



Guide to entry and residence requirements for foreign students

This information brochure is to provide an overview of
the Austrian entry and residence requirements for
foreign students wishing to study in Austria

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oead^o

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Students in exchange or scholarship programmes please mind the relevant instructions of your Austrian university and the authority awarding the scholarship, respectively.

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Download of the brochure at <http://www.oead.at/Leitfaden-Studi-engl.pdf>

1. Study options in Austria

In Austria university studies are offered at the following institutions:

- **Universities and universities of the arts**
 - Bachelor, master, diploma and doctoral studies are degree programme studies ("*ordentliche Studien*").
 - University training/university level courses are non-degree programme courses ("*außerordentliche Studien*").
 - Attention: Attendance of a university training/university level course that exclusively serves the learning of a language is not sufficient for a residence title (this does not apply to university preparation courses preparing students for supplementary examinations).
 - Attendance of individual courses in academic subjects is also classified as "non-degree programme studies" and is not sufficient for a residence title.
- **Universities of applied sciences** (Fachhochschulen)
 - Bachelor and master programmes are degree programme studies ("*ordentliche Studien*").
 - Further education courses at universities of applied sciences are non-degree programme studies ("*außerordentliche Studien*").
- **University colleges of teacher education**
 - Bachelor programmes, university courses, courses
- **Private universities**
 - Diploma programmes, bachelor, master and doctoral programmes, university courses

Studying at the following institutions is also recognised as a sufficient purpose for a residence title: Philosophisch-Theologische Hochschule der Diözese St. Pölten as well as the Ordenshochschulen in Stift Heiligenkreuz (Cistercians), St. Gabriel near Mödling (SVD-Societas Verbi Divini) and the Internationales Theologisches Institut für Studien zu Ehe und Familie in Gaming.

In the course of the adjustment to a joint European higher education area the Austrian "degree programme" studies have been divided into three stages according to the Bologna study architecture (degrees: bachelor, master/Diplom Ingenieur/Diplom Ingenieurin, doctorate/PhD); doctoral programmes can only be studied at universities and private universities. A bachelor programme lasts at least 6 semesters (at least 180 ECTS credits), a master programme 2 to 4 semesters (between 60 and 120 ECTS credits) and a doctoral / PhD programme at least 6 semesters. In the current transition phase the classical two-tier form – diploma (8 to 10 semesters) and doctoral programme (6 semesters) also exists. The only fields of study that are excluded from the Bologna study architecture are medicine and dentistry, which ex lege are diploma degree programmes.

University training/level courses and further education courses are available at various levels (undergraduate – postgraduate); the postgraduate courses usually finish with an internationally common master degree (e.g. MBA, MAS).

2. Requirements for studying in Austria

In order to be admitted to study at a university, university of applied sciences (Fachhochschule) or university college of teacher education the following requirements have to be fulfilled:

a) General university entrance qualification:

- for bachelor and diploma programmes: school leaving certificate or equivalent document¹
- for master programmes: bachelor or equivalent degree
- for doctoral/PhD programmes: diploma, master or equivalent degree

In case the foreign certificate is not equivalent to an Austrian school leaving examination the Austrian university or university of applied sciences will prescribe supplementary examinations that have to be passed before admission to degree programme studies.

Austria has concluded agreements of equivalence of school leaving certificates and recognition of foreign degrees with many countries. Further information is available from the universities or the [authority](#) in charge of questions of international recognition of degrees of the Federal Ministry of Science and Research – BMWF (NARIC Austria).

At universities of the arts the general university entrance qualification may be proved by an entrance procedure. The individual universities of the arts will inform prospective students about the precise requirements.

At universities of applied sciences an entrance procedure (e.g. entrance examination) and/or proof of relevant practical experience may be required instead of or in addition to the general university entrance qualification. The individual universities of applied sciences will inform prospective students about the precise requirements.

In case that the foreign university degree is not equivalent to an Austrian university degree supplementary examinations may be prescribed. These have to be sat in addition to those stipulated in the Curriculum during the degree programme studies.

b) Specific university entrance qualification (for universities)

The “specific university entrance qualification” is the proof of the fulfilling of all requirements for the chosen degree programme in Austria, including the right to direct access to university studies of the chosen field of study in the country of issue of the school leaving certificate. This proof does not apply to nationals of EU/EEA countries.

Explanation: If additional admission requirements apart from the school leaving certificate exist in a third country for the desired study programme, applicants with school leaving certificates from that country have to prove the fulfilment of those requirements in order to be admitted to study in Austria. If no other requirements/restrictions for the admission

¹ These are the university entrance qualification exam, the vocational matriculation examination (*Berufsreifeprüfung*) or the completion of a degree programme at an accredited higher education institution (*postsecondary educational institution*), at which the required workload amounts to 180 ECTS credits.

to a certain field of study exist in the country in which the school leaving certificate was issued students do not have to provide proof of a study place in their country for studying in Austria.

