winter term: September/October

Period of assistance:

For conventional refugees: The scholarship is paid up to 12 times a year. It can be received for a maximum of four semesters. In exceptional cases, a prolongation of one semester is possible.

Prolonging the assistance:

Scholarship holders of the refugee programme or asylum seekers who received a singular assistance have to apply every semester!

ATTENTION! An application is only possible if there is an admission as an external student at an Austrian University!

Contact

Austrian Integration Fund
Schlachthausgasse 30
1030 Wien
Tel.: 01/710 1203 – 0
www.integrationsfonds.at

Studying assistance

Along Austrian citizens, the following groups of persons have a legal claim of studying assistance:

Persons who are not in the possession of an Austrian citizenship, if they are 'equal' to Austrian citizens have got a legal claim for supporting assistances.

These are:

(A) EEA-citizens

The following basics are valid:

The possession of a citizenship of an EEA-member state alone doesn't entitle a student in Austria to claim studying assistance.

The equation may either be connected to itinerant working conducted by the parents or the student him/herself.

If the parents are working in Austria ('itinerant working'), the children have a legal claim of stu-

dying assistance, if they live and study in Austria.

Students, who are employees themselves and have an EEA-citizenship, must not have come to Austria in order to study in the first place. Therefore, they have to work in Austria before they start to study: the study has to be an educational measure in connection with the job that is has been conducted up to now. An exception is when the job was not terminated on the student's own account.

Persons from EEA-states that are already integrated in the Austrian educational system are also equal. The preconditions are the attending of a school for several years and the achievement of a school leaving certificate in Austria.

Since January 1st, EEA-citizens who have received the 'right of permanent residence' are also equal. Persons who have got a permanent right of residence are those who have stayed for five years in Austria, without any interruption.

EEA-states are: (by October 1st 2006)

- EU-states: Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Great Britain, Ireland, Italy, Lithuania, Latvia, Luxembourg, Malta, Netherlands, Austria, Poland, Portugal, Sweden, Slovenia, Slovakia, Spain, Czech Republic, Hungary, Cyprus.
- Additionally: Iceland, Liechtenstein, and Norway

(B) Citizens of third member states

All persons that have a citizenship of a country that is not a member of the EEA are citizens of a third member state.

These persons may become equal, if they have 'long term residence permission' in Austria. The precondition for this is that somebody has stayed in Austria for at least five years without any interruption. However, only half the period of residence is recognised for the duration of studying or education in general.

(C) Stateless people

For an equation, stateless people have to be, together with at least one parent, 'unrestrictedly obliged to pay income tax' for at least five years. Additionally, the 'centre of vital interests' for this period had to be Austria.

(D) Refugees

Refugees according to article 1 of the convention on the legal rights of refugees ('Geneva Refugee Convention') are equal to Austrian citizens. (Proof: a confirmation)

Foreigners who don't belong to one of these four groups have no legal claim for studying assistance.

Contacts

Studying assistance: www.stipendium.at

Stipendienstelle Graz (inklusive Leoben)
8020 Graz, Metahofgasse 30.
Tel.: 031 6/81 33 88

Stipendienstelle Klagenfurt
9020 Klagenfurt, Bahnhofstraße 9.
Tel.: 046 3/51 46 97

Stipendienstelle Linz
4020 Linz, Europaplatz 5a.
Tel.: 073 2/66 40 31

Stipendienstelle Salzburg
5020 Salzburg, Paris-Lodronstraße 2 .
Tel.: 066 2/84 24 39

Stipendienstelle Vienna
1100 Vienna, Gudrunstraße 179a.
Tel.: 01/601 73 – 0

Stipendienstelle Innsbruck
Andreas-Hofer-Straße 46
6020 Innsbruck

Detailed information concerning studying assistances can be found in the Social Brochure of the Austrian National Union of Students. Furthermore, the Offices of Social Affairs and the Advisory Offices of the university representatives are glad to provide further information.

Family assistance

Foreign citizens have a legal claim for family assistance for their children, if:

- they legally reside in Austria due to a residence permit according to the Law of Settlement and Residence.
- asylum was granted to them.

