

# **Inhalt**

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# 1 | Foreword

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Welcome to the Vienna University of Economics and Business!  
We appreciate your interest in our educational institution and your decision to study in Austria. Internationalism is very important to us - the WU is positioned not only among the first in international top-rankings, we are also the university with the highest number of foreign students in Austria (around 35%). With us, you are in good hands!

Every beginning is difficult, so we have tried to summarize the most important information for you in this brochure, in order to make your entry and your stay as smooth as possible.

We recommend you provide the documents required by the university as complete as possible and be sure to note the requirements and deadlines, so you get your admission in time. The sooner the better, especially as this process can take up to 12 weeks if not longer.

If you have questions or difficulties during your studies, don't panic, you're not alone! Our team from the Foreign Students Department will be pleased to help and support you. We speak more than 20 different languages, so communication should be no problem. You are also very welcome to join us as a regular member! As such you are surrounded by a group of friends and you will never be alone at the university!

You can visit us during our opening hours (check the opening hours on our website: <https://oeh-wu.at/service/foreign-students>), contact us over the phone under the number: +43 (0)1 31 336 4294 or by e-mail: [foreignstudents@oeh-wu.at](mailto:foreignstudents@oeh-wu.at).

If you are already in Vienna, come and visit us personally. Our office is located in the student union building SC, best reached by metro line U2, station Krieau.



I wish you a lot of success  
in your studies in Austria!  
Yours,

*Hanna Kubik*  
*Head of Department for*  
*Foreign Students ÖH WU*

## 2 | WU Students' Union - We introduce ourselves!

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### 2.1 Students' Union Advice Centre for Foreign Students at WU

Dear Colleague!

As your student representatives, we are happy to answer your questions about studying and help you with any problems you encounter. The Students' Union Advice Centre is in the WU student union building and you can reach us at any time during the opening hours.

The opening hours and other useful information can be found on the website under the Students Union WU homepage: <https://oeh-wu.at/service/foreign-students>. You can also always write an e-mail to [foreignstudents@oeh-wu.at](mailto:foreignstudents@oeh-wu.at).

*Lea Pressl*  
Chairwoman ÖH WU  
AktionsGemeinschaft WU



## 3. Studying at the WU

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### 3.1. | The WU – Past & Present

#### Short history of the WU

The WU is one of the oldest business schools in Europe. Its predecessor, the Imperial-and-Royal-Export-Academy was founded on the 1st of October 1898. After the First World War, the academy transformed into the University of World Trade, which offered a three years' study program at first. In 1975 the name was changed again, this time to Vienna University of Economics and Business.

In 1982 the WU moved into their new building in the Augasse. In its history, the WU has produced thousands of highly qualified graduates who are successful, both in Austria and internationally. The practical relevance of the training is demonstrated by consistent top positions in international rankings, which is also made possible through close

cooperation with the industry. Furthermore, the WU has over 200 partner universities all around the world. Their wide range of courses and the international orientation of their teaching and research has made the WU the renowned center of knowledge it is today.

### **The WU Today**

The Vienna University of Economics and Business (WU) has moved out of its old building in the 9th district to a beautiful new campus in the 2nd district near the famous Viennese Prater.

With around 100,000 m<sup>2</sup> of floor space, the project is one of the largest university building sites in the EU. The 90,000 m<sup>2</sup> lot is located next to Prater, one of Vienna's most popular recreational areas.

Located between two subway stations, the new campus is conveniently accessible by public transportation. The new location is a university campus that offers both students and faculty ideal conditions for teaching and research. Based on the Bologna program's three-tiered degree program structure, the new campus will offer separate administrative and support structures for undergraduates and graduates. The Library & Learning Center is a modern service center, housed in a building open to students, teachers, and researchers that was designed by Pritzker Architecture Prize winner Zaha Hadid.

The realization of a new WU campus represents an important step in the university's development, and a further milestone toward reaching its goal of further improving its top position among business schools. It is one of the largest economic universities in Europe. It combines an attractive range of courses, efficient operation and studies a wide range of specializations and research directions. These benefits attract many students from abroad which already make up around 35% of all students. Additionally, more than 500 exchange students opt for the WU each year.

## **3.2 | Degree Programs at the WU**

In the winter semester 2006/2007, the WU adapted to the post-Bologna study architecture of Bachelor, Master and Doctoral/PhD programs. All of WU's degree programs are designed as full-time study programs. If you choose to study part time at WU, you will need considerably longer to complete your degree. Due to budgetary restrictions, only a limited number of (evening) courses are available for working students.

## 3.2.1 | Bachelor Programs

There are three bachelor programs at WU:

**Business, Economics and Social Sciences (BSc)** in German

**Business Law (LL.B)** in German

**Business and Economics (BSc)** in English

These three programs require 6 semesters to complete and consist of a total of 180 ECTS credits. The introductory phase of the German-taught programs are almost identical and last two semesters.

### **Business, Economics and Social Sciences (BSc)**

The Bachelor Program in Business, Economics and Social Sciences takes six semesters and consists of courses and exams worth 180 ECTS credits. After a two-semester introductory phase, students can choose between four different Branches of Study. These are usually taken individually but multiple Branches can be taken concurrently. Graduates of the Bachelor Program in Business, Economics and Social Sciences are awarded the degree Bachelor of Science (WU) / abbreviated as BSc (WU).

### **The four Branches of Study:**

**1. Business Administration** is a comprehensive and interdisciplinary program. Various methods of instruction are used to impart a solid business education as well as to train problem-solving skills and situational competence. A strong foundation in business administration, combined with a choice of two specializations within the program, opens up a wide spectrum of professional opportunities after graduation.

**2. International Business Administration** is internationally oriented to stay abreast of the increasing globalization of the world economy. The curriculum includes two foreign business communication languages, mandatory experience abroad and an intercultural training. These aspects are all important prerequisites for success in cross-border business. It aims to provide students with a solid business administration education as well as language skills and intercultural competence.

**3. Economics and Socio-Economics** skills necessary to interpret and manage social and business situations competently. A solid foundation in economics and social sciences is complemented by an emphasis on analytic methods in empirical research. In the third year of the program, students choose one of two specializations in economics or social sciences.

**4. Business Informatics** concentrates mainly on IT-specific know-how with an emphasis on new developments in information technology and their corporate application. The strong business administration orientation is what makes this program stand out from other information systems or business informatics programs. This Branch provides graduates with professional qualifications and practical skills. The program's main objective is to educate top-notch specialists in the fields of information technology (IT) and information systems (IS). Graduates are qualified for positions in design, development and implementation of applications in the IT sector, e.g. in New Economy businesses. The curriculum allows students to customize their studies and encourages students to reflect on the materials learned in a more comprehensive context, improving independent work and study skills. The large selection of courses allows students to become familiar with many different areas within the field of IT.

More detailed information on the curriculum can be found on:  
<https://www.wu.ac.at/en/students/my-program/bachelors-programs/business-economics-and-social-sciences/branch-of-study>

#### **Business Law**

In addition to its legal emphasis, the **Bachelor Program in Business Law** is closely related to the fields business and economics. The program focuses on promoting the students' ability to combine business law analysis with their knowledge of business administration and economics in problem-solving processes. The students' **specialized skills** are complemented by the development of:

- **Analytical abilities** (academic/scientific procedures and reflection)
- **Social skills** (self-organization, ability to assess social situations, communication) both in law-related subjects and in classes designed specifically for this purpose.

More detailed information on the curriculum can be found on:  
<https://www.wu.ac.at/en/programs/bachelors-programs/business-law/overview/structure-content>

#### **Business and Economics**

The international-oriented Bachelor program Business and Economics deals with global topics, their issues and how to solve them. Besides getting foundations in economics and business, the students will also learn more about data analysis, analytical thinking and academic writing. To concentrate on the students' interests, there is a wide variety of fields to

specialize in, including the free electives.

### 3.2.2 | Master Programs

Master programs build upon bachelor programs, i.e. the prerequisite for admission to a master program is the successful completion of a bachelor or diploma program in a relevant discipline. Graduates of a master program are in turn entitled to pursue a doctoral or PhD program. WU's master degree programs are usually 4 semesters long (120 ECTS credits), except for the program in Business Education, which takes 5 semesters (150 ECTS credits).

#### **German-Language Master Programs:**

- Business Education
- Business Law (BL)
- Export and Internationalization Management
- Finance and Accounting
- Management
- Socio-Economics
- Taxation and Accounting
- Digital Economy

#### **English-Language Master Programs:**

- International Management/CEMS
- Marketing
- Quantitative Finance
- Socio-Ecological Economics and Policy
- Strategy, Innovation, and Management Control
- Supply Chain Management
- Economics

### 3.2.3 | Doctoral/PhD Programs

To enroll in a doctoral or PhD program, students must have completed a master or diploma degree program. The doctoral and PhD programs are intended to further develop independent research skills and to train and promote young scientists. Before completion of the doctoral program, students must write a research report in the form of a doctoral thesis. These are all three year programs. Except for the PhD in Finance and the PhD in International Business Taxation you will have to find a supervising professor before you can enroll.

- Doctorate in Social and Economic Sciences
- Doctorate in Business Law
- PhD in Finance
- PhD in International Business Taxation
- PhD in Economics and Social Sciences



Philipp Schöllner

*You will get further Information in our Department for Foreign Students. Please check our website for the opening hours.*

### 3.3. | Admission requirements for foreign students (Bachelor Programs)



Konsantin Steiner

*WARNING! Please be advised that the WU has established entry exams for all three Bachelor Programs (Business, Economics and Social Sciences, Business and Economics and Business Law) and that German proficiency (C1) is necessary before you apply for the german taught Bachelor programs. For the Bachelor Business and Economics English proficiency (B2) is required.*

#### 3.3.1 | For EU and EEA citizens:

Applicants from EU and EEA countries must submit the online pre-registration within the following deadlines:

**For Business, Economics and Social Sciences (BSc):**

- for the upcoming academic year: **March 1<sup>st</sup> to May 17<sup>th</sup> \***

**For Business Law (LL.B):**

- for the upcoming academic year: **March 1<sup>st</sup> to May 17<sup>th</sup> \***

**For Business and Economics (BSc):**

- for the upcoming academic year: **March 1<sup>st</sup> to May 17<sup>th</sup> \***

\*As these dates are subject to change, please check [www.wu.ac.at](http://www.wu.ac.at) for the most recent deadlines. After having completed the online pre-registration the fully completed application for admission has to be submitted to the Admissions Office.

Please include the following original documents with your application:

1. Completed application form
2. **Secondary school leaving certificate or degree certificate** from a first degree program of at least 3 years duration (for the fulfilment of the general requirements for entrance)
3. **Additionally 1 copy** of the secondary school leaving certificate or the degree certificate



4. **Copy of your passport** (only the page with your personal information)
5. If available: evidence of adequate proficiency in German/English
6. If you wish another person to act on your behalf throughout the application process: completed power of attorney

Enrollment is possible within the enrollment period as well as within the extended enrollment period. For information regarding the enrollment periods please see the academic calendar online or contact us directly.