Examples:

- Applicants have to achieve a certain score in the university entrance examination in the country in which their school leaving certificate was issued in order to qualify for a place at university (e.g. Turkey, China).
- Applicants have to be in possession of a "Secondary (Education) Certificate" and a confirmation of the Egyptian university admission authority in order to fulfil the admission requirements.

In some fields of study (e.g. medicine, dentistry, veterinary medicine, psychology) the rector of the university can limit the number of students either by an admission procedure before admission or by a selection procedure until the end of the second semester after admission at the latest (information about this is available directly from the relevant university). This also applies to EU/EEA nationals.

c) German language proficiency

In Austria as a rule **German is the language of instruction** at the educational institutions. Numerous universities also offer courses or even study programmes in other languages. Doctoral/PhD programmes often can be studied without knowledge of German – mostly in English language. Further information is available directly from the individual universities.

In case that German language proficiency is necessary for the intended study programme relevant proofs (e.g. "German" as a school subject in the school leaving certificate, language certificates) should be enclosed with the application for admission.

If the knowledge of German is not sufficient, the university or university of applied sciences can prescribe a supplementary examination of German in its notification/confirmation of admission, which has to be passed before the beginning of the degree programme studies. In Vienna, Graz and Leoben **University Preparation Programmes** are available for the preparation for these supplementary examinations. Since these are university training courses the students are enrolled as "non-degree programme students" at the university while they attend the University Preparation Programme.

d) Other admission requirements

For some university study programmes additional requirements may exist (e.g. Latin, Greek, biology, physical and motorical ability).

For the secondary school teacher accreditation programme in Physical Education and for the study programme Sports Sciences proof of physical and motorical ability has to be produced.

For studying at a **university college of teacher education** the qualification to study has to be proved in an admission procedure determined by the college instead of the general and specific university entrance qualification.

For admission at **private universities** the requirements have to be enquired about directly at the private university at which you want to study.

The admission requirements for studying in **university training/university level courses and further education courses** have to be enquired about directly at the course you want to study.

3. Admission to studies/deadlines/dates:

The application for admission has to be sent directly to the university, university of applied sciences (Fachhochschule), university college of teacher education or private university². Some universities offer a "registration" via internet and will then send specific information to the applicant via e-mail.

Foreign documents have to be submitted in the original³ and have to be legalised⁴. Documents in languages other than German⁵ have to be accompanied by an authorised German translation; translations carried out abroad also have to be legalised. Please note: The documents should be translated after legalisation because the legalisation phrase also has to be translated!

→ Universities: The complete documents have to arrive at the Austrian university by September 1st for the winter semester and by February 1st for the summer semester; these deadlines cannot be extended. Since the processing of the applications takes some time it is recommended to submit the application in good time.

For nationals of EU and EEA countries as well as for Swiss nationals the same closing dates apply as those for Austrians (information about the dates is available from the individual universities). These nationals, however, should also submit their application as soon as possible to avoid missing important deadlines (e.g. enrolment in courses) due to the processing time at the university.

→ Universities and universities of the arts with application procedures, universities of applied sciences, university colleges of teacher education: The application deadlines and dates of the entrance examinations and admission procedures vary very much. **Therefore please enquire in good time directly at the university of your choice!**

When the fulfilment of all requirements has been proved the university will send a **notification or confirmation of admission** or the invitation for the admission procedure, respectively to the address stated by the applicant. Students can be admitted as degree programme students or – in the case of supplementary examinations or university training/university level courses – as non-degree programme students. After arrival in Austria students have to enrol at the university in person.

Tuition fees may be payable for studying at Austrian universities. The exact amount of these is to be enquired about at the individual institutions.

² Applications submitted to the Austrian representative authorities will be forwarded to the educational institution. Please note that in this case, too, the application has to arrive at the educational institution in time (please bear in mind the mail delivery times!).

³ Please enquire at the relevant institution whether or not (legalised) copies are also accepted.

⁴ See chapter 11 in the appendix.