Persons who have a legal claim for similar foreign assistances (e.g. money for their children, provided by the foreign state) are not entitled to demand family assistance.

Austrian citizens have got the right to claim a compensation refund if the equivalent foreign assistance is lower than the family assistance that would be provided according to the respective law.

IMPORTANT:

A claim for family assistance is only valid if the child is part of the applicant's household. If the child doesn't belong to the applicant's household, s/he is only entitled to claim assistance if s/he has to cover the majority of the child's maintenance and no other person is entitled to claim assistance.

If the child lives, due to the conduction of work, at the place of work in a secondary residence, it still counts as a part of the parents' household.

Additionally, the child must not reside entirely or mainly abroad, unless s/he resides in EU/

EEA-member state. A further exception is students who reside abroad due to a provable educational purpose. If the parent who is entitled to claim assistance covers the majority of the student, family assistance is still possible, since the student is treated as if s/he was part of the applicant's

The social funds provided by the Austrian National Union of Students

Requirements for an assistance financed by one of the funds are that the student doesn't live with his parents, is in need of social support and is able to prove a sufficient success in his/her study. Information, specific conditions and forms of application are available at the Offices of Social Affairs at all universities as well as directly at the federal Office of Social Affairs of the Austrian National Union of Students.

Federal Office of Social Affairs
Taubstummengasse 7-9
1040 Wien
Tel.: 01/310 88 80

The Union has established the following funds: Social-, Accomodation-, Children- and Chilsupport-Funds. Furthermore, the payment of legal support and mediations are possible in connection with these means. Further information concerning the social funds can be found in the Social Brochure.

Studying and Being a Parent

The respective situation of studying parents is different in every federal state. It is also not possible to present a detailed image of all possible problems (e.g. pregnancy, birth preparations, birth, financial support, caring for children) in this brochure. Therefore, we want to draw your attention to a brochure and the advisory service provided by the Austrian National Union of Students:

Advice

Austrian National Union of Students (ÖH)
1040 Wien, Taubstummengasse 7-9
Tel.:01/310 88 80
Brochure: „Studieren mit Kind“



The Austrian National Union of Students

Structure

Elections

Fields of Activities

**Österreichische
HochschülerInnenschaft**



www.oeh.ac.at

The Austrian National Union of Students (ÖH)

Structure and membership

The Austrian National Union of Students (ÖH) is the legal representative institution of all students. If you are studying at an Austrian university, vocational college, pedagogical academy or academy of arts, you become a member. By this, you have to pay a contribution of 15,86 euros per semester, before reporting the continuation of your studies.

The ÖH is organised into four levels. On the one hand this provides the possibility to realise an appropriate political representation on a federal level. On the other hand, the ÖH supports students in treating everyday life problems at university. The organisation thus equals the structure of the universities. The various levels and their most important tasks are introduced below:

- **The Federal Level (BV)** It is the federal board of the ÖH. As a corporate body of public law, it has a mandate to examine laws and represents your interests to the Ministry of Education, the university, parliament and the public.
- **The University Level (UV)** As the highest level of the ÖH at the respective university, it represents the students' interests. Like the federal representation it consists of several offices (for instance, Office for Educational Politics, Social Affairs Office, Office for Foreign Students) in order to fulfil the diverse tasks.
- **The Faculty Level (FV)** The FV's tasks include the representation of students' interests to the faculty's board, where the distribution

of the budget for research and teaching, the establishment of new institutes, nomination of new professors, the employment of assistants and similar issues are treated. Furthermore, the FV provides service and advice, for example the introduction-tutorials at the beginning of your studies and the Coordination Office on the study programme representatives at every faculty.

- **The Study Programme Level (StRV)** is your most direct addressee. It aims at making your studies run smoothly. It offers basic advice in the first semester and is constantly present in the course of your studies.