**Please note the following:**

- It can take up to eight weeks to process your application.
- The enrollment that you have to carry out personally is only possible after the positive completion of the admission process.
- The winter semester begins on October 1, and the summer semester on March 1.
- For each course there is a defined registration period, which already starts within the enrollment period.
- If you submit your application late, you could miss registration deadlines for the courses you need, costing you valuable time.

### **3.3.2 | For non-EU and non-EEA citizens and stateless persons:**

Applicants from non-EU and non-EEA countries and stateless persons must submit their **fully completed Pre-registration form** for admission to study to the Admissions Office

**For Business, Economics and Social Sciences (BESC):**

- for the upcoming academic year: **March 1<sup>st</sup> to May 17<sup>th</sup> \***

**For Business Law:**

- for the upcoming academic year: **March 1<sup>st</sup> to May 17<sup>th</sup> \***

\*As these dates are subject to change, please check [www.wu.ac.at](http://www.wu.ac.at) for the most recent deadlines.

Additional requirements apply to some countries.

Please fill out online pre-registration for country-specific information concerning admission to your chosen Bachelor's program. The Admission Office will send you the required information within a few days by e-mail.

Pursuant to the Universities Act 2002, applicants from countries

outside the European Union (EU), the European Economic Area (EEA) and stateless persons who wish to enroll in a Bachelor's program at WU require proof of general university entrance qualifications (allgemeine Universitätsreife), special entrance requirements (besondere Universitätsreife) and possibly documentation of sufficient proficiency in the German language.

Please include the following original documents with your application:

**1. General requirements for entrance:** Secondary school leaving certificate. Please note: Some secondary school leaving certificates do not meet the WU's requirements. (For the Bachelor Business and Economics all secondary school leaving certificates are accepted!)

**2. Proof of Special University Entrance Qualification (besondere Universitätsreife) This does not apply to the Bachelor Business and Economics!**

You have to be admitted to a University in your home country. Your entitlement for direct access must be confirmed in writing by the accredited university (President/Dean/Registrar).

The confirmation must state that you are entitled to enroll in a Bachelor's program without requiring any further entrance exams, interviews, etc. in the academic year in which you wish to start your studies at our university (e.g. 2021/22)

- **in business administration**, economics, commerce or a related field of study (if you have chosen to apply for the WU Bachelor's program in Business, Economics and Social Sciences or for the English Bachelor program Business and Economics)
- **in law** (if you have chosen to apply for the WU Bachelor's program in Business Law)

If you have already begun an equivalent Bachelor's program, please submit confirmation that you would be entitled to continue your studies at your current university in the academic year in which you wish to start your studies at our university.

The confirmation must include the following information:

- Your name
- Name of the field of study
- Legal required duration of the academic program
- Academic degree conferred upon graduates of the program
- Enrollment/continuation eligibility period – must correspond with the time in which you plan to enroll in a WU program
- Confirmation that you have fulfilled all admission requirements demanded in addition to your school leaving certificate /academic

degree (e.g. successful completion of selection procedure, completed entrance exams, interviews, etc.) or confirmation that no additional requirements would have applied. In case you have already begun your studies in a first degree program at a nationally accredited university: an updated academic record (**transcript**) with details of all examinations you have passed and the number of credit hours attended in each semester or year at your previous university

If one of the provisions of the ordinance governing admission of certain groups of potential students (see the section on **Personengruppenverordnung**) applies to you, you do not require the confirmation indicated under point 2.

**3.** In cases where one of the provisions of the ordinance governing admission of certain groups of potential students applies, applicants are requested to submit the relevant documentation. Please see Section 3.3.3. for further information.

**4.** Completed **application form**

**5. Curriculum vitae**, documenting in particular your education to date

**6. Copy of your passport** (only the page with your personal information)

**7. If available: an evidence of adequate proficiency in German** (level C1) is required to apply successfully for Business, Economics and Social Sciences (BSc) or for Business Law (LL.B). If this is not the case, one has to complete German courses, which are available for both Bachelor Programs, before the registration for regular courses. For Business and Economics English proficiency (at least B2) is required.

**8. Additionally 1 copy** of all above-mentioned documents

**9.** If you wish another person to act on your behalf throughout the application process: completed **power of attorney**

If you already have a Bachelor's degree in an economic field (or a Bachelor's degree in law if you wish to enroll in Business Law), or an equivalent degree from an accredited university, this is valid proof of general and special university entrance qualifications. In this case, please include the degree certificate/diploma earned after completion of your university studies in place of the documents named in items 1 and 2.

**Please send the complete application package to:**

WU Vienna University of Economics and Business

**Equivalent school leaving certificate  
(For the Bachelor Business and Economics all secondary school  
leaving certificates are accepted!)**

School leaving certificates from the following states are regarded as equivalent, whereby the list does not lay a claim on completeness:

- Albania \*
- Andorra \*
- Armenia \*
- Australia \*
- Azerbaijan \*
- Belarus \*
- Belgium \*
- Bosnia and Herzegovina
- Bulgaria
- Croatia
- Cyprus \*
- Czech Republic
- Denmark
- Estonia \*
- Finland
- France \*
- Georgia \*
- Germany \*
- Greece \*\*
- Holy See \*
- Hungary
- Iceland \*
- Ireland \*
- Israel \*
- Italy \*
- Kazakhstan \*
- Kosovo
- Kyrgyzstan \*
- Latvia \*
- Liechtenstein
- Lithuania \*
- Luxembourg
- Macedonia

- Malta \*
- Moldova \*
- Montenegro
- Netherlands \*
- New Zealand \*
- Norway \*
- Poland
- Portugal \*
- Romania
- Russian Federation \*
- San Marino \*
- Sweden \*
- Switzerland \*
- Tajikistan \*
- Turkey \*\*
- Ukraine \*
- United Kingdom \*

\* except certificates with substantial differences to the Austrian educational system

\*\* in combination with the national admission examination

### **In which form do I have to submit my documents?**

Original certifications and translations (English or German) must be certified in accordance with the legal regulations. Please attach them to the original documents and/or the certified photocopies, so that the study department can return the original documents with their letter in reply to you. More information under:

<https://www.wu.ac.at/en/programs/application-and-admission/>

### **Legal regulations for authentication of documents**

Certificates issued in a country with which Austria has concluded no agreement on the authentication of official documents the Austrian consular authorities in your country must authenticate their status as evidence. You can carry out such authentication retrospectively in the embassy responsible for your representation in Vienna. The documents must be counter-stamped in the Legalization Office of the Federal Ministry for Foreign Affairs (address: Minoritenplatz 8, 1010 Vienna). However, please note that in both cases the original documents must already have been authenticated according to your own country's usual process (culminating with the counter-stamp of your own Ministry of Foreign Affairs).

**Certificates issued in the following countries must be officially authenticated by Apostille in accordance with the Hague Agreement:**

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Botswana, Brunei, Cape Verde, Chile, China (only the Special Administrative Regions of Hong Kong and Macao), Colombia, Cook Islands, Costa Rica, Dominica, Ecuador, El Salvador, Fiji, Georgia, Grenada, Guatemala, Guyana, Honduras, India, Iceland, Israel, Japan (applies only to public documents), Kazakhstan, Korea (Republic of), Lesotho, Liberia, Malawi, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Mozambique, Namibia, New Zealand, Nicaragua, Niue, Panama, Paraguay, Peru, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Switzerland, Seychelles, South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Venezuela, United States of America (the WU also accepts documents sent by US institutions directly without Apostille), Uruguay, Vanuatu

**No authentication is needed for certificates issued in the following countries:**

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

**Full diplomatic authentication:**

Documents from all remaining countries require the full diplomatic authentication. The documents must be over-authenticated after going through the domestic authentication way in the respective state (its last station is the State Department of the respective state) and additionally by the responsible Austrian consulate diplomatically. If the document is already in Austria, the over-authentication can also be accomplished by the legalization office of the Federal Ministry for foreign affairs (Minoritenplatz 8, 1010 Vienna). In this case a previous additional authentication is necessary by the agency authority of the respective state in Austria.

### **List of countries that need full diplomatic authentication:**

Afghanistan, Algeria, Bangladesh, Benin, Bhutan, Bolivia, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Central African Republic, Chad, China (without Hong Kong and Macau), Comoros Islands, Congo, Congo (Democratic Republic of), Cuba, Djibouti, Dominican Republic, East Timor, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Holy See, Indonesia, Iran, Iraq, Ivory Coast, Jamaica, Jordan, Kenya, Kiribati, Korea (Democratic Republic of), Kosovo, Kuwait, Kyrgyzstan, Laos, Lebanon, Libya, Madagascar, Malaysia, Maldives, Mali, (Sovereign Military Order of) Malta, Mauritania, Micronesia, Mongolia, Mozambique, Myanmar, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Palestine, Papua New Guinea, Philippines, Qatar, Rwanda, Saudi Arabia, Senegal, Sierra Leone, Singapore, Solomon Islands, Somalia, Sri Lanka, Sudan, Syria, Taiwan, Tajikistan, Tanzania, Thailand, Togo, Tunisia, Turkmenistan, Tuvalu, Uganda, United Arab Emirates, Uzbekistan, Vietnam, Yemen, Zambia, Zimbabwe

### **Legal regulations for the translation of documents**

All documents issued in a language other than German or English in principle require translation by a legally sworn translator and authentication according to usual practice in the country where the translation was made and counter-stamped by the Austrian consular authorities there. Alternatively, translations may be authenticated by the embassy responsible for your representation in Vienna, and counter-stamped in the Legalization Office of the Federal Ministry for Foreign Affairs (address: Minoritenplatz 8, 1010 Vienna).

### **There are two exceptions:**

- Translations made in Austria by a legally sworn translator require no further authentication in order to be acknowledged in Austria.
- Translations made in a member state of the Hague Agreement have to be authenticated by Apostille.

## **3.3.3 | Person's group regulations**

If you belong to one of the groups of persons listed below, your university entrance qualification (secondary school leaving certificate, academic degree) is considered equivalent to one issued in Austria. You will need confirming documents as proof.

Therefore, you do not require proof of a special university entrance qualification (besondere Universitätsreife) and you are subject to the **same** tuition fees as **Austrian citizens** (which means that tuition fees

will be waived for the minimum duration of your program plus 2 additional semesters). Please submit the required confirmation in original together with your admission application or for the calculation of your tuition fees.