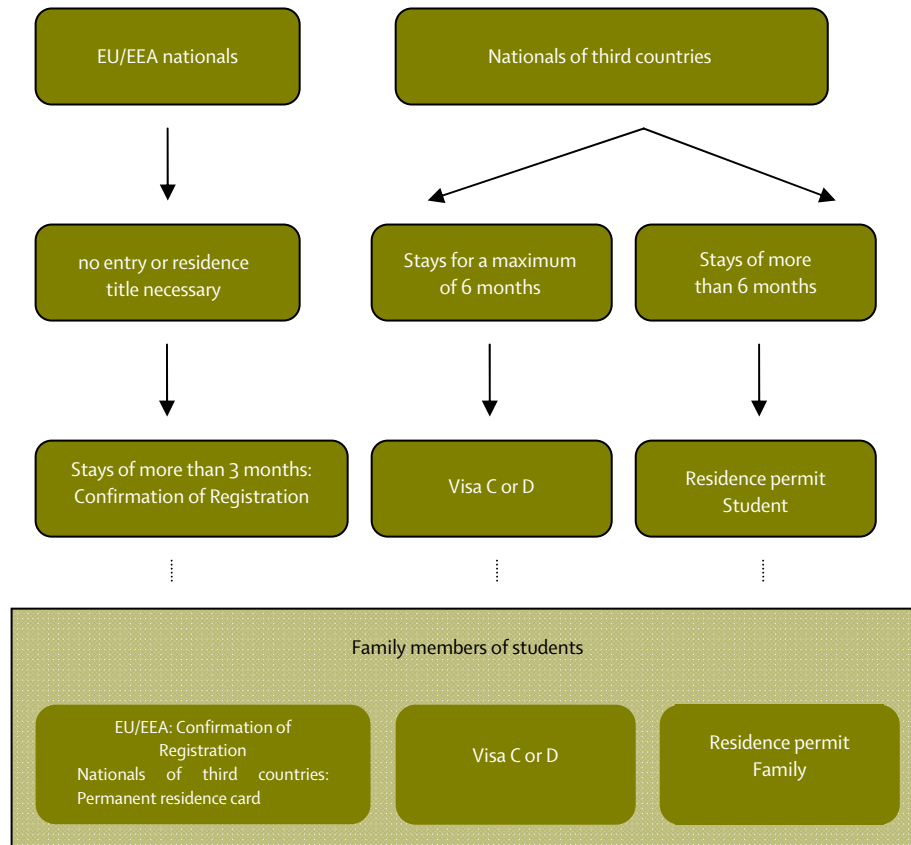
⁵ Please enquire at the relevant institution whether or not documents in other languages are accepted without translation.

Checklist for admission to study:

- Proof of nationality
- Application for admission with the university's own application form (download from the homepage of the university), stating the field of study you wish to study.
- Documents proving the general university entrance qualification (in the case of arts or university of applied sciences studies often an entrance examination has to be sat additionally or instead of this qualification)
- Documents proving the specific university entrance qualification (only applies to nationals of third countries); in the case of the universities of the arts or universities of applied sciences studies often an entrance examination or entrance procedure is required instead of this qualification
- Proof of German language proficiency (if necessary)
- Proof of physical and motorical ability (if required)

4. Overview of the entry and residence titles for studying in Austria

Overview of the entry and residence titles for students



5. Nationals of EU & EEA member countries and Swiss nationals:

Nationals of EU and EEA countries as well as Swiss nationals neither need an entry nor a residence title, only a valid travel document or identity card.

If they are staying in Austria for longer than 3 months they have to apply for a confirmation of registration at the authority in charge of residence (provincial governor, municipal authorities).

Checklist confirmation of registration (for stays of more than 3 months):

- completed and signed application form (available from the authority in charge of residence and the [homepage of the Federal Ministry of the Interior - BMI](#))
- Documents:
 - valid identity card or passport
 - Proof of a sufficient health insurance
 - Proof of sufficient financial means (guideline: at least EUR 400.- per person per month)
 - confirmation of admission of the educational institution
- Costs: EUR: 15.00 (additional fees may occur)

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

6. Nationals of third countries:

a) Studies for a maximum of 6 months

Nationals of the following countries need no visa if they are going to stay in Austria for no longer than 3 months.

Albania*	Guatemala	Nicaragua
Andorra	Honduras	Panama
Antigua and Barbuda	Hong Kong	Paraguay
Argentina	Israel	San Marino
Australia	Japan (6 months)	Serbia*
Bahamas	Republic of Korea	Seychelles
Barbados	(South)	Singapore
Bosnia-Herzegovina**	Macao	Taiwan**
Brazil	Macedonia*	Uruguay
Brunei	Malaysia	Vatican City
Canada	Mexico	Venezuela
Chile	Monaco	United States of
Costa Rica	Montenegro*	America
Croatia	New Zealand	
El Salvador		

* only with new biometrical passport

** only passports with personal identification number

Nationals of all other countries need a visa C for stays of a maximum of 3 months.

For stays of 4 to a maximum of 6 months nationals of all countries (except Japan) need a visa D.

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

A **visa C** entitles to entry and residence in all Schengen countries.

A **visa D** entitles to entry and residence in Austria and to travel to other Schengen countries for up to 90 days.

Checklist Visa

- Application in person for the visa at the competent Austrian representative authority abroad.
Please note: The processing times may vary regionally or seasonally (e.g. because of "Schengen consultation duties" or periods of heavy demand). As a guideline we recommend to apply for the visa at least four weeks before the intended trip to Austria.
- Documents:
 - completed and signed visa application (available from the Austrian representative authority or the [homepage of the Federal Ministry for European and International Affairs \(BMEIA\)](#))
 - valid travel document with free page (validity period three months longer than the visa applied for)
 - 2 recent ICAO-conform passport-sized colour photographs, size between 3.5 x 4.5 cm and 4 x 5 cm: [www.passbildkriterien.at](#)
 - Notification/confirmation of admission of the Austrian educational institution⁶
 - Credible showing of sufficient financial means for living costs:
 - for students up to 24 years of age EUR 450.00⁷ per month
 - over 24 years of age EUR 814.82⁷ per month
 - These amounts include the rent for accommodation of up to EUR 260.35⁷/month. If the rent is higher, additional funds have to be proved.
 - Proof of accommodation in Austria: e.g. preliminary rental contract, booking of a room in a student hall of residence, confirmation of accommodation
 - a (travel) health insurance valid in Austria for the period of stay, covering costs of at least EUR 30,000.-
 - Proof of family and/or economic bonds in your home country, e.g. confirmation of employment, proof of studies, family bonds in the home country (marriage, widowed, parents, children, etc.)
- Family members:
 - will also receive a visa under the above-mentioned conditions upon personal application.