ÖH-Elections

All students in Austria are entitled to vote at ÖH-elections! Therefore, it is your vote that decides. Unfortunately, the overall participation at the last elections was rather low. It is up to you which focal points are treated by the ÖH, as long as you participate in elections. The ÖH-elections take place every two years. There, the single organs are elected. Foreign students from Non-EU states can also vote. However, they can't be elected. In technical terms this means: You have got an active, but no passive right to vote. Nevertheless, use the active right!

Fields of Activity/Offices

In order to deal with the various tasks, the ÖH is organised into offices. Along the chairpersons,

the following offices and Arbeitsbereiche are available:

- Office for Educational Politics
- Office of Financial Affairs
- Social Affairs Office
- Office for Public Relations
- Studien und MaturantInnenberatung
- International Office
- Office for Foreign Students
- Office for Feminist Politics
- Office for Human Rights and Society Politics
- Tutorial Project

The representatives at the universities are organised into similar offices. They are your local addressees.

For you as a foreign student, the Social Affairs Office and the Office for Foreign Students are the most important ones.

Office for Foreign Students: It advises you concerning admission, residence permit, scholarships, language courses, health insurance, possibilities to work and much more.

Social Affairs Office: Services include advice on studying assistances, family assistances, insurance, questions on taxes and labour law, pregnancy, studying and being a parent, tenancy law and hostels. Additionally, there are social funds helping student in social distress by granting singular financial support.

International Office: The office at the federal representation is responsible for outgoing students. At the same time, the respective offices at the universities offer various mentoring programmes for so called incomings. These programmes are supposed to quicken the entrance to campus life. The services also include coaches that help you to matriculate, register for courses and who provide some orientation at university. There are also social events like discussions, cultural activities and excursions.

To get more information on current activities and projects by the federal representation, have a look at our homepage at www.oeh.ac.at or in our newspaper 'UniVersum'.

Brochures

The service and advisory also includes the edition of several brochures. These can be obtained for free at the federal representation and at every office of the University Level. The following brochures are currently available:

- Studying in Austria
(for foreign students)

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- Sozialbroschüre
 - Studying and Accommodation
 - Studieren und Arbeiten
 - Studieren im Ausland
 - Unterhalt für Studierende
 - Barrierefrei Studieren
 - Studieren mit Kind
 - Steuerleitfaden
 - Studienleitfaden
 - Sozialinfobroschüre



Appendix

Addresses

Universities and the ÖH

Language Schools

System of Registration

Scholarships

Advice

Ministries

Österreichische
HochschülerInnenschaft



www.oeh.ac.at

Appendix: Addresses

Bundesvertretung der ÖH

Taubstummengasse 7-9
1040 Wien
Tel.: 01/310 88 80 – 0
Fax: 01/310 88 80 – 36
www.oeh.ac.at
E-Mail: oeh@oeh.ac.at

AusländerInnenreferat

Tel.: 01/310 88 80 – 27
Taubstummengasse 7-9 1040 Wien
Tel.: 01/310 88 80 – 27 oder 49
E-Mail: auslaenderInnenreferat@oeh.ac.at

1040 Wien
Tel.: 01/58801 – 49501
www.htu.tuwien.ac.at

Wirtschaftsuniversität

1090 Wien
Tel.: 01/31336 – 0
www.wu-wien.ac.at

HochschülerInnenschaft

Augasse 2-6
1090 Wien
Tel.: 01/31336 – 4861
www.oeh-wu.at

Universities and the ÖH

Universität Wien

Dr. Karl-Lueger-Ring 1
1010 Wien
Tel.: 01/ 4277 – 0
www.univie.ac.at

HochschülerInnenschaft an der Universität Wien

Spitalgasse 2, Hof 1, Trakt 2B, EG
1090 Wien
Tel.: 01/4277 – 19501
www.oeh.univie.ac.at