**Eligible groups:**

Persons for whom Austria has represented the focus of their life and interests for a period of at least five consecutive years immediately prior to their first application for admission at the respective Austrian university, or having at least one legal dependent (parents, husband/wife) for whom such is the case

**Confirmation:** Residence registration form and extract from the records of the Austrian regional health insurance agency (Österreichische Gebietskrankenkasse); additionally required for persons liable for maintenance payments: birth certificate and/or marriage certificate Persons in possession of a school-leaving certificate from an Austrian school abroad

Persons in possession of a school-leaving certificate from an Austrian school abroad

**Confirmation:** Secondary school leaving certificate

Persons entitled to reside in Austria pursuant to §§ 3, 8, 13, or 75 (5 and 6) of the Austrian Asylum Act (Asylgesetz 2005), Federal Law Gazette no. 100/2005, as amended, or pursuant to previous asylum-related legislation

**Confirmation:** Asylum identity card or official notification of refugee status

Persons enjoying privileges or immunities in Austria on the basis of legal provisions or an international treaty; persons in the service of the Republic of Austria who, at the time of obtaining their school-leaving certificates, were resident in a country outside Austria, where they enjoyed privileges or immunities on the basis of legal provisions or an international treaty; the spouses or registered partners of such persons and the children of such persons

**Confirmation:** Valid identity card (Legitimationskarte) issued by the Federal Ministry for European and International Affairs

Foreign journalists accredited in Austria, for whom Austria is the principal country of work; the spouses or registered partners of such persons and children of such journalists

**Confirmation:** Press accreditation card (Akkreditierungsurkunde)



Persons who have been awarded a scholarship for the program they are applying for, either on the basis of the provisions of an international treaty or, to the same amount, from those funds of an Austrian local or provincial authority which, under the financial regulations of that authority, are assigned explicitly for scholarships

**Confirmation:** Proof of receipt of the scholarship

Note: This document has no legal status. For legal purposes the sole valid version of the information it contains is that published in the Austrian Federal Law Gazettes (Bundesgesetzblättern der Republik Österreich)

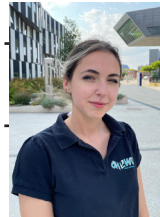
### 3.3.4 | Proof of Language Proficiency

*Our students must have an adequate knowledge of the German language of at least level C1 prior to enrollment.*

As the teaching language at the WU is for two of the three Bachelor programs German, a good knowledge of the language is key and will make studying much easier for you. As of now, the WU requires you to prove this knowledge when enrolling as the entrance exam itself is in German. But if you don't have sufficient German knowledge, you can take the German classes exclusively for students planning to enroll in the Bachelor's Programs in Business, Economics and Social Sciences or Business Law (**see the next section**).

The following German language certificates will be accepted as proof of German proficiency. They have to be presented, together with the admission papers for a degree program at WU, at the International Section of the Admission Office:

- C1 from the Österreichisches Sprachdiplom Deutsch (ÖSD)
- Supplementary examination in German from the Vienna University Preparation Program (VWU)
- Goethe Certificate C1 from the Goethe Institute
- German as a school leaving certificate subject
- A degree from a German-taught academic program at least 3 years in duration
- TELCDeutsch "C1 Hochschule"
- Deutsches Sprachdiplom - Zweite Stufe from the German Standing Conference of the Ministers of Education and Cultural Affairs
- TestDaF (level TDN 4 in all subtests)
- DSH-2 (Deutsche Sprachprüfung für den Hochschulzugang)
- TestDaF (required minimum grade for all parts of the exam: TDN 4)



Hanna Kubik

### English Skills

For the WU's Bachelor Program Business and Economics you need documents that show English skills of level B2. The following certificates will be accepted:

- TOEFL 85
- IELTS 6.0
- Cambridge English: First (FCE-B2), CAE (Certificate in Advanced English), CPE (Certificate of Proficiency in English), BEC Higher (Business English Certificate Higher), BEC Vantage (Business English Certificate Vantage)
- Oxford Test of English (at least 126 points)
- A positive grade in English on the school report preceding the secondary school certificate, or on the leaving certificate, issued by a school in the EU, the EEC, or Switzerland
- Documentation proving that English is your first language

### 3.3.5 | german courses and university preparation courses at the Vorstudienlehrgang der Wiener Universitäten (VWU)

**The German courses are for Business Law and Business, Economics and Social Sciences students:** In case students meet the requirements for admission at our University, they may enroll for a maximum of three semesters as non-degree students (außerordentliche Studierende) in order to learn German at the VWU. After having successfully passed the final German exam, students can be admitted as regular students.

The VWU is an institution providing university preparation courses for international students. As such it offers intensive courses for a place at the university to prepare them for supplementary examinations prescribed by the universities for foreign students:

- who were accepted at a Viennese University AND
- EITHER have little or no knowledge of German
- OR who must do supplementary examinations for their secondary school leaving certificate for individual subjects (e.g. Mathematics, English, Physics, Chemistry, Biology, History, Geography).

#### Organization of the VWU

The VWU operates according to standard university semesters. The course typically lasts one semester (approximately 320 lessons).

Winter semester: October – February

Summer semester: March – June

The VWU has a system of several levels: from level 1 for students without German language skills up to level 5 for students with profound knowledge. Depending on the students previous knowledge of the VWU after 1 to 4 semesters, with the additional examination in German and the supplementary examinations in the subjects students may start off as regular listeners to study at the university.

### **Course registration:**

1) At the beginning of your studies you have to enroll in the trial department. Then in each subsequent semester you have to report to continue your studies at the University.

2) First-time applicants get a payment bill for the tuition fee at the study department. Please use the original payment form! For registration you will need:

- the letter of acceptance / approval letter
- the student ID / matriculation number
- the number of the coupon (stamped by the university)

The tuition fee is € 1241. Additional fees may apply. You might be eligible for a reduced fee of 495 Euro. It applies to three categories of students:

**Category 1:** Nationals of Afghanistan, Albania, Angola, Armenia, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Democratic People's Republic of Korea, Djibouti, Eritrea, Ethiopia, Gambia, Georgia, Guinea, Guinea-Bissau, Haiti, Kiribati, Kosovo, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Moldova, Mozambique, Myanmar, Nepal, Niger, Palestine, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe

**Category 2:** Students who are asylum seekers, recognised refugees or subsidiary protected persons in Austria

**Category 3:** Students who only have to pass supplementary examinations in English, mathematics, history, geography, physics, chemistry or biology (but not examinations in German).

## 3.4 | After admission:

### 3.4.1 | Student ID card

Immediately after admission or after receiving the Admission letter you can get your student ID card in the Study Service Center, LC building, 2nd floor. This card is equipped with the following functions:

- Identification function (with digital photo)
- Use of self-service terminals in the LC building, 2nd floor
- Borrowing permit for the WU library (activation required in the Library)
- Entrance key to the library
- To pay your Mensa meal

### 3.4.2 | Powernet account set up

Any newly registered student will receive an information sheet with the access for the PowerNet account (login name, a PowerNet password, the e-mail address and the PIN)

**!! Note:** Upon receipt of an account you agree to the user regulations of the ZID (for computer science center services), comply with these and keep your password secret and do not disclose it to third parties. For students who have not reported back one or more semesters, the PowerNet account will have to be set up again. An active PowerNet account is required to be able to use all the other Internet services of the ZID and can therefore be necessary for a full-fledged Internet access.

#### **The PowerNet account gives access to the following services:**

- Access to the Course and Examination Information System
- E-mail, webmail ([webmail.wu.ac.at/](mailto:webmail.wu.ac.at/))
- WWW (World Wide Web)
- News
- Secure Shell (SSH) / Telnet
- External Internet access via modem, or ADSL Chello
- FTP
- Control Panel ([controlpanel.wu.ac.at](http://controlpanel.wu.ac.at))
- Wireless LAN, self-study areas
- printing account (PowerPrint)
- my home page (50MB)
- WU-specific applications such as for example Learn@WU
- Use of PC workstations

### 3.4.3 | Re-registration

Please note that tuition fees must be paid before the end of the enrollment period for each semester, at enrollment or re-registration for the semester!! **IMPORTANT:** If you have not re-registered by the end of the extended re-registration period, you will be automatically unrolled from your degree program. You will NOT be able to take any further examinations, submit recognition applications, etc. This also applies if you re-registered at a different Austrian university. You will have to re-register at each and every university you plan to study for each term.

### 3.4.4 | The Admission Office

If you have questions or problems to the below mentioned points, you should contact the Admission Office

#### Tasks and activities of the Admission office

- Approval of domestic and foreign students (inclusion of studies, feedback, change or additional intake of study, unrollment)
- Student ID card - signature card (first issue, duplicate if lost, stolen or defective cards)
- Personal data changes (name or address changes)
- Tuition fees (prescribing, remission, refund)
- Leave of absence

#### Location:

WU Vienna University of Economics and Business  
Study Service Center - Admissions  
Welthandelsplatz 1 Gebäude LC, 2. OG  
1020 Vienna, Austria

### 3.5. | The student tuition fee

The standard tuition fee is **€ 363.36** per semester. The tuition fee for third-country nationals is **€ 726.72** per semester. Payment during the extended enrollment period increases the standard fee of € 363.36 by 10%. The tuition fee of € 726.72 for third-country nationals does **not** increase in the extended enrollment period. As a general rule, these tuition fees are compulsory for all students at all Austrian universities. However, tuition fees can be waived permanently or temporarily for certain groups of students under

certain conditions. Note the tuition-free period.

The ÖH membership fee in the amount of 20,70 Euro (as of July 2021) **must be paid by all students**, even from those who are exempt from the payment of tuition fees. It does not increase in the extended enrollment period.

Students with several studies at the same or at a different university have to pay the tuition fee, as well as the ÖH student fee, only once. If students study concurrently at a university and under a Fachhochschule program, they have to pay the tuition fee twice, in case the Fachhochschule collects tuition fees.

In-depth information and exceptions:

- Tuition-free period, temporary waiver of tuition fees for degree program students:

Tuition fees are waived temporarily for the length of the **prescribed standard duration of the respective degree program, plus two extra semesters (tuition-free period)** for the following groups of degree program students:

- Austrian citizens
- Citizens of EU countries
- Citizens of EEA countries (Norway, Iceland, Liechtenstein)
- Swiss citizens
- Refugees under the provisions of the Geneva Convention (including students from other EU countries)
- Beneficiaries of subsidiary protection status

Privileged third-country nationals (begünstigte Drittstaatsangehörige) who hold one of the following types of residence permits:

- EC Long-Term Residence Permit (Daueraufenthalt - EG) issued by the appropriate Austrian authority
- EC Long-Term Residence Permit (Daueraufenthalt - EG) issued by the appropriate authority of another EU country, plus Austrian residence permit
- Permanent residence permit (Daueraufenthaltskarte) issued by the appropriate Austrian authority
- Students covered by the provisions of the ordinance governing admission of certain groups of potential students (Personengruppenverordnung)
- Students who are holders of a residence permit other than a Student Residence Permit (Aufenthaltsbewilligung Studierende)
- These students must prove their status to the Admissions Office by providing all the necessary documents (residence permit,

administrative decision on asylum application, etc.).

- Students who exceed the allowed tuition-free period will be required to pay the applicable tuition fee in addition to the ÖH membership dues. Exceeding the tuition-free period means that a student fails to complete one of his or her academic programs within the allowed number of tuition-free semesters. Tuition fees can be waived under certain conditions. In these cases, the student must still pay the ÖH membership dues. Permanent waiver of tuition fees for degree program students:

A **permanent waiver of tuition fees** is granted to degree program students who are citizens of one of the least developed countries according to the Tuition Fee Ordinance (Studienbeitragsverordnung). The ÖH dues must be paid by all students, however, irrespective of any tuition fee waivers.