⁶ Students of the St. Georgs Kolleg Istanbul do not need a letter of admission of the educational institution.
⁷ These amounts are adjusted annually. The amounts specified here apply to 2012.

b) Studies for over 6 months

All nationals of third countries need a **residence permit Student** (Aufenthaltsbewilligung Student) for stays of more than 6 months.

Family members of students need a **residence permit Family** (Aufenthaltsbewilligung Familiengemeinschaft).

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

i. first-time application in Austria

Students who need no visa for entry to Austria⁸ (see list of countries in chapter 6a) are entitled to apply for the residence title in Austria after entry to Austria. The application is to be submitted in person at the competent authority in charge of residence immediately after entry so that it will be processed before expiry of the permitted residence period without visa. The application itself does not permit a stay beyond the permitted residence period without visa.

Alternatively applications can also be submitted to the Austrian representative authority abroad. Because of the forwarding of the application to Austria a longer waiting period for the processing of your application, however, is to be expected.

ii. first-time application abroad:

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

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

⁸ This also includes people who are in possession of a valid residence title of another Schengen country (a visa of another Schengen country is not sufficient).

Checklist for the residence permit Student:

- ➔ Application in person for the residence permit at the competent Austrian representative authority. The residence permit should be applied for at least three months before the intended trip to Austria.
Please note: Nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entry to Austria.
- ➔ Documents:
 - fully completed and signed application form (available from the Austrian representative authority or the [homepage of the Federal Ministry for the Interior \(BMI\)](#))
 - photocopy of the valid travel document
 - birth certificate
 - recent passport-sized photograph, size between 3.5 x 4.5 cm and 4 x 5 cm
 - police clearance (in those countries where it exists)
 - Notification/confirmation of admission of the Austrian educational institution
 - Proof of sufficient financial means for the living costs for the duration of the stay but only for a maximum of one year in advance⁹:
 - for students up to 24 years of age EUR 450.00⁷ per month
 - over 24 years of age EUR 814.82⁷ per month
 - These amounts include the rent for accommodation of up to EUR 260.35⁷/month. If the rent is higher, additional funds have to be proved.
 - These funds can be proved by means of a savings book at an Austrian bank, the proof of the purchase of travellers cheques or a declaration of guarantee of a person living in Austria.
 - Proof of accommodation in Austria⁹: e.g. rental agreement, accommodation agreement with a student hall of residence, [assignment](#) of the right of use of accommodation.
 - a (travel) health insurance valid in Austria for the period between entry to Austria and the taking out of a student insurance, covering costs of at least EUR 30,000.-
- ➔ The fee for the first residence permit is EUR 120.-. Other fees may occur.

By request of the authorities Documents in languages other than German (exception: passport) have to be submitted in legalised German translation. Documents and other proofs have to be submitted in legalised form¹⁰ according to the legal provisions in force. We recommend to always enclose a photocopy of the original document with the application form, also of the legalised translation and the legalisation.

As a rule the residence permit is issued for 12 months (exception: shorter validity of the travel document, shorter validity applied for).

Students need not fulfil the Integration Agreement.

⁹ Students taking part in an exchange programme who submit a confirmation of accommodation and funding of their living costs of one of the following institutions need not submit any additional proofs for living costs and accommodation: Austrian Exchange Service (OeAD-GmbH), Austro-American Institute of Education (AAIE, America Institute), Austrian-Russian Friendship Society (ÖRFG).

¹⁰ see footnote 3.

Checklist for the residence permit Family:

- ➔ Application in person for the residence permit at the competent Austrian representative authority. The residence permit should be applied for at least three months before the intended trip to Austria.
Please note: Nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entry to Austria.
- ➔ Documents:
 - fully completed and signed application form (available from the Austrian representative authority or the [homepage of the Federal Ministry for the Interior \(BMI\)](#))
 - photocopy of the valid travel document
 - birth certificate
 - Proof of family relationship (e.g. marriage certificate) and of living together as a family in your home country
 - recent passport-sized photograph, size between 3.5 x 4.5 cm and 4 x 5 cm
 - police clearance (in those countries where it exists)
 - Proof of sufficient financial means for the living costs for the duration of the stay but only for a maximum of one year in advance:
 - for married couples a total of EUR 1,221.68⁷ per month
 - for each underage child additionally EUR 125.72⁷ per month
 - These amounts include the rent for accommodation of up to EUR 260.35⁷/month. If the rent is higher, additional funds have to be proved.
 - These funds can be proved by means of a savings book at an Austrian bank, the proof of the purchase of travellers cheques or a declaration of guarantee of a person living in Austria.
 - Proof of accommodation in Austria: e.g. rental agreement, accommodation agreement with a student hall of residence, confirmation of accommodation
 - health insurance valid in Austria
- ➔ The fee for the first residence permit is EUR 120.-; other fees may occur.