Technische Universität Wien

Karlsplatz 13
1040 Wien
Tel.: 01/58801 – 0
www.tuwien.ac.at

HochschülerInnenschaft
Wiedner Hauptstraße 8-10

Universität für Bodenkultur Wien

Gregor-Mendel-Straße 33
1180 Wien
Tel.: 01/47654 – 0
www.boku.ac.at

HochschülerInnenschaft

Peter-Jordan-Straße 76
1190 Wien
Tel.: 01/47654 – 2000
www.oeh.boku.ac.at

Universität für angewandte Kunst Wien

Oskar-Kokoschkaplatz 2
1010 Wien
Tel.: 01/71133 – 0
www.dieangewandte.at

HochschülerInnenschaft

Oskar-Kokoschkaplatz 2
1010 Wien
Tel.: 01/71133 – 2270
www.dieangewandte.at/oeh

Akademie der bildenden Künste Wien

Schillerplatz 3
1010 Wien
Tel.: 01/58816 – 0
www.akbild.ac.at

HochschülerInnenschaft

Schillerplatz 3
1010 Wien
Tel.: 01/58816 – 139
www/pages.akbild.ac.at/oeh

Universität für Musik und darstellende Kunst Wien

Anton-von-Webern-Platz 1
1030 Wien
Tel.: 01/71155 – 0
www.mdw.ac.at

HochschülerInnenschaft

Seilerstätte 26
1010 Wien
Tel.: 01/71155 – 8901
www.mdw.ac.at/oeh

Veterinärmedizinische Universität Wien

Veterinärplatz 1
1210 Wien
Tel.: 01/25077 – 0
www.vu-wien.ac.at

HochschülerInnenschaft

Veterinärplatz 1
1210 Wien
Tel.: 01/25077 – 1700
www.hvu.vu-wien.ac.at

Medizinische Universität Wien

Spitalgasse 23
1090 Wien
Tel.: 01/40160 – 10000
www.meduniwien.ac.at

HochschülerInnenschaft

Leitstelle 6M, NAKH
Währinger Gürtel 18-20
1090 Wien
Tel.: 01/403 17 59
www.uv-medizin.at

Universität Linz

Altenbergerstraße 69
4040 Linz
Tel.: 0732/2468 – 0
www.uni-linz.ac.at

HochschülerInnenschaft

Altenbergerstraße 69
4040 Linz
Tel.: 0732/2468 – 1122
www.oeh.uni-linz.ac.at

Universität für künstlerische und industrielle Gestaltung Linz

Hauptplatz 8
4010 Linz
Tel.: 0732/7898 – 0
www.ufg.ac.at

HochschülerInnenschaft

Sonnensteinstraße 11-13
4040 Linz
Tel.: 0732/7898 – 321
www.oeh.ufg.ac.at

Universität Graz

Universitätsplatz 3
8010 Graz
Tel.: 0316/380 – 0
www.kfunigraz.ac.at

HochschülerInnenschaft

Schubertstraße 6a
8010 Graz
Tel.: 0316/380 – 2900
www.oehuni.uni-graz.at/cms2

Technische Universität Graz

Rechbauerstraße 12
8010 Graz
Tel.: 0316/873 – 0
www.tugraz.at

HochschülerInnenschaft

Rechbauerstraße 12
8010 Graz
Tel.: 0316/873 – 5111
www.htu.tugraz.at

Universität für Musik und darstellende Kunst Graz

Leonhardstraße 15
8010 Graz
Tel.: 0316/389 – 0
www.kug.ac.at

HochschülerInnenschaft

Brandhofgasse 21
8010 Graz
Tel.: 0316/389 – 1600
www.kug.ac.at/info/kug/oeh

Medizinische Universität Graz

Auenbruggerplatz 2/4
8036 Graz
Tel.: 0316/385 – 72011
www.meduni-graz.at

HochschülerInnenschaft

Stiftigtalstraße 24
8036 Graz
Tel.: 0316/385 – 73080

Montanuniversität Leoben

Franz-Josef-Straße 18
8700 Leoben
Tel.: 03842/402 – 0
www.unileoben.ac.at

HochschülerInnenschaft

Franz-Josef-Straße 18
8700 Leoben
Tel.: 03842/45272
www.oehwww.unileoben.ac.at

Universität Klagenfurt

Universitätsstraße 65-67
9020 Klagenfurt
Tel.: 0463/2700
www.uni-klu.ac.at

HochschülerInnenschaft

Universitätsstraße 65-67
9020 Klagenfurt
Tel.: 0463/2700 – 8800
www.oeh-klagenfurt.at
E-Mail: servicecenter@oeh-klagenfurt.at