The permanent waiver of tuition fees applies to students from any of the following countries: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia

#### **Non-degree program students:**

These students are required to pay the standard tuition fee of € 363.36 and the ÖH membership dues (€ 20,70 as of July 2021) starting in the first semester of their studies, regardless of nationality. Enrollment or re-registration during the extended enrollment period does not increase the tuition fee.

Tuition fees are waived for non-degree program students enrolled only in a **certificate program** (Universitätslehrgang) or a university preparation program (Vorstudienlehrgang at VWU). These students must only pay the program fee of the VWU and the ÖH membership dues.

Here is a list of the legally valid grounds for a waiver of tuition fees. They apply (excluded point 5) only to **degree-program students** but not to Non-EU and Non-EEA citizens who are holders of a residence permit for students:

The student was hindered in his/her studies by serious illness for at least two months during the respective semester

**Documentation:** written confirmation from a medical specialist

**Duration of waiver:** a maximum of two consecutive semesters (repeat applications possible)

The student was hindered in her studies for at least two months during the respective semester due to pregnancy

**Documentation:** written confirmation from a medical specialist

**Duration of waiver:** a maximum of two consecutive semesters

The student is the main person responsible for the care and upbringing of a child below the age of 7 years, or until the child enters first grade, living in the same household

**Documentation:** Birth certificate and residence registration form (Meldezettel) of the child, residence registration form of the student and a sworn declaration that the student is the main person responsible for the care of the child

**Duration of waiver:** a maximum of two consecutive semesters (repeat applications possible)

The student has a disability of at least 50% as defined by federal regulations

**Documentation:** disability pass issued by the Austrian social services office

**Duration of waiver:** for the duration of the student's studies or the duration of the disability

The student is the recipient of need-based financial aid pursuant to the Student Support Act (Studienförderungsgesetz, StudFG) 1992 in the current semester or the semester immediately preceding the current semester.

**Documentation:** Official notification letter from the Austrian Study Grant Authority (Studienbeihilfenbehörde)

**Duration of waiver:** a maximum of two consecutive semesters (repeat applications possible)

You can find more information under: <https://www.wu.ac.at/en/students/administrative-information/>

[tuition-fees-students-union-oeh-dues/](https://www.wu.ac.at/en/students/administrative-information/tuition-fees-students-union-oeh-dues/)

### **Reimbursement of the tuition fee**

Applications for **reimbursement of tuition fees** under the aforementioned conditions must be submitted for the **winter semester by March 31**, and for the **summer semester by September 30**.



Applications for reimbursement of tuition fees for cases **not covered** under these grounds may be **submitted May 15<sup>th</sup> - November 15<sup>th</sup>** for the summer semester and **December 15<sup>th</sup> - June 15<sup>th</sup>** for the winter semester. So even if none of the reasons above apply to you, you may be entitled for a refund. Contact us for more information.

Reimbursement of over-payment can be applied for at any time.

**Form, the request for remission of tuition fees:**

[https://www.wu.ac.at/fileadmin/wu/h/students/Studienzulassung/antragauerlass\\_ab\\_Februar\\_2020.pdf](https://www.wu.ac.at/fileadmin/wu/h/students/Studienzulassung/antragauerlass_ab_Februar_2020.pdf)

**Form, Doctor's confirmation:**

<https://www.wu.ac.at/fileadmin/wu/h/students/Studienzulassung/facharzt.pdf>

All evidence must be submitted in original. Foreign documents must meet appropriate translation and legalization provisions.

**!!!! IMPORTANT:** *The student union fee (student contribution and insurance contributions) in the amount of 20,70 Euro (as of July 2021) has to be payed by all students, even from those who are exempted from the payment of tuition fees.*



Fabian Köppel

**How is the tuition fee paid?**

The tuition fee and the ÖH student's fee have to be paid in one amount. Partial payments are not accepted.

WU students can pay their fees using their ATM cards (Bankomatkarten) at the self-service (SB) terminals in the main building of the university. This payment method is both more secure and quicker than using a bank payment slip (Erlagschein). It automatically re-enrolls you for the semester, extends the validity of your electronic student identity card and allows you to print out a confirmation of your re-enrollment and a record of your studies to date (Studienblatt). Both degree and non-degree students may pay their tuition fees using a debit card. However, this option is not open to students attending a university access program (Vorstudienlehrgang).

Payment by means of the coded payment order that is sent to the student or handed over to the student by the admissions office is most expedient, if provided. In case this payment order is lost or becomes unusable, students can request a new one from the admissions office at the university.

Payment by online banking is also provided. In this case, it is essential to observe the corresponding information on the payment order, in order to ensure that the payment can be attributed to the student. In case the payment cannot be attributed, it fails in achieving the desired effect (notification regarding the continuation of studies).

You must re-enroll (i.e., pay your tuition and student union fees) every semester at every university, as otherwise your enrollment will lapse. In case you study at two universities, you only have to pay the tuition fee once, which usually re-enrolls you at that university. As such you will have to additionally re-enroll at your second university (online, at self-service terminals or at the admissions office of the respective university). The only exceptions to this rule are students on leave of absence from their studies (Beurlaubung).

### 3.6 | Leave of absence

**Students may leave for a maximum of two semesters for one of the following reasons:**

1. Completion of a military or civilian service in Austria (presentation of the draft notification),
2. Pregnancy (presentation of the mother-child pass)
3. Care of their children (the original birth certificate in connection with the registration forms of the parent and the child),
4. Semester abroad as free movers (Confirmation of foreign university),
5. Prolonged disease (Doctor's certificate).
6. Care of relatives (evidence of relationship and Doctors's certificate)
7. Voluntary social year

#### **Application**

The application may be accompanied by proof of the reason in the evidence location or department of the study abroad department and shall contain the following information: student number, last name, first name and an indication of the semester or the semesters. Submission and approval of leave must be made no later than two weeks after the beginning of the semester for which the leave is to be applied.

#### **Status during a leave of absence**

During a leave of absence the students remain in their curriculum. Participation in courses, the passing of examinations and the submission and evaluation of scientific work are inadmissible (§ 67 para 2 of the

Universities Act 2002).

### **Payment of the student union fee during the leave of absence**

The Austrian Students' fee in the amount of 20,20 Euro has to be paid.

## **3.7 | Quitting the WU**

Students, who wish to quit before the end of their WU studies, have to obtain a confirmation of leaving the university in the evidence section of the admission office. Please bring in the evidence to unsubscribe your student ID card.

## **4. Residence in Austria**

With the 1st of January 2006, the new immigration law in Austria came into force. This is the comprehensive amendment since the existence of the Second Republic. The following laws replaced the former Rights of Foreigners Act of 1997:

- The Foreigners Police Act 2005
- The Settlement and Residence Act 2005

The Foreigners Police Act deals primarily with the legality of the entry for residence in Austria up to a maximum of 6 months, the issue of „visa“ as well as foreign police actions such as travel restrictions, deportation, detention, etc.

The Settlement and Residence Act regulates stays that extend beyond 6 months, the issue of „Residence Titles“ as permissions to reside, residence permits, etc. Furthermore, the Asylum Act was amended 2003. And the new Citizenship Act came into force in March 2006 after a small obstacle.

### **4.1 | Swiss and EEA citizens**

Students from countries of the European Economic Area (EEA = EU countries plus Liechtenstein, Norway and Iceland) as well as Switzerland must enter with a valid travel document to Austria and don't need a residence permit for their stay in Austria.

Students with EEA and Swiss citizenship, who want to stay longer than 3 months in Austria have to apply for a „Registration certificate“

(Anmeldebescheinigung) within 4 months after entry at the City Council MA 35. That is in addition to the residence application that everyone has to comply by within 3 workdays after taking residence and that has to be repeated everytime you move. (see section on reporting requirements)

**Persons with EEA or Swiss nationality are entitled to settle if they:**

- are employees or self-employed in Austria or
- have adequate health insurance and have sufficient resources or
- have an education at a legally recognized public or private school or educational institution and have completed a sufficient health insurance and regulate sufficient financial resources.



Julia Mühl

*! More about required documents, fees, forms, etc. you will find on here: <http://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/daueraufenthalt/bescheinigungen/anmeldebescheinigung.html>*

*WARNING! The registration certificate is additional to the residence application. If you do not apply in time, you can be fined for an administrative violation!*

## 4.2 | Third-country nationals

Foreign students who are not from the EEA countries or Switzerland need a residence permit for their stay in Austria.

### 4.2.1 | Initial application for „Residence Permit - Students“

The initial application must be made after receiving the approval notice from the university at the competent Austrian representation authority (embassy, consulate) abroad (home country).

Students, who are allowed to enter Austria without a visa, can make the initial application in Austria (Vienna's municipal authority MA35). In addition to the completed form, the following documents (original and copy) must also be submitted:

- Recent photo (not older than 6 months)
- Valid passport (copies of all pages that contain entries and stamps)
- International birth certificate
- Admission letter from the University
- Details of the financing of the stay (in the form of a savings account or evidenced by
- Recent bank statements – amounts vary according to the

representative authority: persons under 24 must prove an income at least 515.30 Euros per month. Persons from the age of 24 must prove at least 933.06 Euros per month) or a submitted pledge of a person living in Austria

- Police clearance certificate, not older than 3 months
- Proof of all-risk health Insurance (e.g. FeelSafe.at Student Health Insurance Basic) OR
- Proof of accepted travel insurance for the first few weeks until All-Risk health insurance is taken out IN Austria. (FeelSafe.at Travel Insurance Plus is currently the only fully legally valid travel insurance for this process)
- Extracts from the credit protection association
- Proof of secure accommodation (lease, dorm) for 1 year

All foreign language documents require a certified translation. The authentication is done by court-appointed interpreter, or at the Department of State of the country. <https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/aufenthaltsbewilligung/bescheinigungen/studierender.html>

The „Residence Permit - Students“ will be issued in credit card format and is valid within Austria as identification.

#### **4.2.2 | Extension of the permit:**

Applications for renewal of a residence permit are to be done within 3 months before the expiry date at the local competent authority within the country. In Vienna, that's the City Council MA 35 (addresses in the appendix).

Attention! If you apply for renewal after the expiry of the old residence permit, the application will be considered like the first application and must be made in the Austrian Representative Authority in your homeland. So be sure to do it on time!

#### **For the application for renewal of the permit you need the following documents:**

1. confirmation of continued education
2. passport
3. photo (not older than 6 months)
4. transcript of records in the amount of 8 credit hours per academic year or 16 ECTS credits per academic year
5. proof of insurance (e.g. FeelSafe.at Student Health Insurance Basic)
6. extracts from the credit protection association
7. housing confirmation (dorm contract, lease)
8. bank statement of the last 10 weeks (see above)

### 4.3 | Reporting requirements for all

Under the Federal Act, the reporting in Austria is every person's duty after entering the country and after each (!) change of residence within three working days at the registration office (mandatory reporting). For foreign students, who are staying temporarily in motels, hotels or guesthouses, the application is carried out automatically.

