



Studying in Austria

A Guide for International Students

1 February 2011

A brochure of the Austrian Students' Union

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PROGRESS

“Progress” is a newspaper of the Austrian Students’ Union (OeH), which is distributed and sent free-of-charge to students all over Austria. This is a newspaper for students by students and offers all those interested the opportunity to introduce their ideas and to make a difference. If you enjoy taking pictures, writing or shaping a newspaper, then just get in touch under progress@oeh.ac.at. **OeH is, what you make of it!**

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Studying in Austria

Information and more for international students

1 February 2011

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Dear student,

Many young people come to Austria to either do their entire studies or part of them here. For the Austrian universities, universities of applied sciences, and universities of education, international students are a most welcome addition in many ways, socially, scientifically as well as culturally.

Concomitantly with the increase in diversity and number of international students, standard and reputation of the universities also rise in international comparisons. Before applying for university, you should start by gathering information. Sometimes it takes a while before admission is granted.

Therefore, we strongly recommend that you submit all documents required by the university in the most complete fashion possible and to thoroughly check the requirements.

For international students it is sometimes not easy to start or successfully complete their studies in Austria.

We have, therefore, endeavoured to compile the most important information in a clear manner to facilitate the start. By the way, we also offer native-language counselling. For more information, please consult our homepage.

Your team from the
International Students Office



from left to right:
Sigrid, Thomas, Mirjam

Dear fellow student,

Such a student life has its enjoyable sides, yet, it can be pretty tough. To get a proper grasp of laws and regulations on financial assistance or of your rights and options regarding your studies can present quite a challenge. With this brochure we wish to help you as we do in the offices of the national delegation of the Austrian Students' Union (OeH Bundesvertretung)—through email, telephone or Skype.

As your representative, the OeH is always your first point of contact for all your questions, problems, requests or ideas. Since July 1, the OeH has a new executive board that will work for you in the coming two years—according to the motto:

Effective politics. Helpful service.

For us it is obvious that service is one of the central tasks of the OeH. It provides you with counselling services on all issues concerning your life as a student; it pub-

lishes informational brochures, organises for you, for instance, the cafeteria voucher and student insurance, provides you with support in legal problems, and much more.

But we are also aware that service all by itself is not sufficient to improve the situation at the universities, universities of applied sciences, and universities of education. We want to endow the OeH once again with a political face and to help shape the discussion around education politics in a constructive and critical manner.

To give voice to your interests, a strong and assertive OeH is needed. Our goal is to turn it into one.

Your OeH National Delegation
Sigrid Maurer, Thomas Wallerberger,
Mirjam Müller



Studying in Austria

First Steps

On the following pages, you will find important information on the first steps in your studies in Austria. If you have further questions, you are welcome to turn to the International Students Office of the National Delegation or to the International Students Office at your university. In the annex you will find addresses, telephone numbers and contacts.

Before you arrive,

- select your field of study and university. You will find information on the various academic subjects and length of study on the websites of the universities, universities of applied sciences and universities of education.
- advance registration on the Internet: On the homepages of the respective universities there is an option of an advance registration for the purpose of recording your personal data.
- admission request (application for a university place): Forms are available directly from the Admissions Office of the university or on the Internet. If necessary, you should have your documents translated and certified.
- request for a residence permit for students.

Having obtained admission, you can apply for an entry visa (at the Austrian representation in your country). Please take note of the other requirements, besides the admission, the authorities are requesting. For more see chapter 3 – residence permit.

After entering Austria

Registration of your address at the magistrate or at the municipal office (within three days).

Enrolment

First-time registration at university. Upon enrolment, you receive a student identification card as well as a payment form for the tuition fees and for the tuition fee for a German-language course.

Info

Information on Austria can be obtained abroad from Austrian diplomatic representations (embassies, consulates – at www.bmeia.gv.at), Austrian cultural institutes and the branch offices of the Austrian Tourist Office.

On the Internet, you will find important information on the subject of studying in Austria under Austrian Students' Union: www.oeh.ac.at, OeAD: www.oead.ac.at, Federal Ministry for Science and Research: www.bmwf.gv.at, Federal Ministry for Education, Arts and Culture: www.bmukk.gv.at
General information:
www.wegweiser.ac.at and
www.studieren.at



Range of studies

Baccalaureate / bachelor's programme

Usually, the bachelor's degree takes six semesters (180 ECTS credits). It must include all examination subjects essential for the preparation toward a scientific or artistic profession in the respective field.

The subjects and their contents are specified in the degree programme. They are divided into obligatory subjects, restricted elective courses (which must be chosen from a list contained in the degree programme) and elective courses (which are not restricted by a list). In the framework of the courses, at least two bachelor's theses have to be written. Studies are completed with a bachelor examination.

Master's programme

Purpose of the master's degree is to further deepen the bachelor's studies. The latter is also a prerequisite for this programme. The master's degree usually takes four semesters (120 ECTS credits) and is completed with a master's thesis.

Doctoral programme

Usually, a doctoral degree takes at least two years. Admission is based on a completed Austrian diploma or master's programme or an equivalent post-secondary degree. The subjects and their contents are specified in the degree programme. Main emphasis is on the doctoral thesis

including studies in related subjects. The study is completed with the approbation of the doctoral thesis and a doctoral viva voce (Rigorousum).

Academic courses

Academic courses are programmes based on specified curricula. In the curriculum, goals, length and structure of the academic course as well as the requirements for admission are outlined. Also included are the designation and the amount of course hours in the obligatory and elective subjects as well as the examination regulations.

Academic courses can be attended as regular, non-degree seeking or extra-mural student. For academic courses, tuition and examination fees must be paid.

External studies

As a non-degree seeking student, you are not eligible for graduation in the framework of your studies—this is only possible through regular studies. However, course examinations that you take in the course of your external studies

can be credited toward regular studies at a later point in time. Prerequisite for such recognition is that you do not have a school-leaving certificate at the time of taking the examination. In the course of external studies, it is not possible to take full or partial diploma examinations of any kind!

Following are the requirements for admission as non-degree seeking student:

- Austrian and international citizens can apply to become non-degree seeking students. No school-leaving certificate is necessary. You just have to provide evidence that you are over age 15.
- For evidence, you will either need a valid passport or a birth certificate. For registration, a valid photo identification and a passport photo are necessary.
- The Admissions Office of your university is in charge of registration of non-degree seeking students.
- The same time limits for admission are valid as for regular students.



University of applied sciences

On the one hand, all universities of applied sciences have admission procedures since only a limited number of study places are available for each degree programme. These admission procedures are frequently carried out in several stages and start every year already in spring.