Universität Salzburg

Kapitelgasse 4-8
5020 Salzburg
Tel.: 0662/8044 – 0
www.uni-salzburg.at

HochschülerInnenschaft

5020 Salzburg
Kaigasse 28-30
Tel.: 0662/8044 – 6001
www.oeh-salzburg.at

Universität Mozarteum Salzburg

Alpenstraße 48
5020 Salzburg
Tel.: 0662/6198 – 0
www.moz.ac.at

HochschülerInnenschaft

Fürbergstraße 18-20
5020 Salzburg
Tel.: 0662/6198 – 4900
www.oeh.moz.ac.at

Universität Innsbruck

Innrain 52
6020 Innsbruck
Tel.: 0512/507 – 0
www.uibk.ac.at

HochschülerInnenschaft

Josef-Hirn-Straße 7
6020 Innsbruck
Tel.: 0512/507 – 4900
www.oehweb.at

Medizinische Universität Innsbruck

Christoph-Probst-Platz 1
6020 Innsbruck
Tel.: 0512/507 – 3004
www.i-med.ac.at

HochschülerInnenschaft

Schöpfstrasse 24
6020 Innsbruck
Tel.: 0512/507 – 3030 oder 3032 (Zahnmedizin)
www.skalpell.at
E-Mail: skalpell@skalpell.at,
medizin-oeh@uibk.ac.at

Language Schools
(a selection)

Wien

Wiener Internationale Hochschulkurse

Ebendorferstraße 10
1010 Wien
Tel.: 01/405 12 54 – 0
E-Mail: wihok@univie.ac.at

Österreichische Orient-Gesellschaft

Dominikanerbastei 6/6
1010 Wien
Tel.: 01/512 89 36

LEFÖ (for women only)

Kettenbrückengasse 15/4
1050 Wien
Tel.: 01/58 11 881
E-Mail: lefoe@t0.or.at , lefoe@aon.at

Peregrina (only for women)

Währingerstraße 59/6/1

1090 Wien

E-Mail: beratung.peregrina@aon.at**SHS - Sommerhochschule der Universität Wien**

Dr. Karl-Lueger-Ring 1

1010 Vienna, Austria

Tel.: 01/4277 – 24201

Iki-Internationales Kulturinstitut Wien

Opernring 7

1010 Wien

Tel.: 01/586 73 21

Actilingua Academy

Gloriettegasse 8

1130 Wien,

Tel.: 01/877 67 01

Alpha Sprachinstitut

Schwarzenbergplatz 16

1010 Wien

Tel.: 01/503 69 69 – 0

Inlingua

Neuer Markt 1

1010 Wien

Tel.: 01/512 22 25

Linz**Inlingua**

Landstraße 24

4020 Linz

Tel.: 0732/78 19 69

E-Mail: inlingualinz@eunet.at**Innsbruck**

Innsbrucker Hochschulkurse Deutsch

Universität Innsbruck

Innrain 52

6020 Innsbruck

Tel.: 0512/507 – 2479

E-Mail: ihd-univ-innsbruck@uibk.ac.at**bfi – Berufsförderungsinstitut**

Salunerstraße 1

Tel.: 0512/59660 – 0

www.bfi-tirol.or.at/**Wifi – Wirtschaftsförderungsinstitut**

Egger-Lienz-Straße 116

Tel.: 0512/350 – 0

www.tirol.wifi.at/**Volkshochschule Innsbruck**

Ursulinenhof, Markgraben 10

Tel.: 0512/588882 – 0

www.vhs-tirol.at

Salzburg

IFK

Kaigasse 19
5020 Salzburg
Tel.: 0662/849611
E-Mail: office@ifk-ca.ac.at

Inlingua

Linzer Gasse 17-19
5020 Salzburg
Tel.: 0662/87 11 01
E-Mail: inlingua@salzburg.co.at