By request of the authorities Documents in languages other than German (exception: passport) have to be submitted in a legalised German translation. Documents and other proofs have to be submitted in legalised form¹¹ according to the legal provisions in force. We recommend to always enclose a photocopy of the original document with the application form, also of the legalised translation and the legalisation.

The residence permit as a rule is issued for 12 months (exception: shorter validity of the travel document, shorter validity applied for).

Family members may have to fulfil an Integration Agreement, family members who received their residence permit after 1st July 2011 do not have to fulfil the Integration Agreement.

¹¹ see footnote 3.

iii. Students with admission/entrance examination:

Students who are permitted to enter Austria without a visa (see list of countries in chapter 6a) can travel to Austria without a visa to take part in the admission/entrance examination and can then apply for their residence permit in Austria in person at the competent authority in charge of residence after having passed this examination. They should apply for the residence permit at least one month before expiry of the permitted residence period without visa.

Students who are not permitted to enter Austria without a visa and who have to sit an entrance examination have to apply for a residence permit in person at the competent Austrian representative authority with their provisional confirmation of admission of their university. Since the processing of the application is to be awaited in the home country the application should be submitted at least 3 months before the scheduled date of the entrance examination.

The documents that have to be submitted for this are listed in the checklist in chapter 6b2); the financing and accommodation, however, only have to be "shown credibly" (examples in the glossary).

In case of a positive decision of the authority in charge of residence about the application for a residence permit the student then has to apply at the embassy for a visa D for travelling to Austria. The Austrian representative authority will issue the visa D for a validity period of 4 months and expressly advise the student that the receipt of the residence permit will be conditional on the passing of the entrance examination.

The student can then travel to Austria with the visa to take part in the entrance examination. After successfully passing the examination the student has to submit proof of sufficient financial means and proof of accommodation at the Austrian authority in charge of residence in addition to the definite confirmation of admission and will then receive his/her residence permit. The residence permit has to be collected in any case within the validity period of the visa.

iv. Renewal of the residence permit

The renewal of the residence permit has to be applied for at the competent Austrian authority in charge of residence before expiry of the residence permit. Until the decision about your application for the renewal you are permitted to stay in Austria even if the old residence permit expires during this period.

Checklist application for a renewal of the residence permit

- ➔ Application in person for a renewal of the residence permit at the Austrian authority in charge of residence. The application for the renewal should be submitted at least one month before expiry of the old permit.
- ➔ Documents:
 - fully completed and signed application form (available from the Austrian authority in charge of residence and on the [homepage of the Federal Ministry for the Interior \(BMI\)](#))
 - photocopy of the valid travel document
 - recent passport-sized photograph, size between 3.5 x 4.5 cm and 4 x 5 cm
 - Proof of sufficient financial means for another year in Austria:
 - for students up to the age of 24 EUR 450.00⁷ per month
 - for students over 24 years of age EUR 814.82⁷ per month
 - for couples EUR 1.221.68⁷ per month for both
 - for minors EUR 125.72⁷ per month for each
 - These amounts include rent for accommodation of up to EUR 260.35⁷/month. If the rent is higher, additional means have to be proved.
 - Proof of accommodation in Austria, e.g. rental contract, accommodation contract with a student hall of residence
 - health insurance valid in Austria
 - confirmation of the continuation of your studies by your university
 - written proof of the successful course of your studies by the university, as a rule proof is provided by successfully passed examinations corresponding to 8 hours per week or 16 ECTS credits per academic year¹². If, however, there are inevitable and unpredictable reasons that are outside the sphere of influence of the student, the residence permit can be renewed despite the lack of the successful course of study in individual cases after examination of each individual case.
- ➔ The fee for the renewal of the residence permit is EUR 100.-. Other fees may also occur.
- ➔ The residence permit as a rule is issued for another 12 months (exception: shorter validity of the travel document, short validity applied for).

A change of the purpose of the residence title is only permitted if the student fulfils the requirements for the new residence title and if the renewal is filed **before** the previous permit expires.

v. Confirmation with validity of 6 month for the purpose of job seeking

Students who successfully completed their studies at an Austrian university, university of applied sciences (Fachhochschule), accredited private university, university colleges of teacher education and acknowledged university colleges of teacher education may apply for a confirmation to stay in Austria for max. 6 month to find employment. This confirmation has to be applied **before** the recent residence permit expires. This confirmation does not constitute a right to residence nor does it allow travelling to other Schengen countries.