On the other hand, universities of applied sciences are characterized by a “school-like system”. Fixed class schedules and a compulsory attendance that applies to most courses make it almost impossible to exceed the stipulated duration of study.

In addition, very different rules are effective at universities of applied sciences regarding examination regulations, credits, and other study-relevant specifications,

which are regulated in the so-called education agreement under private law. This agreement is concluded at the onset of studies between upholders and students and constitutes the basis for most rights and duties of both sides.

Tuition fees may or may not be collected. Currently, no tuition fees are collected in Burgenland, Upper Austria, Vorarlberg, at the FH JOANNEUM University of Applied Sciences in Styria and by the Federal Ministry of Defence and Sports. Anyone wishing to study both at a university of applied sciences and at a university, might, unfortunately, have to pay twice if necessary.

An overview of all universities of applied sciences and their degree programmes as well as more detailed relevant information, you will find under www.fhr.ac.at.

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University or university of applied sciences?

University

Academic education

More theoretical, broader education

High degree of self-organisation, often longer study duration

Mostly, higher number of students

University of applied sciences

Practice-orientated education

Less theory, often specialised

Fixed degree programme, predetermined study duration

Small year groups

Universities of education

Teachers' training

Right now, the universities of education are the best options for teachers' training. At the universities of education, teachers are trained for primary school, secondary school and special needs school. If you are attracted to one of these professions, then this is the right place for you.

Length of study to receive a Bachelor of Education degree

Basically, studies last six semesters with one extra semester if need be. The studies are very much "school-like" and do not offer the same flexibilities as the university degree programmes.

Core expertise of the universities of education is the pedagogical and didactical training. Studies are rounded off by placements throughout the three years and an introductory study phase.

Private universities

In Austria, there exists also the option to complete studies at private universities. Information on accredited studies you will find under www.oead.ac.at or www.bmwf.gv.at

Upper Austria

Katholisch-Theologische Privatuniversität
Linz
Anton Bruckner Privatuniversität

Tyrol

University for Health Informatics and
Technology Tyrol

Salzburg

Paracelsus Medical University

Vienna

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

Important: Admission restrictions

There are admission restrictions for some of the degree programmes. That means that there are only a limited number of study places. This is always true for universities of applied sciences and partially true for universities.

Before registration, get information on current admission restrictions for your degree programme.

You can obtain information at the OeH or at the respective universities.



Admission



Admission period

The application for admission to a university must be complete and arrive at the respective university administration

- for the winter semester not later than September 1
- for the summer semester not later than February 1

of each calendar year for the following semester.

Delayed applications will be considered only for the following semester. Universities of applied sciences conduct admission examinations and/or interviews. Please inform yourself in time!

Exceptions

EU/EEA citizens and students with status equivalent to Austrian citizens (persons for whom the Ordinance on the Admission

of Certain Groups of Persons is applicable; see below) may submit the application also during the general admission period. In case of universities of arts and universities of applied sciences, the dates for admission examinations must be observed.

Ordinance on the admission of certain groups of persons

For the following groups of persons, evidence of the general qualification for university entrance is recognised as if issued in Austria. These groups of persons must submit, besides the evidence of general qualification for university entrance, also the evidence that they belong to one of these groups of persons. If you belong to one of these groups of persons, then you

do not need proof of a university place. Moreover, not the special admission period for international students, but the general admission period will apply to you.

Groups of persons:

- Persons who based on treaties or legal ordinances enjoy privileges or immunity as well as persons who at the time they received their school-leaving certificate were abroad on behalf of the Republic of Austria where they enjoyed privileges and immunity based on treaties or legal ordinances, as well as their spouses and children;
- Foreign journalists who are accredited in Austria and work here full-time, as well as their spouses and children;
- Persons whose centre of vital interests has been in Austria for at least five consecutive years immediately prior to application for admission or who have at least one person who is legally responsible for their support and for whom this is the case;
- Persons who receive a scholarship for the intended studies either based on treaties or in the same amount from those funds of an Austrian regional authority that are expressly allocated for scholarships pursuant to the financial regulations of this regional authority;
- Owners of school-leaving certificates from Austrian schools abroad;
- Refugees according to the UN Convention Relating to the Status of Refugees or persons who have obtained a residence permit in Austria based on the asylum law of 1997 and
- Persons from South Tyrol.
- Based on international agreements, citizens of the Grand Duchy of Luxembourg, the Principality of Liechtenstein and of Switzerland are equivalent to Austrian citizens in the framework of the admission procedure.

Admission for EU citizens and non-EU citizens

Requirements for University Admission for EU Citizens

- Evidence of the general qualification for university entrance; see “Translations and Certifications”
- Knowledge of the German language: Persons whose native language is not German, must provide evidence of their knowledge of the German language. Please get more detailed information on the requirements from the respective university.

Requirements for university admission for non-EU citizens

- Evidence of the general qualification for university entrance (as recognised by the academic authorities). If equivalence of foreign school reports with regard to content and requirements of
- Evidence of a university place in the same country in which the school-leaving certificate was obtained. This evidence must be effective and must be valid for the exact same field of

an Austrian school-leaving examination cannot be established, then the rector must specify the additional examinations that are necessary to establish equivalence with an Austrian school-leaving exam and must be taken before admission. Persons who have to take additional examinations before starting their regular studies, will be admitted as non-degree seeking students for a limited period of time. They have the possibility to take relevant courses in preparation of the required examinations within the framework of the University Preparation Programme. The fee currently amounts to approximately EUR 400.

- study that is to be studied in Austria.
- Knowledge of the German language: Persons whose native language is not German must provide evidence of their knowledge of German. Evidence can be provided by a school-leaving certificate, which shows German-language instruction. If evidence cannot be submitted, then the university will require an additional exam that has to be taken before admission.
 - An available place at the university (applicable only to some fields of study such as medicine and studies at arts academies).
 - Document confirming departure or leave of absence in case of transfer to another university.

Admission application

The first step is the advance registration on the Internet. Following advance registration, you will send an admission application to the Admissions Office of the university where you wish to study. Application for the winter semester must reach the university no later than September 1, for the summer semester, no later than February 1 (not applicable to EU citizens).

The following documents must be submitted:

- School-leaving certificate in certified copy. The marks in the various subjects must be apparent.
- If existent, evidence of knowledge of the German language.
- Evidence of university place: evidence of the valid eligibility to study the chosen field in the country where the school-leaving certificate has been issued.