Graz

dig – Deutsch in Graz

Kalchberggasse 10
8010 Graz
Tel.: 0316/833 900
E-Mail: dig@dig.co.at
www.dig.co.at

Verein ISOP

Dreihackengasse 2
8020 Graz
Tel.: 0316/76 46 46
www.isop.at

Vorstudienlehrgang der Grazer Universitäten

Burgring 8/II
8010 Graz
Tel.: 0316/83 14 96
E-Mail: xvlgraz@tu-graz.ac.at

Urania

Kaiserfeldgasse 1/III, 8010 Graz
8010 Graz
Tel.: 0316Z/82 56 88 – 0
E-Mail: urania@urania.at

ISZ – Internationales Sprachzentrum

Attemsgasse 25
8010 Graz
Tel.: 0316/32 25 28 – 0

Volkshochschule der Kammer für Arbeiter und Angestellte Steiermark

Merangasse 18,
8010 Graz
Tel.: 0316/32 31 48, 0316/32 32 69

Leoben

Vorstudienlehrgang Leoben

Franz-Josef-Straße 18
8700 Leoben
Tel.: 03842 /402 – 264

Klagenfurt

Deutsch in Österreich

Universität Klagenfurt
Universitätsstraße 90
9020 Klagenfurt
Tel.: 0463/24180
E-Mail: dia@uni-klu.ac.at

Inlingua

Waagplatz 7
 9020 Klagenfurt
 Tel.: 0463/50 00 40
 E-Mail: klagenfurt@inlingua-kaernten.at

System of Registration

Wien (nach Bezirk)

1: Wipplingerstraße 8 (1.Bezirk)

Tel.: 01/534 36

2: Karmelitergasse 9

Tel.: 01/211 06

3: Karl-Borromäus-Platz 3

Tel.: 01/711 34

4, 5: Schönbrunner Straße 54 (5.Bezirk)

Tel.: 01/546 34

6, 7: Hermannsgasse 24-26 (7. Bezirk)

Tel.: 01/521 34

9: Währinger Straße 39

Tel.: 01/400 34

10: Laxenburger Straße 43-45

Tel.: 01/605 34

11: Enkplatz 2

Tel.: 01/ 740 34

12: Schönbrunner Straße 259

Tel.: 01/811 34

13: 14: Hietzinger Kai 1-3 (13.Bezirk)

Tel.: 01/870 34

15: Gasgasse 8-10

Tel.: 01/891 34

16: Richard-Wagner-Platz 19

Tel.: 01/491 96

17: Elterleinplatz 14

Tel.: 01/401 19

18: Martinstraße 100

Tel.: 01/476 34

19: Gatterburggasse 14

Tel.: 01/360 34

20: Brigittaplatz 10

Tel.: 01/331 34

21: Am Spitz 1

Tel.: 01/277 34

22: Schrödingerplatz 1

Tel.: 01/211 23

23: Perchtoldsdorfer Straße 2

Tel.: 01/863 34

Graz

Meldeservice

Beethovenstraße 9

8010 Graz

Tel.: 0316/872 – 51 51

Klagenfurt

Meldeservice

Kumpfgasse 20,
9020 Klagenfurt
Tel.: 0463/537 – 4602 bis 4609
E-Mail: meldeamt@klagenfurt.at

Leoben

Gemeinde Leoben – Meldeservice

Erzherzog-Johann-Straße 2
8700 Leoben
Tel.: 3842/4062 – 0
E-Mail: meldeamt@leoben.at

Linz

Meldeservice Bürgerservice Center

Neues Rathaus
Hauptstraße 1 – 5
4040 Linz

Innsbruck

Rathaus, Meldeservice

Maria-Theresien-Straße 18
Rooms 1208,1210,1212
6010 Innsbruck

Salzburg

Wahl- und Meldeamt

Saint-Julien-Straße 20, 4. Stock
5024 Salzburg
Tel.: 0662/8072 – 3521
E-Mail: wahl-und-meldeamt@stadt-salzburg.at