The competent authority in Vienna is the registration office of the Municipal District Offices (attached in the appendix you will find the addresses listed by districts).

Required Documentation:

- Reporting List form (at the registration office/www.help.gv.at)
- Passport
- Birth certificate

### 4.4 | Health insurance

If you are insured in your home country and your country has Social Insurance Agreements with Austria, you will not need to complete any additional health insurance. Before you depart, you might want to get a so-called „support ticket“ which can be issued by the health insurance from your country.

In all other cases, the health-care insurance is strictly necessary. If you work and earn more than 475,86 Euros (as of 2021) you are automatically insured, and the fee will be deducted automatically.

You have two main options for your health insurance:



Valeria Ledermaier

**WARNING!** Each year a valid continuation confirmation from University has to be sent to the Health Fund till the 31st of December. In the students' self-insurance, it is also possible to insure your spouse and your children.

**CAUTION:** If you have a temporary summer job or have a side job in which you are subject to compulsory insurance, you will need to re-register afterwards for the student self insurance again! It does not automatically reinstate and you are not informed about the fact that you're not insured!

#### 4.4.1 | The private health insurance from FeelSafe.at

With the insurance you are fully privately insured - meaning you have access to all doctors (public AND private doctors), have transportation to your home-country if needed and more.

Also it's super simple, you do not need any paperwork, you can buy it completely online in 5 mins, everything is in English (including the contract) and you can ask any specific questions you might have in their online chat.

They offer the best product and the best price on the market – €63.39 Euro per month (as of 2021)  
even better priced than your option 2) - the student self-insurance of the ÖGK.

The headquarters of the ÖGK:  
Wienerbergstraße 15-19, 1100 Vienna  
Tel: +43/1/60122-0  
Fax: +43/1/60246-13  
Opening hours: Monday to Friday 07:00-14:30h  
[www.gesundheitskasse.at](http://www.gesundheitskasse.at)

#### **4.4.2 | Student Self-Insurance**

The student health insurance offers you the opportunity of a better deal. However, if you don't or no longer fulfill the conditions, then there is the possibility of a general self-insurance, which is much more expensive.

Requirements:

- Ordinary residence in Austria
- Total study duration plus one semester per academic section may not be exceeded by more than 4 semesters
- Income of less than 10.000 Euros
- No college degree
- The major hasn't been changed more than twice

If you don't fulfill one of the requirements above, check [www.feelsafe.at](http://www.feelsafe.at) where there are no such requirements.

Application documents:

- Application form
- Passport
- Confirmation of continued education
- Registration Proof
- Study sheet

Non-regular students have additionally to the admission of the University to add a confirmation of visiting the preliminary course. The payment form of the paid tuition fee is unfortunately not enough. So if you want to come to Vienna in the summer and complete the student self-insurance, you will not be able to do that until September or October because you can't get a visiting confirmation.

The insurance begins with the following application on the same day

and will cost you 63,44 Euro per month (as of 2021).

The student self-insurance ends:

- If you no longer fulfill the requirements
- With the end of the calendar month in which you declared the end
- After the end of the third calendar month after the end of your study
- As soon as two maturing bills were not paid



Daniel Heinz

IMPORTANT: If this should happen, you can get insurance with the ÖGK only after six months! But, as you need the health insurance policy for extending your residence permit, you will have to find (at least for the duration of 6 months) another insurance carrier (e.g. switching to FeelSafe.at). Therefore, ensure that you are paying bills on time! You can register for the automatic SEPA transfer (then just make sure you always have enough funds).

#### **4.4.3 | Self-insurance for marginal employment**

If you do not earn more than 475,86 Euros per month (as of 2021) you can apply(!) for a specific self-insurance that costs 67,18 Euros per month (as of 2021). This insurance combines health and retirement. If you earn more than that you are automatically (!) insured, and the fee will be deducted automatically from your income.

#### **4.4.4 | General Self-Insurance**

If the student self-insurance is not an option for you, there is the possibility of a general self-insurance.

This type of insurance currently costs 454,86 Euro per month (as of 2021). The contribution may however - on a separate application and submitting the appropriate documents (e.g. tax bill, pay slips, savings account, proof of Alimony payments) - be reduced up to just around EUR 105, -. The reduction is immediately effective at the onset of the insurance if the request is made simultaneously with the application for insurance, otherwise from the first of the month following the application. The application for reduction must be renewed every year!

#### **4.5 Students' Union Accident Insurance**

Every student in Austria is automatically a member of the Austrian Students' Union and is as such insured under the insurance package of



the Generali Insurance AG in the University accident and liability insurance. That includes all university-related events and your way back and forth. If you want to make use of this insurance, you have to submit the particular accident or incident report without delay.

## **5. Living**

### **5.1. | Cost of living**

In the table below you can find an estimated monthly cost for students. This information of course is just a guideline to help you plan your stay and cannot be regarded as binding. It really depends on your own lifestyle and your own choices how much money you need.

Accommodation (including electricity, heating and internet)	EUR 330, -
Food (excluding alcoholic beverages and tobacco)	EUR 220, -
Daily costs (cosmetics, books, entertainment etc.)	EUR 250, -
<b>TOTAL</b>	<b>EUR 800, -</b>

In reality, many foreign students spend less money per month. According to estimates by the authors of this booklet, it can be assumed that fixed cost will make up around 350 Euro. These would be the costs for rent, health insurance, transportation and the basic fee for a mobile phone (you can get great prepaid cards for under 10 Euro per month). Take into account that you will need at least 150 Euro additionally every month. Everything else is savings potential. If you want to save money on textbooks you should visit the library or our Students Union Book Exchange. In addition, there are also coupons from the Student Union for the purchase of certain textbooks.

### **5.2. | Accommodation**

Many students choose to live in dorms, check [www.heimdatenbank.at](http://www.heimdatenbank.at) for a comprehensive list of dorms. The website asks you for your gender, age and preferred district (you can also choose Vienna as a whole, click "Alle Bezirke") and then shows you all your options. Another great options is to share a flat with other people. Websites like [www.wg-gesucht.de](http://www.wg-gesucht.de) show you available rooms in shared flats. Search [www.heimdatenbank.at](http://www.heimdatenbank.at) for a comprehensive list of dorms. The website asks you for your gender, age and preferred district (you can also choose Vienna as a whole, click "Alle

Bezirke“) and then shows you all your options.

### **Here are some addresses of housing foundations:**

#### **Home for Students**

Sensengasse 2b, 1090 Vienna  
Tel: +43/1/ 512 24 66  
Fax: +43/1/ 512 24 66-1902  
E-Mail: [office@home4students.at](mailto:office@home4students.at)  
[www.home4students.at](http://www.home4students.at)

#### **WIHAST**

Hirschengasse 23, 1060 Vienna  
Tel: +43/1/ 59 70 662  
Fax: +43/1/ 599 96 76  
E-Mail: [info@wihast.at](mailto:info@wihast.at)  
[www.wihast.at](http://www.wihast.at)

#### **Akademikerhilfe**

Pfeilgasse 3a, 1080 Vienna  
Tel: +43/1/ 401 76 61  
Fax: +43/1/ 401 76 47  
E-Mail: [studentenservice@akademikerhilfe.at](mailto:studentenservice@akademikerhilfe.at)  
[www.akademikerhilfe.at](http://www.akademikerhilfe.at)

#### **Milestone**

Nordportalstr. 2, 1020 Vienna  
Tel: +43/1/90 614  
[www.milestone.net](http://www.milestone.net)

#### **WEBTIPPS:**

[www.oejab.at/site/de/studierendejugend/studierendenwohnheime](http://www.oejab.at/site/de/studierendejugend/studierendenwohnheime)  
[www.stuwo.at](http://www.stuwo.at)  
[www.aai-wien.at](http://www.aai-wien.at)  
[www.immobazar.at](http://www.immobazar.at)  
[www.immobilien.net](http://www.immobilien.net)  
[www.studenteninserate.at](http://www.studenteninserate.at)

## **5.3 | Transportation in Vienna**

## **Semester ticket for the Vienna public transport**

[www.wienerlinien.at](http://www.wienerlinien.at)

In city traffic, the use of public transportation (busses, trams, subways) is recommended.

If you are under 26 years old, you can go to one of the ticket offices of the Vienna Public Transport „Wiener Linien“ (located in a couple subway stations, for example at: Praterstern) and buy a semester ticket (valid for 5 months) under the following conditions:

**Semester ticket for Students with main residence in Vienna: 75 EUR**

**Regular semester ticket: 150 EUR**

**July and August: each month 29.50 EUR**

The semester ticket can also be ordered online and then printed out or shown in the app. You can do that after the successful re-registration at your university. Just go to the online shop and order the semester ticket. After entering your data, the data synchronization happens via a secure SSL encryption.

### **Go to:**

[shop.wienerlinien.at](http://shop.wienerlinien.at)

or download the app „WienMobil“

Alternatively you can bike around Vienna. It will save you money, keep you healthy and probably save you time too. There are many bike paths in Vienna, but in some areas you will have to use the street. You can either buy your own bike or use the City Bike System. The first hour of your use is always free, so practically it should not cost you anything. There is a bike station just in front of the WU.

Register at: [www.citybikewien.at](http://www.citybikewien.at)

## **5.4 | Traveling in Austria**

The best way to travel Austria is via train. You can also fly, take buses or take a ride with someone.

Advantage card of the Austrian Federal Railways (VORTEILScard der ÖBB) [www.oebb.at](http://www.oebb.at)

Everyone under 26 years can get this card issued by ÖBB. With this card you can travel for half the price on all ÖBB trains in Austria if you buy your tickets online or at the vending machines. You get 45% off if you buy your tickets at the counter. For international trips you get 25% discount.

The Advantage card Youth costs only 19 Euro and is valid for one year.

If you are over 26 you can purchase the Classic Advantage Card with the same benefits but it will cost you 99 Euros (if renewed in due time it costs 66 Euros).

For OEBB VorteilsCard holders there is a special summer ticket offer that allows you to travel Austria for 2-3 months. If you're under 20 years old it costs 39 Euros (If you buy it online it only costs 34 Euros) or if you're between 20 and und 26 it costs 69 Euros (online 59 Euros)).

## 5.5 | Recreation

Sports are big in Vienna. The Students' Union WU sports department organizes attractive sports events and strives to negotiate low prices for fitness studios for you.

Additionally, the University Sports Institute ([www.usi.at](http://www.usi.at)) offers all students a variety of sports and dance classes at very low prices (the fee for a weekly class is between 20 and 50 Euros per semester).

There are also many sports clubs that you can join. Vienna has many recreational areas like parks or the Donauinsel, which is a man-made island in the Danube river.

## **6. Working in Austria**

Whether foreign students in Austria are allowed to work for commercial purposes depends on their nationality and their type of residence permit, if required. The working conditions for foreign students in Austria are unfortunately still a pretty touchy subject (the attempts of various organizations to influence the Austrian policy to give students a fairer solution have been unfruitful so far), we advise you to seek further information on the website of the Austrian Exchange Service ([www.](http://www.)

oad.at).