Info

All documents and translations (documents that are not written in German have to be translated!) must be legalised by the authorities of the issuing country and by the Austrian representations pursuant to the regulations effective at the time. (Please note: regulations vary according to country of origin! See 1.6 – Translation and Certification). In Austria, court-certified translators are in charge of translations of documents. Based on the submitted documents the rector decides whether the applicant will be admitted as a regular student immediately or only following required additional examinations. The applicant will be notified in writing on the decision.

Admission to universities of applied sciences

Universities of applied sciences are open to anyone who meets the academic requirements. The requirement for admission to a bachelor's degree programme or diploma programme at a university of applied sciences is the general qualification for university entrance or a relevant professional qualification (usually with additional examinations). The academic requirement for admission to a master's degree programme at a university of applied sciences is a completed bachelor's degree from such a university or the completion of equivalent studies at a recognised Austrian or foreign institution of post-secondary education.

Please note

The number of students per year and field of study are restricted. Therefore, admission procedures have been put in place.

Prerequisites

- General qualification for university entrance
- Austrian school-leaving certificate
- Another Austrian certificate on the award of the qualification for university entrance (university entrance qualification examination) or a foreign certificate that is equivalent to one of the two above-mentioned certificates through academic validation or recognition.
- Document on the completion of studies of at least three years at a recognised Austrian or foreign institution of post-secondary education.

Relevant professional qualification (usually with additional examinations)

If the school-leaving examination was not taken in Austria, equivalence must be established either based on a bilateral agreement or based on academic validation by the Federal Ministry for Education, Arts and Culture; if neither is the case, the head of the degree programme may establish equivalence in individual cases.

Admission procedures

If prospective students meet the prerequisites for admission to study at a university of applied sciences, they must then undergo an admission procedure. That may vary from programme to programme. Usually, the following items serve as selection criteria:

- Written application (provides impression about personality, life and motivation of the applicant)

- Written examination and presentation (to test analytical-logical abilities) and frequently also an
- Admission interview

Info

Graduates from universities of applied sciences with master's degrees or diploma programmes are eligible for relevant doctoral studies at a university. Inasmuch as the duration of studies at a university of applied sciences is shorter than comparable studies at a university, the doctoral studies will be extended accordingly. The following academic degrees are awarded:

master's degree: Magister (FH),
graduate engineer: Diplom-
Ingenieur (FH)

University preparation programmes

Universities in the cities of Graz, Leoben and Vienna offer preparation programmes for all international students who have to take university language examinations in German and/or supplementary examinations.

In the framework of these courses, international university applicants have the possibility to systematically prepare for the required examinations. The courses take place either during winter semester (October until January) or during summer semester (March until June).

Prerequisite for participation in the preparation programme is basically a positive notification of admission. Currently, course fee in Vienna amounts to EUR 412 per semester. Each exam can be taken up to three times. By the way, it is also possible to take the examinations without participating in the preparatory courses.

Please note

Attendance confirmation from a university preparation programme is needed to enable you to take out student's health insurance at a reduced price. Health insurance at one of the regional health insurance funds is one of the prerequisites for an extension of the residence permit! Students who participate in the preparation programmes, do not have to pay enrolment fees, but only the course fees for the preparation programme. Because of the large number of students (in Vienna), German-language courses are offered at the OeOG (Austrian Orient Society) and WIHOK (Vienna International University Courses). More information can be had under www.vwu.at and at the universities' Admissions Offices.

Translations and certifications

University preparation programmes:

Leoben

Franz-Josef-Straße 18
8700 Leoben
Tel: +43 (0)3842/402 – 8001

Graz

Neubaugasse 10
8020 Graz
Tel: +43 (0)316/83 14 96
www.vgu.at

Vienna

Sechshauserstraße 33A
1150 Vienna
Tel: +43 (0)1/319 99 91-0
www.vwu.at

Documents necessary for the admission procedure (school-leaving certificate, documents on already completed studies, evidence of university place) that are not issued in the German language must be submitted in certified German translations. In the framework of the admission procedure, the school-leaving certificate, documents of already completed studies and the evidence of a university place, if not issued in Austria, must be submitted in an officially legalised form. Copies of the original will be accepted only if they are also officially legalised. In the case of documents issued in Turkey, only originals will be accepted.

What are the terms of legalisation for the individual countries?

The Federal Ministry for Science and Research has determined the terms of legalisation for each individual country.

If you do not submit the original document, a legalisation is only necessary for the following countries: Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Luxembourg, Liechtenstein, Malta, Macedonia, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Sweden, Switzerland, Slovakia, Slovenia, Spain and UK.

Because of bilateral agreements (The Hague Convention), documents of some countries do not require a complete legalisation, but only a final certification (Apostille) in the country issuing the document. This Apostille can be obtained at the foreign ministry of the country of origin.

The following countries have signed the Hague Convention: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Botswana, Brunei, Colombia, Dominica, Ecuador, El Salvador, Fiji, Georgia, Grenada, Guyana, Honduras, Hong Kong, India, Israel, Kazakhstan, Lesotho, Liberia, Macau, Malawi, Marshall Islands, Mauritius, Mexico, Monaco, Mozambique, Namibia, New Zealand, Niue,

Panama, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Seychelles, Solomon Islands, South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, United States of America, Venezuela and Zimbabwe.

For documents from countries that are not party to this agreement, complete legalisation of the documents is necessary. For the necessary document, you must obtain verification from the ministries of education and foreign affairs of your country. With these verifications you may turn to the Austrian representation.

Further information on requirements for legalisation for individual countries: Federal Ministry for Education, Arts and Culture or NARIC AUSTRIA (National Academic Recognition Information Centre).

Immatrikulation

The university's admission confirmation is followed by the initial registration (enrolment) at a university in Austria.

For this purpose, the following documents must be submitted to the Admissions Office at your university:

- positive notification of admission
- valid passport or proof of citizenship
- completed form
- passport photo

The Admissions Office then issues a student identification card on the spot. You will also receive a payment form for the tuition fee and for the contribution to the Austrian Students' Union (OeH). Tuition fees depend on your citizenship and on the time of payment. Only from the moment your tuition fees and/or OeH contribution show up on the account as paid, you are admitted to university. Then you will receive by postal mail a "study record page", which contains

information on your field of study and date of enrolment. Included is also an admission confirmation as well as a sticker that must be placed into the student ID to guarantee its validity.



Study continuation notification

To notify of your intention to continue your studies, you have to pay the tuition fees and/or the contribution to the Austrian Students' Union (OeH) during the admission period, that is, during the general admission period or the extension period at the latest.