Scholarships

Graz

Afro-Asiatisches Institut Graz

A-8010 Graz, Leechg. 22
Tel.: 0316/32 44 34 – 58
E-Mail: c.stern@aai-graz.at,
www.aai-graz.at

Innsbruck

ÖAD-Geschäftsstelle

A-6020 Innsbruck, Innrain 36
Tel.: 0512/5072497
E-Mail: renate.rendl@uibk.ac.at

Klagenfurt

ÖAD-Geschäftsstelle

A-9020 Klagenfurt, Universitätsstraße 65-67
Tel.: 0463/2700 – 223
E-Mail: gabriele.fluch@uni-klu.ac.at

Leoben

ÖAD-Geschäftsstelle

A-8700 Leoben, Franz-Josef-Straße 18
 Tel.: 03842/402-203
 E-Mail: dagmar.holzapfel@unileoben.ac.at

Linz

ÖAD-Geschäftsstelle

A-4040 Linz, Altenbergerstraße 69
 Bankengebäude Zimmer 310,
 Tel.: 0732/2468 – 313
 E-Mail: oad@udion.uni-linz.ac.at

Salzburg

Afro-Asiatisches Institut Salzburg (AAI)

A-5020 Salzburg,
 Wiener Philharmonikergasse 2
 Tel.: 0662/ 84 13 27 – 71
 E-Mail: aai@salzburg.co.at
www.aai-salzburg.at

Wien

Afro-Asiatisches Institut Wien (AAI)

A-1090 Wien,
 Türkenstraße 3
 Tel.: 01/310 51 54
 Fax: 01/310 51 45 – 312
 E-Mail: studium@aai-wien.at
www.aai-wien.at

Österreichische Orientgesellschaft Hammer-Purgstall (ÖOG)

A-1010 Wien,
 Dominikanerbastei 6/6,
 Tel.: 01/512 89 36
 E-Mail: theresia.laubichler@oeog.org,
www.oeog.org

Österreichisches Lateinamerikainstitut (LAI)

A-1090 Wien,
 Schlickgasse 1
 Tel.: 01/310 74 66
 E-Mail: office@lai.at
www.lai.at

Advice

www.studentenberatung.at

Wien

Lederergasse 35/4
 1080 Wien
 Tel.: 01/40230 – 91 bis 94
 E-Mail:
psychologische.studentenberatung@univie.ac.at

Salzburg

Mirabellplatz 9/1
 5020 Salzburg
 Tel.: 0662/8044 – 6500
 E-Mail: psb.sbg@sbg.ac.at

Innsbruck

Schöpfstraße 3
6020 Innsbruck
Tel.: 0512/507 84 91
E-Mail: psycholog-studentenberatung@uibk.ac.at

Linz

Altenberger Straße 69
4040 Linz
Tel.: 0732/2468 – 5310
E-Mail: psych.studber@jku.at

Graz

Katzianergasse 7/3
8010 Graz
Tel.: 0316/81 47 48
E-Mail: psych.ber@kfunigraz.ac.at

Klagenfurt

Universitätsstraße 67
9020 Klagenfurt
Tel.: 0463/23482
E-Mail:
psycholog.studentenberatung@uni-klu.ac.at

Ministries

Bundesministerium für Wissenschaft und Forschung

Minoritenplatz 5
1014 Wien,
Tel.: 01/531 20 – 0
www.bmwf.gv.at

BM für Wirtschaft und Arbeit

Stubenring 1
1010 Wien,
Tel.: 01/711 00 – 0
www.bmwe.gv.at

Bundesministerium für Inneres

Postfach 100, 1014 Wien
Tel.: 01/53126 – 0
www.bmi.gv.at

Bundesministerium für soziale Sicherheit und Generationen

Stubenring 1, 1010 Wien
Tel.: 01/71100 – 0
www.bmsg.gv.at

Bundesministerium für auswärtige Angelegenheiten

Ballhausplatz 2, 1014 Wien,
Tel.: 0802 – 42622
www.bmaa.gv.at

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1040 Wien, Taubstummengasse. 7-9

oeh@oeh.ac.at

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