## 6.1 | EU/EEA/CH nationals

Students and researchers with EU/EEA or Swiss nationality may work in Austria due to the EU freedom of employment, without having to seek any approvals beforehand (e.g. work permits).

New EU citizens will be issued a vested confirmation by the AMS if they were lawfully employed in Austria on the date their home country joined the EU or thereafter and if they have been admitted to the regular labor market for at least 12 months without any interruptions.

## 6.2 | Turkish students:

According to the judgment of the ECJ dated 01/24/08 (including Payir, R C 294/06), Turkish students who have been uninterruptedly employed for at least one year can't be denied a renewal of their residence and working permit.

## 6.3 | Third-country nationals:

Students from all other countries, which have a valid residence permit „student“ may work to a limited extent under consideration of the provisions of the Foreigners Employment Act, which usually require a work permit.

*PLEASE NOTE: Bachelor and master students are allowed to work up to 20 hours per week. As of the 1st of October 2017 the Foreigners Employment Act gives bachelor students the right to work 20 hours weekly instead of the previous 10h.*

Pay close attention to the rules explained in more detail below. Violation of these rules may result in severe penalties and cause loss of the right of residence. Before you accept a job always contact the Employment Service (AMS [www.ams.or.at](http://www.ams.or.at))!



Philipp Schöller

Unfortunately, work permits are only valid to a limited extent, taking into account the situation given by the Austrian labour market, if the vacancy cannot be filled by unemployed domestic or integrated foreign workers. We have to distinguish two different types of

employment, but both are not supposed to affect your studies as the main purpose of your stay:

### **1. Temporary employment (temporary limited)**

Foreign students from third countries have the opportunity to work as temporarily employed foreigners for a period not exceeding three months per calendar year in Austria and work as seasonal workers (especially during the holidays). A precondition however is a working permit, which at the request of the employer is issued by the Employment Service in the framework of fixed quotas (= limited number per year, only for employment in tourism enterprises, agriculture and forestry). The approval granted employment authorization allowing a temporary change of purpose, however, remains the residence permit „student“. In this case, there is a limitation of the duration of employment to a maximum of 3 months, income-height isn't affected.

### **2. Indefinite employment (temporary unlimited)**

Foreign students from third countries can practice an economic activity during their studies as long as the study is not affected and the primary purpose of stay remains studying. In this case, there is a limitation of income height, but not of the employment duration. There are 2 versions to distinguish:

#### **2a. As an employed person (= service contract as a worker) a work permit (or a confirmation of the display of the work as a volunteer) is required.**

The Employment Service (AMS) at the request of the employer will issue both a working permit as well as a confirmation of volunteering. (Volunteers are persons who are solely for the purpose of the extension and application of knowledge and acquirement of skills for practice without a work requirement and no claim for fees employed up to three months in the calendar year.) The working permit will be limited to 20 hours per week employment.

#### **2b. Self-employment may be practiced on a contract basis.**

For this, no work permit is required. Social security, taxation and trade legislation are observed. Note the difference between contract of employment and contract of work (it's not the name of the contract, but the actual work performed that is crucial):

- A service contract shall be personal recurring, regular attendance and work on a fixed job location (e.g. Monday till Thursday, 09.00 to 12.00 clock in the store of the XY company in Vienna), where one has to work under the exact instructions of the employer. The

payment takes place after the hours worked. The employer is required to register you for social security through the duration of your employment and to pay your appropriate tax from your salary.

- In the case of the so-called working contract, you owe the employer only the delivery of a particular work / success (e.g. labelling of 1,000 Envelopes), this job doesn't depend on any fixed working hours or a fixed place of work (that is, for example, at home) and it can be even done by someone else. You are only paid for the pieces of work and for the success. A working contract has no need for notification to the social insurance and no tax deduction by the employer. That has to be done by yourself!

*Please Note: The distinction between service contract and working contract is often very difficult, but it will decide whether you need an employment permit or not. Therefore it's essential to get additional information from the Official representation of employees (Arbeiterkammer), the Employment Service (AMS) or consulting another institution before taking up a job!*



Konstantin Steiner

- Persons with a residence permit „Family Community“ may only pursue gainful employment in Austria if its residence permit is marked with “free labour market access”.
- People with other residence permits; please contact the foreign-legal authority or an advisory organization for further information.

## 6.4 | Business license (Trade certificate)

If you are practicing a professional occupation, you need a Business license (also known as Trade certificate). With a Business license you are a member of the Chamber of Commerce and lie under the provisions of the Industrial Social Insurance (GSVG). Registration takes place in Vienna at the MA 63 and the City Council is open for all capable adults including EEA citizens (including new EU citizens) with a clean criminal record. For the issuance of the business license fees are applied from which you could be freed as a young entrepreneur thanks to the Start-up and Promotion Act (NeuFöG). We therefore advise you counseling from the start-up service at the Chamber of Commerce.

More information under:

[www.wko.at](http://www.wko.at)

## 6.5 | Internship or Volunteering

Unless an internship is not firmly anchored in the curriculum of each discipline (WU-study programs don't need fixed internships), this activity needs a registration (2 weeks in advance) at the Employment Service. This regulation applies equally to voluntary Internships.

## 6.6 | Key worker

Upon successful completion of studies at an Austrian university, college or accredited private university, a foreign student that has a residence permit can be granted a (quota free) residence permit for key workers at request if the requirements are fulfilled. Whether the conditions to work in Austria as a key force apply, have to be checked and confirmed by the Employment Service (AMS).

# **7. Conducted criteria for immigration of skilled labor**

## 7.1. Red-white-red card

On the 1st of July 2011 new rules on the establishment of Third-country nationals with specific skills came into effect. A new residence permit was created by the name: the red-white-red-card. This binds the qualified employee to a specific employer. After a year the transition into the open labor market is possible.

**The Red-White-Red card can be obtained by 6 different groups of workers:**

### **A. Very Highly Qualified Workers**

Persons who, according to a points system (<http://www.migration.gv.at/en/types-of-immigration/permanent-immigration-red-white-red-card/very-highly-qualified-workers.html>) have at least 70 of 100 points are considered to be particularly highly qualified. If these individuals provide proof of their qualifications at the competent Austrian Embassy, they can apply for a visa D. If the visa D is granted, the person



may enter Austria for a 6-month stay to find a job.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market access.

### **B. Other Key Workers**

Persons who, according to a points system (see <https://www.migration.gv.at/en/types-of-immigration/permanent-immigration/other-key-workers/>) achieve at least 55 of 90 points, can get the Red-White-Red card as other key personnel.

Requirement is a binding job offer in Austria and the prospective employer is willing to remunerate with the minimum pay stipulated by law, regulation or collective agreement

Key employees under 30 years of age must earn at least € €2775 (2021) per month gross, key workers over 30 years have to earn at least € €3330 (2021) per month gross. The Red-White-Red card may be denied if there are persons registered at the AMS with equal qualifications that can be mediated for this position.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: A1 level (except un-mature persons or persons with certain prior knowledge or qualifications).

### **C. Third-country nationals that graduate in Austria**

Persons who have completed a bachelor's degree, at least the second stage of a diploma study or a master's degree or higher in Austria may, before the expiry of their residence permit „student“ apply for a further right of residence to look for work or start a business for 12 months.

Graduates, who have found employment at the level of their education can get the Red-White-Red card, if the monthly gross income is at least € 2497.50.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: A1 level (except un-mature persons or persons with certain prior knowledge or qualifications).

### **D. Skilled Workers in shortage occupations**

The list of shortage occupations changes every year. For the year 2019,

the following occupations are deemed shortage professions: Persons who, according to a points system (see <https://www.migration.gv.at/en/types-of-immigration/permanent-immigration/austria-wide-shortage-occupations/>) achieve at least 55 of 90 points and have an education in one of those professions can receive the Red-White-Red card. This requires employment in this occupation at a wage equal to the collective bargaining agreement or other industry standard pay.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: A1 level (except un-mature persons or persons with certain prior knowledge or qualifications).

### **E. Self-employed Key Workers**

As a third-country national you can apply for a Red-White-Red Card, if your self-employed occupation in Austria creates a macroeconomic benefit, eg:

- € 100.000 minimum transfer of investment capital to Austria, or
- Creation of new jobs or securing of existing jobs in Austria, or
- your establishment involves the transfer of know-how respectively the introduction of new technologies, or
- considerable significance for the entire region

For self-employed key workers, there is no points system.

### **F. Start-up Founders**

As a third-country national you can apply for a Red-White-Red Card for start-up founders if you:

- establish a company to develop/launch innovative products, services, processing methods or technologies
- to that end submit a consistent business plan for establishing and running that company
- personally exert controlling influence on the management of the newly set-up company
- prove capital for the company to be founded amounting to € 50.000 minimum with an equity share of at least 50 %
- can score 50 points minimum according to the criteria list

## **7.2. | Blue Card – EU**

Due to a directive of the European Union from 1 July 2011, the residence

permit „Blue Card - EU“ was introduced.

The permit is available for persons who have completed a course of study at a university or other tertiary educational institution with a minimum duration of three years, if they have received a binding job offer for at least one year in Austria and the employment corresponds to your education, with a annual gross income of at least € 65.579 plus special payments and if at the Employment Service are no registered persons with equal qualifications seeking work (labor market test).

The Blue Card - EU will be issued for 2 years and binds the employee to a specific employer. After 2 years a transition in the free labour market (Red White Red Card Plus) is possible if the employee was employed for at least 21 months.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market access.

### **7.3. | Procedural requirements for the Red-White-Red card and Blue card-EU:**

Applications for the Red-White-Red card or the Blue card-EU, have to be done at the Austrian embassy abroad. If the qualified labor force is already legally in Austria (visa-free stay, D visa for work search or residence permit for graduates), the application can also be done at the domestic authority, which in Vienna is the Municipal Department MA 35, 1200 Vienna, Dresdner Straße 93.

Applicant is a qualified worker him/herself; the prospective employer must attach a written statement. The process may take more than 8 weeks.

#### **MORE INFORMATION:**

<https://www.migration.gv.at/>

#### **Men and women:**

Hoher Markt 8/4/2, 1010 Wien

Tel: 712 56 04

<http://www.migrant.at>  
E-mail: [migrant@migrant.at](mailto:migrant@migrant.at)

**Women:**

Marc Aurel Street 2a/6/2/10, 1010 Vienna  
Tel: 982 33 08  
<http://www.migrant.at>  
E-mail: [migrantin@migrant.at](mailto:migrantin@migrant.at)

## 8. Social

### 8.1 | Family Allowance

The family allowance is a transfer benefit, to make it easier for parents, to finance the upbringing of their children. Entitled to family allowance for their children next to Austrian citizens are foreign citizens upon fulfillment of certain conditions.

**Eligibility:**

- foreign nationals who have a legal residence permit
- center of life is situated in Austria
- same household with child or sole payer of alimony (child may also be at a different location in EU, or worldwide if it is for educational purposes)
- favorable academic success is required (In the 1st study year, at least 8 credit hours must be done positively)

Someone who is entitled to a similar foreign aid (for example, child benefit, child allowance, etc.) has no right to family aid. However, if the same type of foreign aid is less than the family aid, they are entitled to a compensation payment (FLAG).