It is important to pay the entire amount prescribed (OeH contribution and, if applicable, tuition fee). Only when the Austrian Federal Computing Centre reports to the university that the entire amount has been paid, you will be recorded as continuing student.

If you are admitted to several universities, you have to announce your intention to continue your studies to each university at the respective Admissions Office. You will have to provide evidence that you have already paid the tuition fees. Tuition fees have to be paid just once even if you have

been admitted to several Austrian universities for various fields of study. Depending on the university, you will receive your documents by postal mail or you can fetch them in person as soon as the amount has been paid.

Please note

Some universities provide only online information, please get information on site.

Regular and non-degree seeking students

Austrian universities distinguish between:

- regular students and
 - non-degree seeking students
- if you have not yet passed the university language examination and/or the supplementary examinations;
 - if you have already completed a regular degree programme and only wish to attend individual courses;
 - if you attend an academic course;
 - if for the purpose of academic validation you have to take individual examinations or have to attend only individual courses (you are only permitted to take the pertaining examinations!). At universities of the arts, attendance of artistic courses is subject to prior admission examinations.

You are a regular student

if you wish to complete “regular” degree programme (diploma studies, doctoral studies). Regular students must be eligible for university (school-leaving examination or general qualification for university entrance) and have already passed the language examination.

You are a non-degree seeking student

- if you are at least aged 17 (if you study a musical instrument at least 15), have the necessary advance knowledge and wish to attend only certain courses, but do not wish to complete a regular degree programme;

Non-degree seeking students are entitled to take examination courses (Kolloquien) and supplementary examinations and examinations in the framework of academic

Doctoral studies

courses. These students are not admitted to examinations intended for regular degree programmes (exception: applicants for academic validation). Non-degree seeking students who are only admitted to attend individual courses are permitted to take course and supplementary examinations. Positive grades will be recognised for regular degree programmes.

Purpose of doctoral studies is to further develop the ability to carry out independent scientific work and to train and advance future generations of scientists.

Doctoral studies include besides the participation in individual seminars, the writing of a doctoral thesis and taking the viva voce examination or parts thereof.

The doctoral thesis as scientific work serves as evidence of the ability to independently cope with scientific questions.



Admission to doctoral programmes

Application for admission to doctoral programmes must be submitted at the Admissions Office.

First of all, you will need a specific application form available at the Admissions Office. You will also have to present your master's degree certificate, the final examination certificate and the student ID. Applicants for doctoral programmes receive a payment form for the tuition fees.

Please take note regarding choice of supervisors and topics of doctoral theses

The topic of the doctoral thesis must be connected to an examination subject specified in the completed diploma programme or has to have a reasonable link to one of them. You may propose the topic of your thesis or choose among a number of suggestions that have been submitted to you

by the supervisor. If you are unable to find a supervisor for the topic suggested by you despite its suitability for a doctoral thesis, the dean may assign you a supervisor provided the latter agrees.

Before you start, you must inform the dean in writing about the topic and the supervisor of your doctoral thesis. Topic and supervisor are considered accepted if the dean does not indicate otherwise within one month of the receipt of the announcement.

Until submission of the completed doctoral thesis, a change of supervisor is permissible.

Academic recognition

Academic recognition is the case when completed degree programmes earned or examinations taken in one country can be used to study in another country. This recognition may occur in various stages of the studies.

Therefore, the subject of academic recognition is divided into three main areas:

- **Start of studies:** admission (equivalence of a foreign school-leaving certificate)
- **In the course of studies:** recognition of examinations
- **Conclusion of studies:** recognition of diplomas (including academic validation)

Recognition of a degree is accompanied by specific rights; in particular, the right to bear an academic degree and to be admitted to further study programmes or to specific professions or activities.

Academic validation

What is academic validation?

Validation is the recognition of a foreign degree as being equivalent to an Austrian baccalaureate-, master's-, diploma-, or doctoral degree by the body in charge of degree programmes or by the academic council of a university of applied sciences. This means: complete equivalence with an Austrian degree, the right to bear the respective Austrian academic degree and the right to work in a profession that in Austria requires an academic degree. For instance: Individuals who wish to work as physicians must, among other things, provide evidence that they have successfully completed medical studies in Austria, that they are directly entitled to work in this profession based on EU law or—if all this does not apply—that their completed medical studies abroad have been validated in Austria.



Who is eligible to apply for academic validation?

The applicant must show that academic validation is a mandatory (see: "What needs to be submitted?") prerequisite for his intended work in Austria. In any other case, it is incumbent upon the employer to evaluate the foreign degree.

- Evidence of the status of the foreign university, university of applied sciences or other institution of post-secondary education
- Documentation, as detailed as possible, on the foreign study programme, e.g., degree programme, study record, study guidelines, examination certificates, scientific papers, graduation certificates, etc.
- Information about desired professional activity of the applicant

Where to apply for academic validation?

You may apply for academic validation at every university or university of applied sciences that has a comparable Austrian degree programme. In many cases, several universities might be relevant. It is left to the applicant to select the university. However, the same application for academic validation can only be submitted to one university; nor is it possible to withdraw and resubmit at another university.

These documents must be submitted either in the original or in legalised copy, the degree certificate always in the original. Documents in foreign languages must be accompanied by certified translations.

All foreign documents must be properly legalised. Before application, it is recommended to contact the responsible body to make sure that all necessary documents will be presented.

What needs to be submitted?

- passport
- Certificate of graduation and of academic degree award

How much does academic validation cost?

Academic validation fee currently amounts to EUR 150 and must be paid in advance. In addition, there are charges and administrative fees.

How does the procedure work?

Review criteria are content, breadth and requirements of the Austrian degree programme with which equivalence should be established. If individual requirements are not met, missing areas can be completed as non-degree seeking students. All requirements are prescribed by official letter. If the applicant has met all additional requirements or if no additional requirements have been prescribed, the responsible body finally establishes academic validation.

If academic validation is not possible

If academic validation is not possible because the differences to the Austrian degree programme are too big, you may apply for admission to an Austrian degree programme and following admission, you may apply for recognition of examinations from the foreign degree programme, inasmuch as they are equivalent to the Austrian. Then, the Austrian programme can be continued and completed.

Special procedures

There are special procedures for certain degrees from Bosnia-Herzegovina, Italy, Croatia, Liechtenstein, Macedonia, Serbia and

Montenegro, Slovenia as well as from Papal universities. In those cases, the recognition procedure is simplified for certain fields of study because of special agreements.