¹² Doctoral / PhD students have to submit a confirmation of their supervisor about the progress of their studies.

vi. Residence title “Rot-Weiss-Rot – Karte” for graduates

Graduates who have completed a Master programme at an Austrian university, university of applied sciences (Fachhochschule) or accredited private university and who have found employment may apply for a “Rot-Weiss-Rot – Karte” provided that the employment is adequate to their education and they earn a gross salary of at least Euro 1,903.50⁷/month.

The application for the “Rot-Weiss-Rot – Karte” has to be filed **before** the recent residence permit of the confirmation for job seeking expires.

7. Registration according to the Registration Act

Nationals of all countries have to register with the registration office at their place of residence in Austria within three days of arrival in Austria.

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

Checklist Registration according to the Registration Act

- at the registration office (municipal office)
- Documents:
 - Registration form (*Meldezettel*): The registration form has to be signed both by the landlord/ landlady (e.g. student hall of residence carrier) and the student. The registration form is available from the registration office and [on the Internet](#).
 - Travel document
 - Birth certificate
- Costs: The registration is free of charge.

8. Gainful employment (Erwerbstätigkeit)

a) Nationals of EU and EEA member countries and Swiss nationals

Nationals of the EU-15 states (see list in chapter 10) as well as Liechtenstein, Iceland, Norway and Switzerland need no work permit for working in Austria.

Nationals of **Bulgaria** and **Romania** need a work permit to be employed in Austria. If the work permit is granted these students are not restricted as regards the extent of their work, i.e. their permitted work is not limited to seasonal work or minimum income work (geringfügige Beschäftigung). One of the requirements for the work permit is that the vacancy cannot be filled by unemployed people registered with the employment service (labour market check).

b) Nationals of third countries

i. Work permit

Students who are nationals of third countries and who are in possession of a residence permit are in principle permitted gainful employment during their studies in Austria. The provisions of the Act Governing Employment of Foreign Nationals have to be observed.

In principle students who are nationals of third countries need a work permit for gainful employment. The successful course of studies may not be compromised by the job. Students get a work permit for employment for up to **10 hours weekly** if they are studying in Bachelor degree programme, students in Master degree programmes are allowed to work with work permit up to **20 hours weekly**. Full time employment is possible for the periods during which no lectures take place. The work permit has to be applied for at the employment service (Arbeitsmarktservice -AMS) by the employer at least 6 weeks before the beginning of the employment and is only valid for a specific job with the specific employer.

Please note: Work permit is also necessary for minimum income work (geringfügige Beschäftigung)!

ii. Confirmation of notification

If a **practical training** is scheduled in the curriculum of the Austrian educational institution no work permit has to be applied for. Instead, the employer has to notify the employment service (Arbeitsmarktservice -AMS) of the practical training at least two weeks before the beginning of the training. The AMS will then issue a **confirmation of notification**.

A **traineeship** (Volontariat) can also be carried out without a work permit. A traineeship is defined as an occupation that only serves the gaining of skills and knowledge for a future occupation without claim to payment and without the obligation to work. In the case of a traineeship the employer also has to notify the employment service. A traineeship is only possible if there are no unemployed people registered with the employment service who can fill the position.

iii. without work permit or confirmation of notification

A work permit is not necessary for work that is **not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals (AuslBG)**, for example:

- academic work in research and teaching, in the development and promotion of the arts as well as art teaching, e.g. research assistants,
- activities in the framework of EU educational and research programmes (e.g. Erasmus, Tempus, Phare) or
- activities in the framework of reciprocal exchange programmes, in which at least one Austrian university takes part (OeAD, AIESEC, ELSA, IAESTE, FHK,..)

For gainful work based on a **contract for work and labour** (*Werkvertrag*) (= self-employed work) no work permit is necessary either. In contrast to employment in this case the subject of the contract is the accomplishment of a workpiece/success. The self-employed worker (entrepreneur) is not bound to fixed working times, he/she is free to choose the place where he/she wants to carry out his/her work and is not integrated in the

organisation of the employer. The entrepreneur is responsible him/herself for the registration with national insurance, if necessary, and the payment of taxes (VAT, income tax).

iv. Family members

Family members of students who are nationals of third countries are not permitted to work in Austria.