Web Link: Here you will find the tax offices listed by district.

[https://service.bmf.gv.at/service/anwend/behorden/show\\_mast.asp?Typ=SM&STyp=Bld&DisTyp=FA&Bld=W](https://service.bmf.gv.at/service/anwend/behorden/show_mast.asp?Typ=SM&STyp=Bld&DisTyp=FA&Bld=W)



Lea Pressl

*IMPORTANT! If the tax office, despite the fulfillment of the requirements for the family aid is cancelled or even already paid amounts are demanded back, please turn immediately (so you don't miss the appeal periods) to our different consultants or arrange an appointment with Helping Hands (free legal advice for foreign students).*

## Helping Hands

Taubstummengasse 7-9, Ground Floor, 1040 Vienna

Tel: +43/1/3108880-10, Fax: +43/1/3108880-37

E-mail: info@helphands.at

www.helpinghands.at

## 8.2 | Study Aid

The study aid is the most important measure in the context of state funding of studies. It is intended to ensure that every achievement-oriented and capable young person is given access to a degree, by helping to overcome social and regional barriers. In addition to Austrian citizens following person groups also have the right on study aid:

### • Can one receive study aid as a Non-Austrian?

The Student Support Act distinguishes four categories of Non-Austrians, for which each exist different equalization conditions. In other words, are entitled to student grants:

#### a) EEA citizens:

**aa) if the parents / one parent** at the time of application are / is employed in Austria: equalization, when the „child“ lives and studies in Austria..

**ab) Employees:** cannot come for studies to Austria. That is, they must have been employed prior to the commencement of studies in Austria, and the study has a training course to represent an occupation, only if the profession was not given up voluntarily.

**ac) EEA citizens** who are at least five years continuously and lawfully resident in Austria (registered) are equalized.

#### b) Third-country nationals (other than EU / EEA):

Are equalized if they are permitted to reside in the long term. By submitting proof of a permanent residence card or other appropriate certificate from the competent authority (Office of the State Government).

#### c) Stateless = (no allocation of citizenship possible):

Are equalized only if they are liable to income tax together with a parent at least five years in Austria (= residence in Vienna / Austria) and Austria represents their „center of vital interests“.

#### d) Refugees:

Refugees under the Geneva Convention shall be treated as Austrian State citizens. (Proof: decision of the determining authority, refugee passport).

### **Equality due to the integration into the educational system in Austria**

Right for student aid have those students who have attended at least 2 years high school in Austria and have passed the matriculation examination in Austria.

### **Other requirements include:**

- regular studies at an Austrian University,
- Age limit: 30 years beginning at the beginning of funding and the maximum age limit for self-preservers is 35 years
- social need,
- Study success
- have no degree (except doctoral studies, when it's taken within 12 months after the graduate studies)
- Study not more than twice changed
- compliance with the study period stipulated in the Study Support Act (Studienförderungsgesetz)

### **Deadlines:**

Winter semester: September 20 - 15 December

Summer semester: February 20 - 15 May

### **Forms**

You can download the necessary forms and documents from the homepage (<https://formulare.stipendium.at/SB1.pdf>) or pick them up in the Students' Union Advice Centre WU.

The Scholarships office in Vienna is offering many other grants (e.g. for workers or students with children) and scholarships. For detailed information visit their website or visit their office in Vienna.

### **Competent Authority:**

#### **Stipendienstelle Wien (Scholarships office in Vienna)**

Gudrunstrasse 179a

1100 Vienna

Tel: +43 / 1/601 73-0

E-mail: @ stbh.gv.at stip.wien

[www.stipendium.at](http://www.stipendium.at)

## **8.3 | Housing benefit (Wohnbeihilfe)**

Low-income students, who meet some certain criteria, can apply for

housing benefit.

Eligibility depends on the:

- number of persons living in the same household
- income of all people living in the same household
- size of the flat
- household expenditure

Wohnbeihilfe Wien

Magistrat der Stadt Wien – MA 50 – Wohnbeihilfe

Heiligenstädter Straße 31, Stiege 3

1190 Wien

Tel.: 01/40 00-74860

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

## 8.4 | Scholarships

### 8.4.1 | Achievement Scholarship

#### Achievement Scholarship

Achievement scholarships are awarded annually to students with above-average academic achievement, thereby furthering the recognition of outstanding academic performance as part of a degree program. All information regarding application requirements documents, deadlines, you can find in the tender specification.

#### Application Requirements

- Austrian citizenship or national equalization according to § 4 StudFG: Equalized are citizens or nationals of the European Economic Area (EEA), of the European Community and third country nationals, further stateless persons, who before admission to the University of Economics Vienna, have been living in Austria together with at least one parent for at least five years and had been liable to income tax in Austria during this period and had Austria as their center of vital interests, as well as refugees within the meaning of Article 1 of the Convention on the Status of Refugees, BGBl No. 55/1955.
- Regular student at Vienna University of Economics and Business.
- Adherence of the entitlement period (§ 18 StudFG) and considering any important cause (§ 19 StudFG). In calculating the period of entitlement, a possible transition to a new curriculum and study duration in the old curriculum is taken into consideration.
- outstanding academic performance in a degree program of Economic and Business Administration in the academic year.

### **Application**

The application is submitted via an online application form that you can find on the homepage of the WU under: <https://bach.wu.ac.at/z/stud/leistungsstipendium>. On this page you can log in with your username and password and fill out the application form online and submit. If you do not have Austrian citizenship, please attach evidence during the application period about the national equalization in accordance with § 4 StudFG study law. Even in the presence of any important reasons according to § 19 StudFG that cause the extension of the entitlement period, application evidence in the department of study law should be submitted during the deadline.

You can make an application per academic year only for one study.

### **Awarding**

The awarding shall be governed by the Federal Ministry of Education, Science and Culture allocated funds by the authorized decision of the Vice Rector for Academic Affairs as an institution for study law affairs, in the context of private sector management. If there are more applications than in accordance with statutory provisions a ranking of applicants according to grade point average (GPA) will be necessary. All applicants will be notified of the granting or refusal. There is no legal claim on awarding (§ 61 StudFG).

Further information can be found on [www.wu.ac.at](http://www.wu.ac.at), in the department for Study Law, UZA 1, Kern D, 4th Floor and in the social department of the Austrian Students' Union.

## **8.4.2 | Promoting Scholarship**

Promoting scholarships are awarded to students of ordinary studies to assist in the preparation of scientific papers. As with the achievement scholarship a good degree of success is also a requirement for the awarding. In contrast to the achievement scholarship, the promotion scholarship is awarded twice a year.

## **8.4.3 | Scholarships specifically for international students from non-EEA countries**



A very good overview of all scholarship programs for students from developing countries can be found on the website of the KKS (Contact Committee Scholarships Third World) and on the web site of the development cooperation.

**Web:**

[www.kks-bza.at](http://www.kks-bza.at)

[www.eza.at](http://www.eza.at)

[www.oead.ac.at](http://www.oead.ac.at)

[www.grants.at](http://www.grants.at)

[www.fwf.ac.at](http://www.fwf.ac.at)

## **8.4.4 | Scholarships for asylum seekers and convention refugees**

### **Target Group**

The Austrian Integration Fund offers scholarships like Liese Prokop, which is awarded on behalf of the Federal Ministry of Internal Affairs twice a year. The target group are students with a positive asylum claim or as of winter term 2011/12 also beneficiaries of subsidiary protection (both not longer than 6 years) in Austria. Requirement is the registration and enrollment for a non-regular study (preparation program or nitrification) at an Austrian university. For students who attend the pre-study course, there is an age limit of 29 years (i.e. the beginning of the pre-study course before the 30th birthday). There is no age limit for those people that can get a nostrification of their degree from abroad in Austria.

### **For more information:**

#### **Austrian Integration Fund**

Schlachthausgasse 30, 1030 Vienna

01/710 12 03-100

[wien@integrationsfonds.at](mailto:wien@integrationsfonds.at)

[www.integrationsfonds.at](http://www.integrationsfonds.at)

## **8.4.5 | Students' Union Federal Fund**

Students can apply for financial support from one of the student union funds. The student union funds are equally funded by the Federal Ministry of Science and Research and Economy, by the Federal Representation of the Students' Union and from each University's Students' Union.

### **Conditions**

The following requirements apply to the use of financial support and are also applied on Erasmus incoming students:

- Students' Union Member
- regular student (exceptions possible)
- social needs in accordance with the guidelines
- Proof of academic success
- insufficient support from other sources
- If applicable: disability of level 50

Support for disabled students is granted, due to physical or mental impairment. Information, precise conditions and application forms are available in the social units of university representatives and directly from the social department of the federal agency of the Austrian Student Union:

### **Sozialreferat der ÖH-Bundesvertretung**

(Social Services Department of the Federal Representation of the Students' Union)

Taubstummengasse 7-9, 4 Floor, 1040 Vienna

Tel: 88 80 +43/1/310

sozial@oeh.ac.at

Specifically, the Students' Union has issued the following funds at stake: social, housing, children and child support funds. In addition, these funds also support in legal matters, as well as in mediations. For more information on the social funds you can also get the social brochure.

## **8.4.6 | The Students' Union Fund at the WU**

Similar to the Fund mentioned above we have a fund at the ÖH WU branch. Contact the Department for Social Policy. Application is open once per semester and funds are given out once a term.

We constantly strive to help you further, so we advise you to regularly moderate our home page or read our magazine „Steil“, if something new appears. You can also always drop by the Social Services Department and seek for advice.