Info

For contact at individual universities and universities of applied sciences, please see under *www.portal.ac.at*. Answers to general questions about validation is given by ENIC NARIC AUSTRIA - Federal Ministry for Science and Research
Minoritenplatz 5A
1014 Vienna
Tel: +43 (0)1/531 20 – 0
Fax +43 (0)1/531 20 – 9099
infoservice@bmwf.gv.at

Tuition fees

Students in Austria must partially pay tuition fees. Austrian citizens as well as EU/EEA citizens are exempted from payment for the period of the minimum study duration plus two semesters. Afterward they have to pay tuition fees. Here, too, exceptions are possible.

As a rule, students who are not EU/EEA citizens must pay tuition fees in the amount of EUR 363.36. However, again there are a number of exceptions. If the tuition is paid during the extension period, there is a 10% increase.

Non-EU citizens who do not pay tuition fees

- Students who only attend academic courses pay the prescribed course fee and the OeH contribution including insurance, but no tuition fees.
- Students at universities of the arts who only participate in preparatory courses pay the OeH contribution including insurance, but no tuition fees.
- Students on leave of absence only pay the OeH contribution including insurance, but no tuition fees.

The following students are also exempted from tuition fees:

- Students from “least developed” countries (see list);
- Regular international students from those countries (pursuant to the Decree on Tuition Fees, see list);
- Regular international students whose university at which they last studied has a university partnership agreement with the Austrian university or with Austrian universities that also includes mutual exemption from tuition fees.

- Students of Austrian universities who study or perform internships abroad in the framework of transnational, EU, state or university mobility programmes.
- Students at Austrian universities who study abroad because of mandatory requirements of the degree programme;
- Students of foreign universities who study or perform internships in the framework of transnational, EU, state or university mobility programmes in Austria;
- Convention refugee; holder of an Austrian Victim's ID or of an official attestation pursuant to section 10 of the Austrian Victim's Welfare Law;
- Students who must be exempted from tuition fees based on university by-laws.

The application for exemption from tuition fees must be submitted before the end of the extension period of the respective semester. Forms, as well as explanations on application submission, are available at the Admissions Office. The application for exemption from tuition fees must be accompanied by pertaining evidence (confirmation of participation in the mobility programme, evidence of refugee status, victim's ID, etc.).

Students who have been exempted from tuition fees because of their stay abroad in the framework of a mobility programme

or the requirement of their degree programmes, must, upon return, provide their universities with evidence that they have in fact studied (made an internship) abroad. Otherwise, tuition has to be paid retroactively.

Info

Overview of countries whose citizens are exempted from tuition fees:

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



Leave of absence

Upon application, students are to be given leave of absence for not more than two semesters per requested case if one of the following reasons can be shown: completion of military or compulsory community service, pregnancy or care for one's own children.

Further cases and more detailed regulations may be included in the university bye-laws. Therefore, it is necessary to obtain information about the respective reasons for leave of absence at the university.

During leave of absence, university admission remains effective. However, it is not permitted to participate in courses, take examinations as well as to submit scientific papers and works toward artistic master's and diploma degrees. Leaves of absence

do not confer to the student extension of expiring degree programmes from the time before the effectiveness of the UniStG (university studies law).

In case of concomitant admission to more universities, the student must request from or inform them as well about the exemption from tuition fees or leave of absence.



Residence
in Austria



The following laws are applicable to residence in Austria:

- Aliens' Police Act 2005 (FPG)
- Settlement and Residence Act 2005 (NAG)

Students from states of the European Economic Area (EEA) and from Switzerland are permitted to enter and study in Austria with a valid travel document without any further visa.. Also, a valid identification card is sufficient. Anyone wishing to stay in Austria for more than three months must register with the authority in charge (magistrate, municipal office) to obtain an attestation of registration.

The following documents are needed:

- Passport or ID card
- Evidence of an adequate health insurance (e.g., European health insurance card) or students' self-insurance. Evidence of sufficient financial means.

- Admission confirmation of the educational institution

This registration has to be carried out in addition to the registration at the magistrate or municipal office. To enter and reside in Austria, students from third states need a student permit of residence.

4.1

First Application

What do you need?

- Completed and signed application form for residence permit
- Current photograph
- Valid passport (copies of all pages with entries and stamps)
- Birth certificate (copy)
- Admission confirmation of the university or university of applied sciences or other educational institution
- Certificate of good conduct from the police, not older than six months
- Information on how you will finance your stay: proof of financial resources pursuant to section 293 ASVG (General Social Insurance Act, as of 2007 – annual adjustment to index): students under the age of 24 without relatives must provide proof of EUR 412.54 per month for 12 months in advance. Students over the age of 24 without

relatives must provide evidence of EUR 747 per month for 12 months in advance.

Documents that are not issued in the German language must be submitted in certified German translations.

How to submit the application?

In principle, the application for residence permit must be submitted abroad before entering Austria at the Austrian representation in charge (embassy, consulate – no honorary consulate, no cultural institute). The documents are reviewed there and then the residence permit is entered into the student's travel document. As a rule, the residence permit is restricted to one



semester. Students who are US or Japanese citizens as well as students at universities who receive their admission confirmation directly and who are not allowed to enter Austria without a visa, may apply for and obtain their student permit of residence also in Austria at the aliens' police office in charge following their visa-free entry.

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Please Note

Applicants for universities of the arts and universities of applied sciences may apply for a visa D and a residence permit at the same time. The visa enables the necessary participation in the admission procedure. In case of admission, the residence permit will be provided against evidence of admission. The aliens' police needs to know your address so that the residence permit can be sent to you. The travel document including the residence permit—as evidence of your right to reside here—has to be with you at all times. At the time of the first application, evidence of accommodation (place of study must be indicated!) and of health insurance can be omitted.

4.?

Residence permit extension

You must apply for extension of your residence permit before it expires! If application is submitted after expiration, a new application must be submitted in the country of origin. We recommend that you submit the application 4 - 6 weeks before expiration.

- Accommodation with legal title (valid rental agreement, students' dormitory agreement or similar document)
- Evidence of successful studies of 8 weekly hours per semester or 16 ECTS points per year (exceptions possible under certain conditions, e.g., prolonged illness).

What do you need?

- Application form for residence permit
- Confirmation of study continuation from a university in Austria
- Photo
- Residence registration form (Meldezettel)
- Copy of the filled-in passport pages
- Proof of financial resources ensuring livelihood (amounts see above)
- Comprehensive health insurance (students' insurance)

Residence registration obligation

Pursuant to the federal law on residence registration, all persons in Austria are required to register with the residence registration authority after entering the country or after a change of address.