9. Contact points

- **for questions about studying and living in Austria**
Austrian Student Union (*Österreichische HochschülerInnenschaft (ÖH)*) – representative body of the students
Tel. +43 (0) 1/310 88 80, e-mail: oeH@oeH.ac.at, auslaenderInnenreferat@oeH.ac.at, www.oeH.ac.at
ÖH at the universities, universities of applied sciences (Fachhochschulen) and university colleges of teacher education: www.oeH.ac.at/vorort
- **for questions about studying at a specific educational institution in Austria**
International Office (*Außeninstitut, Büro für Internationale Beziehungen*) and **Admission Office** (*Studienabteilung*) of the relevant university: www.portal.ac.at
International Relations Departments and **International Coordinators** of the relevant University of Applied Science (Fachhochschule): www.fhr.ac.at, www.fachhochschulen.ac.at
University Colleges of Teacher Education: www.bmukk.gv.at
Private universities: www.akkreditierungsrat.at
- **for questions about the stay in Austria and about this brochure**
Austrian Exchange Service (OeAD):
Tel. +43 (0)1/534 08 -201; info@oead.at, www.oead.at
- **for questions about residence titles (for stays of longer than 6 months):**
Federal Ministry of the Interior (BMI), Department III/4:
Tel. +43 (0)1/53126-0, e-mail: bmi-iii-4@bmi.gv.at, www.bmi.gv.at
- **for questions about visa, entry without visa (stays for under 6 months):**
Federal Ministry of the Interior (BMI), Department II/3:
Tel. +43 (0)1/53126-0; e-mail: bmi-ii-3@bmi.gv.at, www.bmi.gv.at
Federal Ministry for European and International Affairs, Department IV.2:
Tel. +43 (0)50 11 50-0; e-mail: abtiv2@bmeia.gv.at, www.bmeia.gv.at

- **for questions about work and employment:**
Federal Ministry of Labour, Social Affairs and Consumer Protection, Department VI/7:
Tel. +43 (0)1/71100-0, e-mail: post@bmask.gv.at, www.bmeia.gv.at

- **abroad:**
Austrian representative authorities (embassies and consulates general):
www.bmeia.gv.at

- **Grants and scholarships**
www.grants.at

10. List of the EU/EEA countries and Schengen countries

EU countries (European Union)

- | | | |
|------------------|-----------------|---------------|
| ▪ Austria | ▪ Germany | ▪ Malta |
| ▪ Belgium | ▪ Great Britain | ▪ Netherlands |
| ▪ Bulgaria * | ▪ Greece | ▪ Poland |
| ▪ Cyprus | ▪ Hungary | ▪ Portugal |
| ▪ Czech Republic | ▪ Ireland | ▪ Romania * |
| ▪ Denmark | ▪ Italy | ▪ Slovakia |
| ▪ Estonia | ▪ Latvia | ▪ Slovenia |
| ▪ Finland | ▪ Lithuania | ▪ Spain |
| ▪ France | ▪ Luxemburg | ▪ Sweden |

All nationals of countries marked with * (new EU countries) need a work permit.

EEA countries (European Economic Area)

All member countries of the European Union as well as Iceland, Liechtenstein and Norway.

Schengen countries¹³

- | | | |
|------------------|---------------|---------------|
| ▪ Austria | ▪ Hungary | ▪ Norway |
| ▪ Belgium | ▪ Iceland | ▪ Poland |
| ▪ Czech Republic | ▪ Italy | ▪ Portugal |
| ▪ Denmark | ▪ Latvia | ▪ Slovakia |
| ▪ Estonia | ▪ Lithuania | ▪ Slovenia |
| ▪ Finland | ▪ Luxemburg | ▪ Spain |
| ▪ France | ▪ Malta | ▪ Sweden |
| ▪ Germany | ▪ Netherlands | ▪ Switzerland |
| ▪ Greece | | |

¹³ as at: 23/12/2008

11. Legalisation

Legalisations verifies the originality of a signature, a seal or a stamp and confirms the authenticity of the authority that issued the document. Foreign documents that are to be submitted to authorities and higher education institutions in Austria need to be legalised in most cases. Several countries have concluded bilateral agreements with Austria about the recognition of documents without further formalisation. Further several states have ratified the Hague Convention that sets out a simplified procedure through apostille. Documents of all other countries have to be fully legalised.

Thus three scenarios are possible:

1. No legalisation is required.
2. Legalisation by means of an apostille is required.
3. Full diplomatic legalisation is required.

1. No legalisation: Certain documents (e.g. birth certificate, judicial documents) issued by authorities from countries Austria has concluded bilateral agreements do not need any legalisation. Generally these agreements were concluded with EU Member states and few non-European states. For countries no legalisation is necessary please see: <http://fabsits.heimat.eu/>

2. Legalisation by means of an apostille: Apostilles are seals that are attached by local authorities to public documents (e.g. confirmations about your studies) in standardised form. Presently about 100 states have ratified legalisation agreement of the Hague and thus their documents only need an apostille: <http://www.hcch.net>

3. Documents from all other countries need full diplomatic legalisation. This means that first the internal legalisation process of the country of origin has to be completed, then final legalisation of the document is carried out by the ministry for foreign affairs of that country and finally the respective Austrian representative authority has to legalise the document again.

Since these regulations are country-specific it is recommend to enquire at the Austrian representative authority if and which documents have to be legalised in order to be accepted by Austrian authorities.

12. Glossary

Austrian representative authorities: embassies and consulates-general
www.bmeia.gv.at

Authority in charge of residence: This is the authority in charge of the granting or renewal of a residence title or the issue of a confirmation of registration according to the (intended) place of residence of a foreign national. The person in charge is the **provincial governor** (*Landeshauptmann*), who can entitle the municipal authorities of the individual districts to decide on his/her behalf. The competent authorities and their addresses can be found on the government agency help site <http://www.help.gv.at>.