### **ÖH WU-Sozialreferat**

Gebäude SC

Mi 16 bis 18 Uhr  
Tel.: 31 336 / 4867  
E-Mail: [soziales@oeh-wu.at](mailto:soziales@oeh-wu.at)  
[www.oeh-wu.at/soziales](http://www.oeh-wu.at/soziales)

## **9. Appendix: Important addresses and links**

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### **- Free legal advice for foreign students:**

#### **Helping Hands**

Taubstummengasse 7-9, 1040 Vienna  
Phone: +43-1-310 88 80 DW 10, Fax: +43-1-310 88 80 DW 37  
e-mail: [info@helpinghands.at](mailto:info@helpinghands.at)  
[www.helpinghands.at](http://www.helpinghands.at)

#### **Federal Representation of the Students' Union**

Taubstummengasse 7-9, 1040 Vienna  
Tel: +43/1/310 88 80-0, Fax: +43/1/310 88 80-36  
[www.oeh.ac.at](http://www.oeh.ac.at)  
[oeh@oeh.ac.at](mailto:oeh@oeh.ac.at)

#### **FOREIGN STUDENTS DEPARTMENT at the Federal Representation of the Students' Union**

Tel: +43/1/310 88 80-27  
Taubstummengasse 7-9, 1040 Vienna  
Tel: +43/1/310 88 80-27 or -49  
[auslaenderinnenreferat@oeh.ac.at](mailto:auslaenderinnenreferat@oeh.ac.at)  
Offering free legal counseling for foreign students twice a week, for the hours check: <https://www.oeh.ac.at/en/referate/office-forgein-students>

#### **VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS**

Welthandelsplatz 1, 1020 Wien  
Tel: +43/1/31336 -0  
[www.wu.ac.at](http://www.wu.ac.at)

#### **Students' Union at Vienna University of Economics and Business**

Welthandelsplatz 1, Gebäude SC, 1020 Wien  
Tel: +43/1/31336-4861  
[www.oeh-wu.at](http://www.oeh-wu.at)

### **- UNIVERSITIES AND THEIR STUDENT'S UNIONS IN VIENNA:**

**UNIVERSITY OF VIENNA**

Dr. Karl Lueger Ring 1, 1010 Vienna

Tel: +43/1/4277 -0

[www.univie.ac.at](http://www.univie.ac.at)

**Students' Union at the University of Vienna**

Spitalgasse 2, Hof 1, Tract 2B, EC, 1090 Vienna

Tel: +43/1/4277 -19 501

[www.oeh.univie.ac.at](http://www.oeh.univie.ac.at)

**TECHNICAL UNIVERSITY OF VIENNA**

Karlsplatz 13 1040 Vienna

Tel: +43/1/588 01-0

[www.tuwien.ac.at](http://www.tuwien.ac.at)

**Students' Union of the Technical University of Vienna**

Wiedner Hauptstrasse 8-10, 1040 Vienna

Tel: 01-49501 +43/1/588

[www.htu.at](http://www.htu.at)

**UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES OF VIENNA**

Gregor Mendel Straße 33, 1180 Vienna

Tel: +43/1/476 54-0

[www.boku.ac.at](http://www.boku.ac.at)

**Students' Union of the University of Natural Resources and Life Sciences of Vienna**

Peter-Jordan-Strasse 76, 1190 Vienna

Tel: 54-2000 +43/1/476

<http://oeh2.boku.ac.at>

**UNIVERSITY OF APPLIED ARTS VIENNA**

Oskar Kokoschkaplatz 2, 1010 Vienna

Tel: +43/1/711 33-0

[www.dieangewandte.at](http://www.dieangewandte.at)

**Students' Union of the University of Applied Arts Vienna**

Oskar Kokoschkaplatz 2, 1010 Vienna

Tel: 33-2270 +43/1/711

[www.hufak.net](http://www.hufak.net)

**ACADEMY OF FINE ARTS VIENNA**

Schillerplatz 3, 1010 Vienna  
Tel: +43/1/588 16-0  
[www.akbild.ac.at](http://www.akbild.ac.at)

**Students' Union of the Academy of fine Arts Vienna**

Schillerplatz 3, 1010 Vienna  
Tel: 16-139 +43/1/588  
[www.akbild.ac.at/portal/studium/oeh](http://www.akbild.ac.at/portal/studium/oeh)

**UNIVERSITY OF MUSIC AND PERFORMING ARTS**

Anton von Webern No. 1, 1030 Vienna  
Tel: +43/1/71155 -0  
[www.mdw.ac.at](http://www.mdw.ac.at)

**Students' Union of the University of Music and performing Arts Vienna**

Seilerstätte 26, 1010 Vienna  
Tel: 55-8901 +43/1/711  
[www.mdw.ac.at/oeh](http://www.mdw.ac.at/oeh)

**VETERINARY MEDICAL UNIVERSITY OF VIENNA**

Veterinary 1, 1210 Vienna  
Tel: +43/1/250 77-0  
[www.vu-wien.ac.at](http://www.vu-wien.ac.at)

**Students' Union of the Veterinary Medical University of Vienna**

Tel: 77-1700 +43/1/250  
<http://hvu.vu-wien.ac.at>

**MEDICAL UNIVERSITY OF VIENNA**

Spitalgasse 23, 1090 Vienna  
Tel: 60-10000 +43/1/401  
[www.meduniwien.ac.at](http://www.meduniwien.ac.at)

**Students' Union of the Medical University of Vienna**

6M control centre, Nakh  
Währinger Gürtel 18-20, 1090 Vienna  
Tel: 17 59 +43/1/403  
[www.uv-medizin.at](http://www.uv-medizin.at)

**Government offices:**

## 1. Municipal District Offices - Bezirksämter

- **1st & 8th Districts:** Wipplingerstraße 8  
Tel: +43/1/4000-01000
- **2nd District:** Karmelitergasse 9  
Tel: +43/1/4000-02000
- **3rd District:** Karl-Borromäus-Platz 3  
Tel: +43/1/4000-03000
- **4th & 5th Districts:** Rechte Wienzeile 105, 1050 Vienna  
Tel: +43/1/4000-04000
- **6th & 7th Districts:** Hermannngasse 24-26, 1070 Vienna  
Tel: +43/1/4000-06000
- **9th District:** Wilhelm-Exner-Gasse 5  
Tel: +43/1/4000-09000
- **10th District:** Laxenburger Str. 43-45  
Tel: +43/1/4000-10000
- **11th District:** Enkplatz 2  
Tel: +43/1/4000-11000
- **12th District:** Schönbrunner Str. 259  
Tel: +43/1/4000-12000
- **13 & 14 Districts:** Hietzinger Kai 1-3, 1130 Vienna  
Tel: +43/1/4000-13000
- **15th District:** Gasgasse 8-10  
Tel: +43/1/4000-15000
- **16th District:** Richard-Wagner Platz 19  
Tel: +43/1/4000-16000
- **17th District:** Elterleinplatz 14  
Tel: +43/1/4000-17000
- **18th District:** Martinstr. 100  
Tel: +43/1/4000-18000
- **19th District:** Gatterburggasse 14  
Tel: +43/1/4000-19000
- **20th District:** Brigittaplatz 10  
Tel: +43/1/4000-200000
- **21st District:** Am Spitz 1  
Tel: +43/1/4000-21000
- **22nd District:** Schrödingerplatz 1  
Tel: +43/1/4000-22000
- **23rd District:** Perchtoldsdorfer Str. 2  
Tel: +43/1/4000-23000

## 2. Immigration Department - Magistrat 35 (MA 35)

### MA 35 - Customer Service:

Dresdner Strasse 93, Block C, 1200 Vienna  
+43/1/4000-3535  
service@ma35.wien.gv.at  
<http://www.wien.gv.at/verwaltung/personenwesen/>

**MA 35 - Customer Service for EU passports (+ NO, CH, LI, IS):**

Arndtstr. 65-67, Stiege 1, 1st floor, 1120 Vienna  
Tel:+43/1/4000-35338  
50-ref@ma35.wien.gv.at

**MA 35 - Field offices in the districts:**

**Field office for the 1st, 4th - 9th districts:**

Friedrich-Schmidt-Platz 3, ground floor, room E44| 1080 Vienna  
Tel: +43/1/4000-01035, Fax: +43/1/4000-9901030

**Field office for the 2nd, 21st and 22nd districts:**

Meiereistrasse 7 (Ernst-Happel-Stadion), Sector E, 1st Floor, Room 105-106, 1020 Vienna  
Tel: +43/1/4000-02035, Fax: +43/1/4000-9902030

**Field office for the 3rd, 10th and 11th districts:**

Am Modena Park 1-2, Stiege 2, ground floor, room 3 I, 1030 Vienna  
Tel: +43/1/4000-03035, Fax:+43/1/4000-9903035

**Field office for the 12th, 13th and 23rd districts:**

Hietzinger Kai 1, Stiege 1, 1st floor, Room 66c, 1130 Vienna  
Tel: +43/1/4000-13035, Fax: +43/1/4000-9913030

**Field office for the 14th and 15th districts:**

Staglgasse 5a, ground floor, Room 27, 1150 Vienna  
Tel: +43/1/4000-15035, Fax: +43/1/4000-9915030

**Field office for the 16th – 19th districts:**

Richard-Wagner-Platz 19, 1st floor, room 123, 1160 Vienna  
Tel: +43/1/4000-16035, Fax: +43/1/4000-9916030

**Field office for the 20th district:**

Dresdner Straße 93, Block C, 1200 Vienna  
Tel: +43/1/4000-35292, Fax: +43/1/4000-9935290

**3. Federal Ministries of the Austrian government:**

**Ministry for Science and Research**

Minoritenplatz 5, 1014 Vienna  
Tel: +43/1/53  
www.bmwf.gv.at

**Ministry for Family and Youth**

Franz-Josefs-Kai 51, 1011 Vienna  
Tel:43/1/71100-0

**Ministry for Science, Research and Economy**

Stubenring 1, 1010 Vienna  
Tel: +43/1/71100-0  
www.bmwf.gv.at

**Ministry for Labour, Social Affairs and Consumer Protection**

Stubenring 1, 1010 Vienna  
Phone: +43/1/71100-0  
www.sozialministerium.at

**Ministry for the Interior**

Tel: +43/1/53126-0  
www.bmi.gv.at

**Ministry for Foreign Affairs „Federal Ministry for Europe, Integration and International Affairs“**

Minoritenplatz 8, 1014 Vienna  
Tel: +43 (0) 501150-0  
www.bmeia.gv.at

Find the complete list on [www.austria.gv.at](http://www.austria.gv.at)

**Psychological Help and Counselling:**

**Psychological Student Counselling**

Lederergasse 35, 4th floor, 1080 Vienna  
Tel: +43/1/40230-9  
[psychologische.studentenberatung@univie.ac.at](mailto:psychologische.studentenberatung@univie.ac.at)  
[www.studentenberatung.at](http://www.studentenberatung.at)

**Crisis Intervention Centre (Acute psychosocial crises)**

Lazarettgasse 14A, 1090 Vienna  
Tel: +43/1/4069595  
[www.kriseninterventionszentrum.at](http://www.kriseninterventionszentrum.at)

**Telephone Counselling 0-24h**



Tel: 142 (toll free)  
www.telefonseelsorge.at

### **International Students Clubs:**

#### **Bulgarian Student Association „KIT“**

www.bgstudies.org

#### **Bulgarian-Austrian student club**

„Friends of the House of Wittgenstein“

www.bfio.at

#### **College Bosniacum**

www.collegium-bosniacum.org

#### **Association of Hungarian Students**

www.mde.hu

### **Information about EU, EFTA, EEA and Schengen**

**The EU-15:** Belgium, Denmark, Germany, Finland, France, Greece, United Kingdom of Great Britain and Northern Ireland, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Sweden, Spain.

#### **The ten EU countries that joined on the 1st of May 2004:**

Estonia, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Czech Republic, Hungary and Cyprus

#### **The two EU member states that joined on the 1st of January 2007:**

Bulgaria and Romania

#### **The newest EU member state that joined on the 1st of July 2013:**

Croatia

#### **The first country to leave the EU on 1st of January 2021:**

United Kingdom of Great Britain and Northern Ireland

**EEA countries:** EU-28 + Iceland, Liechtenstein, Norway

**EFTA countries:** EU-28 + Iceland, Liechtenstein, Norway and Switzerland

**Schengen countries:** EU-15 (Ireland), Iceland, Liechtenstein, Norway and Switzerland

## **Notizen:**

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