For international students temporarily residing in youth hostels, hotels or B&Bs, residence registration is carried out by the host or hostess.

Time limits

The place of residence must be registered within three days (only workdays are counted).

In addition, a certificate of registration must be applied for within the first three months. This applies to EU citizens as well.

The following documents must be submitted:

- Valid personal ID or passport
- Evidence of health insurance valid in Austria
- Proof of financial resources ensuring livelihood (means of subsistence), such as, for instance, employment contract, trade licence, or bank deposit

Authorities in charge:

In the provinces:

Registration service of the municipal offices

In Vienna:

Registration service of the district municipal offices

Necessary documents:

- Photo ID displaying citizenship
- Passport
- Birth certificate
- Residence registration form available at the registration authorities

Insurances

Remarks

The residence registration form must be signed in case of primary leasehold by the property management, in case of sublet by the primary leaseholder and in case of freehold flats by the owner. If you register your new main place of residence, you can submit together with the registration the deregistration form from your former place of residence. In this case, the registration service at the new main place of residence is in charge. See appendix for a list of competent authorities in the Austrian university towns.
(Source: www.help.gv.at)
www.oeh.ac.at

With several countries (e.g., EEA countries), national insurance agreements are in place. If you are from one of these countries, you will only need a so-called “certificate of health care” from the health insurance company in your country of origin. With this certificate, you do not need to specifically insure yourself in Austria. Everybody else must by all means take out health insurance, which is also a prerequisite for extending the residence permit in Austria.

Student health insurance

The student self-insurance offers the option, if there is no other insurance, to obtain insurance at a highly favourable rate. Prerequisites for this insurance are:

- Habitual place of residence in Austria
- No already completed study

- Minimum study duration plus one semester per study period must not be exceeded by more than four semesters (e.g., study duration eight semesters, two study periods result in maximum $8+2+4=14$ semesters)
- Yearly income not more than EUR 5814
- Change of study field not more than twice

Please note

Non-degree seeking students may insure themselves only if they participate in a university preparation programme or in any other preparatory course toward regular studies.

Student self-insurance ends:

- When prerequisites are no longer applicable
- With end of calendar month in which you have declared your cancellation
- At the end of the third calendar month after completion of studies
- As soon as two rates are overdue. In this case, it is possible to obtain insurance again only after six months.

Important

Since insurance is a requirement for residence permit extension, a policy with another health insurance should be taken out immediately (for those six months).

For registration you need:

- Application form
- Passport, confirmation of admission or continuation of studies
- Residence registration form (Meldezettel), study record page
- For non-degree seeking students: if applicable, confirmation of participation in university preparation programme and university admission confirmation.

Insurance starts on the day following submission of your application. Student health insurance currently costs EUR 24.42.

Please note

Until 31 December of each year, a valid confirmation of continuing studies must be submitted at the regional health insurance fund as evidence that the respective student is entitled to continue studies at an Austrian university for the entire academic year. The student self-insurance allows taking out coinsurance for spouses and children.

Regional health insurance funds (GKK)

GKK for Vienna

Wienerbergstrasse 15-19
1100 Vienna
Tel: +43 (0)1/601 22
www.wgkk.at

GKK for Lower Austria

Kremser Landstrasse 3
3100 St.Pölten
Tel: +43 (0)5/08 99 6100
www.noegkk.at

GKK for Burgenland

Esterhazyplatz 3
7000 Eisenstadt
Tel: +43 (0)2682/60 80
www.bgkk.at

GKK for Styria

Josef-Pongratz-Platz 1
8010 Graz
Tel: +43 (0)316/80 35
www.stgkk.at

GKK for Upper Austria

Gruberstrasse 77
4020 Linz
Tel: +43 (0)5/78 07
www.ooegkk.at

GKK for Carinthia

Kempffstrasse 8
9021 Klagenfurt
Tel: +43 (0)50/5855-1000
www.kgkk.at

GKK for Tyrol

Klara-Pölt- Weg 2
6010 Innsbruck
Tel: +43 (0)5/9160
www.tgkk.at

GKK for Salzburg

Engelbert-Weiss- Weg 109
5020 Salzburg
Tel: +43 (0)662/888 90
www.sgkk.at

General self-insurance

If student self-insurance is not an option for you, then you can take out a general (voluntary) self-insurance.

liability insurance. If you wish to claim benefits from this insurance, you must report the accident or liability case.

Currently, insurance costs EUR 350.12 per month. In case of low income, a request for discount can be submitted. The rate can be reduced through separate application and submission of relevant documents (e.g., tax assessment, payslip, savings bank book, proof of payment of alimonies) if economic circumstances justify such a reduction.

Reduction is effective with onset of insurance if the request is submitted at the same time as the application for self-insurance, otherwise from the first of the month following request submission; reduction is effective until end of following calendar year.

OeH accident insurance

All students who are members of the Austrian Students' Union have accident and

Web tip

More detailed information under www.oeh.ac.at

Accommodation

- **Temporary accommodation**

International students are able to rent a room in a B&B for an approximate daily rate of EUR 22 to EUR 37 in all Austrian university towns. A list of hotels is available at all train stations and airports, but you can also temporarily stay in youth hostels and youth guest houses.

- **Private apartments**

and Flat-sharing community

- **Dormitories**

You will find the addresses of all Austrian dormitories in the OeH information brochure “Accommodation and Study” available from the OeH:
Taubstummengasse 7-9
1040 Vienna
Tel: +43 (0)1/31088 80-0
and at the social affairs office of every university.

Web links

www.oeh.ac.at

www.jobwohnen.at

www.hostelscentral.com

Protection against unfair rental situations

Various nationwide organisations representing tenants' interests exist in Austria. The following institutions provide guidance in case of problems with landlords, rental agreements (e.g., notice periods), etc.:

- Mieterschutzverband (tenants' protection association)
- Mietervereinigung (tenants' association)
- Mieter- und Siedlerbund (tenants' and settlers' league)
- Kammer für Arbeiter und Angestellte (Austrian Chamber of Labour)
- Verein für Konsumenteninformation (consumers' information association)
- Schlichtungsstelle (reconciliation centre)

Please note

Some institutions offer counselling services only to paying members. The OeH social affairs office offers counselling pertaining to issues of tenants' rights. For opening hours see: www.oeh.ac.at or under +43 (0)1/310 88 80.

You can write to wohnrecht@oeh.at for any questions regarding rent, operating expenses, rental agreement, non-contested proceedings and any other issues pertaining to rental law.

This offer is geared especially toward students at universities of education and at smaller universities where no comprehensive counselling is provided by the local OeH.