Confirmation of registration (Anmeldebescheinigung): serves the documentation of the common residence and settlement regulations of EU/EEA and Swiss nationals (see chapter 5).

Curriculum: "Syllabus" of a study programme, defining the qualification profile, contents and structure of a study programme and the examination regulations.

Declaration of guarantee: a written declaration of a person living in Austria in which this person commits him/herself to taking over the costs of health insurance, living costs and accommodation as well as other costs caused by the holder of the residence title to the state and its authorities and institutions (e.g. health insurance carriers). This commitment is valid for 5 years and has to be pronounced before an Austrian law court or notary. The form can be found on the [homepage of the Federal Ministry for the Interior](#).

ECTS: European Credit Transfer System; system for the crediting of academic achievements at European universities.

Employment Service (*Arbeitsmarktservice (AMS)*): The employment service places people in vacant positions and supports companies by means of consultancy and information; which local branch office of the AMS is competent depends on the place of residence of the prospective employee and the domicile of the company, respectively
<http://www.ams.at>

Minimum income work (*Geringfügige Beschäftigung*): Minimum income work is defined as work limited to a gross salary of EUR 376.26 per month (this amount is revised annually). Minimum income workers have no automatic health insurance coverage.

Nationals of third countries: are foreigners who are nationals of countries other than the EU/EEA or Switzerland.

Post-secondary educational institutions: In Austria recognised post-secondary educational institutions are educational institutions

- that offer study programmes corresponding to at least 180 ECTS credits,
- and at which admission requires the general university entrance qualification or, in the case of arts studies, proof of artistic qualifications, and
- that are recognised as educational institutions in the sense of this definition according to the provisions of the law of the country in which they are located.

Provisional confirmation of admission: Confirmation of admission by a university or Fachhochschule which is conditional on the passing of a prescribed entrance examination.

Quota: The number of new settlement permits (e.g. for key workers, family members) that are allocated yearly is limited by the law and this is called quota. If this number (quota) has been reached in a specific year no more settlement permits that are subject to quotas can be issued in that year. There are, however, other residence titles which are not subject to any limitations in terms of numbers and thus are "not subject to quotas" (e.g. all residence permits).

Residence titles: entitle nationals of third countries to stay in Austria for more than 6 months and can be renewed in Austria if all requirements are met. Residence titles for example are residence and settlement permits.

Show credibly: You have to show by means of appropriate documents that the financing of the stay and an accommodation in Austria is guaranteed as soon as the study programme in Austria is started. Such documents can for example be: written confirmation of regular alimony payments of parents, confirmation of accommodation, e.g. preliminary rental contract, booking of a room in a student hall of residence.

Student self-insurance: Degree programme students (*ordentliche Studierende*) at all universities, university colleges of teacher education and Fachhochschulen as well as non-degree programme students (*außerordentliche Studierende*) in university preparation programmes can take out a student self-insurance with the national health insurance carrier (*Gebietskrankenkasse*) at their place of study. The costs for this insurance are EUR 23.84 per month (in 2009). For this insurance, however, the student's income must not exceed a certain amount and the insurance moreover is subject to certain conditions (duration of studies, change of studies).

Supplementary examination: Examinations prescribed by the universities in order to fulfil the admission requirements or to prove proficiency in German or the physical and motorical ability.

University Preparation Programme: The University Preparation Programmes in Vienna, Graz and Leoben are institutions preparing international students for university studies. Their task is to prepare students for supplementary examinations in German or other subjects that are scheduled by the universities.


Visa: entitles to entry to Austria and to staying in Austria for up to 6 months. People who need a visa for Austria are subject to *Visumpflicht*. People from certain countries can travel to Austria without a visa (*Visumfreiheit*). A visa cannot be renewed in Austria. The different categories of visas are described in chapter 6a).

Work permit: A work permit is granted to the **employer** and entitles him/her to employ the specific person for whom they applied for the work permit for a specific job.

13. Abbreviations

AIESEC	The international platform for young people to discover and develop their potential
AMS Arb	Arbeitsmarktservice (Employment service)
AuslBG	Ausländerbeschäftigungsgesetz (Act Governing Employment of Foreign Nationals)
BMEIA	Bundesministerium für europäische und internationale Angelegenheiten (Federal Ministry for European and International Affairs)
BMI	Bundesministerium für Inneres (Federal Ministry for the Interior)
BMWA	Bundesministerium für Wirtschaft und Arbeit (Federal Ministry of Economy, Family and Youth)
ELSA	European Law Students' Association
EEA	European Economic Area
e.g. for	example
EU European	Union
FH	University of Applied Sciences (Fachhochschule)
FKH Fach	hochschul-Konferenz (Association of Universities of Applied Sciences, Austria)
IAESTE	The International Association for the Exchange of Students for Technical Experience
ICAO	International Civil Aviation Organization
i.e. that is	that is
OeAD	Austrian Exchange Service



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und internationale Angelegenheiten



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