4.8

Public transport and travel options

For inner-city traffic, we recommend the use of public transportation, that is, busses, trams and underground trains.

Transportation fares vary in the different university towns.

The companies offer a variety of tickets and tariffs (single trip, weekly tickets, monthly tickets, yearly tickets, 24-hour-tickets, 72-hour-tickets, etc.).

For more information and schedules, please turn to the local transportation companies:

Klagenfurt

Stadtwerke Klagenfurt -
Verkehrsbetriebe
Ticket office, lost-and-found
Heiligengeistplatz 4
9020 Klagenfurt
Tel: +43 (0)463/55 1 93
www.stw.at

Salzburg

Salzburger Stadtwerke -
Verkehrsbetriebe
Griesgasse 21
5020 Salzburg
Tel: +43 (0)662/62 05 510
www.salzburger-stadtwerke.at

Vienna

Wiener Linien, customer centre
Erdbergstrasse 202
(U3 station Erdberg)
1030 Vienna
Tel: +43 (0)1/79 09 – 100 or 110
www.wienerlinien.at

Innsbruck

Innsbrucker Verkehrsbetriebe AG
IVB Information and sales office
Pastorstrasse 5
6010 Innsbruck
Tel: +43 (0)512/53 0 70
www.ivb.at



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Graz

Grazer Verkehrsbetriebe
Hauptplatz 14
8010 Graz
Tel: +43 (0)316/887-468

Within Austria, the train is likely to become your preferred means of transportation because of the well-developed network of lines.

International students under the age of 26 may purchase, if they are regular students, a card (called Vorteils card) of the Austrian railways (OeBB) that enables them to buy half-price tickets within Austria.

The VORTEILScard<26 is valid for one year from date of issue and costs EUR 19.90.

Requirements:

- Under age of 26
- Photo ID
- Photo

Students over 26 may purchase the VORTEILScard Classic. Thus it is possible to use all OeBB railway lines at advantageous fares. The card is valid for one year from date of issue and costs EUR 99.90. Since the VORTEILScard is issued with a photo, first-time application can be submitted only at the railway station.

4.9

Student reductions

Culture

At all universities there are offices for cultural affairs (events, theatre evenings, concerts, etc., reduced tickets for theatre, concerts and movies). In Austria almost everywhere student reductions are available. Culture and event programmes are in part published in the newspapers.

Web tip

www.vienna.at
www.falter.at

Sports

Sports facilities at universities offer numerous low-cost possibilities and a large selection of sports activities, dance courses, etc. For more, see respective university websites.

Cafeterias

These are self-service restaurants for students. They are managed either by the OeH or a contractor and offer low-cost meals.

Moreover, reduced cafeteria vouchers or a cafeteria card are available from the OeH. More information available from the OeH representations at the respective universities.

Work

It is highly important to note that it is not permitted to finance studies mainly through wage labour. According to law, work must not serve to cover the “predominant” part of livelihood.

Work possibilities for international students

There are many reasons to look for work: (needed) additional income, proof of required means of livelihood, acquisition of professional experience, desire to be (financially) independent. However, most non-Austrian students face legal barriers—not everything that is possible is also permitted.

This chapter aims to point out the framework conditions. While numerous detailed questions cannot be answered in a general

manner, there are information and counselling options, which are listed at the end.

Please note

“Illegal occupation” in the sense of the Aliens’ Police Act may lead to a residence ban. If you have questions on the rather complex regulations, please turn to the OeH.

Various regulations

Adherence to social- and labour regulations should serve as self-evident protection during and also following employment. However, this is not sufficient for taking up employment—national insurances rarely

check whether, in fact, the regulations of the Foreigners' Employment Act (AuslBG) are adhered to: in the best case, while extending a student's residence permit, the authority in charge may point to the problem (and will then proceed to reject such income toward proof of livelihood); in the worst case, an agency under the control of the Federal Ministry of Finance may file a complaint after visiting the workplace.

In case of self-employment, trade law regulations must be observed: while the number of trades with required proof of qualification (*gebunden*) is decreasing, so-called "free" trades still need a trade licence (*Gewerbeschein*) as well.

There are exceptions for the so-called "new self-employed," who are sometimes difficult to classify. The most comprehensive information is provided by the regional chambers of labour.

In case of complaints due to illegal work: by all means, get competent counselling on the procedures of the aliens' police!

The authorities' suspicions will not necessarily be confirmed in every instance: while momentary help might be explained as "service of friendship" in individual cases, repeated activity that requires national insurance application will not. And: lack of information is no excuse.

Who is allowed to do what?

Austrian citizens and equivalents:

EU-15 citizens (member states before enlargement in 2004) may take up any work as long as labour- and trade regulations are adhered to.

Citizens of the central-eastern European EU member states:

Citizens of the new EU member states may carry out any self-employed work. However, regarding most employed work, they are, like non-EU citizens, subject to the Foreigners' Employment Act (AuslBG).

Exceptions exist only for:

- Jobs generally exempted from the AuslBG (to name a few: artists, journalists, researchers, teaching staff at certain schools)
- Caretaker, if the cared for person is at least on care level 3
- Persons who have been admitted to the labour market for at least one year (with employment licence)
- Relatives of licensed workers

Expiration of these limitations for states of the 2004 enlargement round is expected for January 2011.

These limitations do not exist for self-employed work and issuance of a trade licence must not be rendered overly difficult.

Citizens of third countries:

Students from so-called third countries need a work permit for all salaried jobs that are subject to the AuslBG. Access to trade licences may be more difficult, usually this is a matter of reciprocity, that is, applicants must submit the same documents that are required of Austrian citizens in their country of origin.

The employer must apply for a work permit at the Public Employment Service Austria (AMS). It is valid for one workplace and must be extended every year.

According to the body of regulations regarding aliens (Fremdenrechtspaket 2005), a settlement permit, unavailable to students, is required to obtain work permit and unrestricted work permit. Existing work permits and unrestricted work permits are valid until expiration, without any possibility of extension. After their expiration, only employment permits can be issued.

Employment permits must be applied for by the employer with the AMS;

they are subject to a quota for non-Austrian employees.

Result: applications are very frequently declined. Quota overrun is dealt with by a committee representing employers and labour; abilities that are rare or non-existent in the Austrian labour market, e.g., knowledge of languages or specific study-based abilities, will score points; however, a relation to the intended activity should exist.

Employment

This comprises all supervised wage-earning activities at preset working hours. All persons subject to the Foreigners' Employment Act (AuslBG) need a special permit.

Categories of work permits:

- Employment permit (must be applied for by the employer, valid only for the employer's company), valid for up to one year
- Employment licence: after one year of employment, valid for a specific federal province (*Bundesland*)
- Unrestricted work permit (Befreiungsschein): after five years, valid for all federal provinces of Austria

A probably not entirely correctly applied EU guideline, which guarantees labour market access to students for at least 10 hours per week, has led to the practice that employment permits are almost exclusively issued for minor jobs (not more than EUR 340 per month).

So-called "seasonal licences" (for certain jobs such as in gastronomy), which can be granted for a maximum of six months, can be issued to students for no more than three months.

It is possible that licences will not be extended due to permanent quota overrun. The job has to be terminated respecting the notice period—in such cases one or another week can be added, provided the employer is cooperative.

Any denial of permits can be challenged at one of the AMS federal province offices; this, however, has to be done by the employer—employees are not allowed to be part of the employment permit granting procedure.

Self-employment

The most significant difference is that payment is made for contract work (“Werk”) instead of for a set amount of work hours.

Here, the ‘risk’ is taken by the contractor: if the work is finished in a shorter period of time, the fictive hourly wages are higher; if it takes longer, the income per time-unit is lower.

Further arguments in favour of contract work are: using own operating resources, working for more than one customer, and the possibility to include more persons (who possibly need an employment permit).

Whoever works as a so-called new self-employed without trade licence incurs the

risk of a later audit, for which the national insurance is responsible, where the competent regional health insurance fund will have the final saying and determine work as “free service contract”: in terms of the national insurance regulations, this means back payments; furthermore, an employment permit is required for any free service contract work. Otherwise, problems with the aliens’ police could occur later!

Holders of a valid trade licence avoid such trouble.

Definitions

Not all activities are suitable for a contract for work and labour (“Werkvertrag”): activities, which require the presence in a facility at set work hours (e.g., telephone service) can never be covered by such contracts—and the possibility to be substituted by colleagues can, at best, turn it into a free service contract.

A company providing a PC or work documents indicates a free service contract.

A contract for work and labour would be assumed if a computer programme is installed on a PC that is not owned by the company but by the contractor and if the latter visits the company’s office only for conferences.



Please note

See a consultant if you are unsure—the wording of the contract can make a difference!

Traineeships/Internships

The Foreigners' Employment Act distinguishes between unpaid traineeship, vacation internship and in-service training: internships and in-service trainings are a mandatory part of the degree programme; their "economic content" must meet the appropriate criteria.

Freedom of art and sciences is protected by the constitution; therefore, neither AMS nor the office for the registration of aliens are allowed to make assessments of their own, although the appropriate regulations are less than concrete.

These criteria will be reviewed regarding work hours, types and content of activities; highly qualified activities can be rewarded by adequate pay.

Unpaid traineeships or internships are considered "voluntary learning experiences," which must not be paid for—however, in individual cases one should check for reimbursement of expenses.

As employers, universities are somewhat less difficult to navigate: scientific activities in research and teaching as well as development and teaching of the arts are not subject to the Foreigners' Employment Act.

Students with Austrian university graduation

After graduation, students can obtain a quota-free settlement permit, if they are classified as “persons with key skills”. A person with key skills is legally defined as a male or female alien with special professional qualifications that are needed on the labour market, with adequate professional experience and with a gross monthly salary of 60 percent of the earnings limit for chargeable contributions. www.oeh.ac.at

Employer and foreign employee apply together in the federal province where the employee shall take residence. Competent authority is the governor’s administration (in Vienna: MA20), which issues the recognition of a person with key skills as combined settlement and work permit (i.e., an employed person with key skills does no longer need an additional employment permit). This permit is valid for one year. You can ask for detailed information at the AMS and at various information offices.

Contacts

Helping Hands

Taubstummengasse 7-9, 1090 Vienna

Tel: 01/310 88 80 – 10

Fax 01/310 88 80 – 37

www.helpinghands.at

Web links

www.oeh.ac.at

www.ams.or.at

www.jobwohnen.at



Social Matters

Scholarships

Together with grants and scholarships according to the Student Support Act (StudFG), which offers only restricted access for foreign students (see chapter on study grant), there are various special grants for international students. In this chapter we have compiled the most important programmes for you, especially for students from developing countries. You can find more detailed information on the ÖAD home page under www.oead.ac.at/. Changes by institutions providing scholarships are possible.

Requirements, duration, application and submission terms vary from grant to grant. Some grants must be applied for from the home country. There is no legal claim for grants, even if all requirements are met. This means that—mostly due to budget limits—out of several very good candidates only the best will receive a grant. Most grants are open to students of all fields of study.

Special scholarships for foreign students from non-EEA countries

You can find a very good compilation of all scholarship programmes for students from developing countries on the KKS website (Contact Committee for the Support of Students from Third World Countries) and on the website of the Austrian Development Cooperation (Entwicklungszusammenarbeit). www.kks-bza.at, www.eza.at

The One-World-scholarship programme

Target group:

The One-World-scholarship programme is designed for students from Africa, Asia (including Turkey) and Latin America, who have come on their own initiative to Austria for educational purposes.

General conditions and requirements:

- Citizenship of a non-European developing country or of Turkey (except for officially recognised refugees and asylum seekers)
- application in Austria after enrolment and registration at an Austrian university or
- a relevant organisation of civic society
- financial need
- good study results
- age limit 30 years at beginning of grant
- readiness to return to the country of origin or to another developing country
- successful conclusion of the first part of the diploma study or finished bachelor's study. Obligation to pay back the received grant according to the terms agreed with the Contact Committee for the Support of Students from Third World Countries.
- women receive preferential assistance.

Application terms:

To be asked at the application office

Scholarship amount:

Diploma studies: EUR 500/month

Maximum duration of support:

Average time of study in the second part of the diploma study (exceptions possible for special reasons).

The Afro-Asian institutes and the OeAD support students from all non-European developing countries, the LAI only students from Latin America and the OeOG only students from countries of the Near and Middle East.

Students from the following countries can apply for the One-World-scholarship programme:

Afghanistan, Egypt, Algeria, Angola, Anguilla, Antigua and Barbuda, Equatorial Guinea, Argentina, Armenia, Aruba, Azerbaijan, Ethiopia, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Brazil, British Virgin Islands, Burkina Faso, Burundi, Chile, China, Cook Islands, Costa Rica, Dominica, Dominican Republic, Djibouti, Ecuador, El Salvador, Ivory Coast, Eritrea, Fiji, French Polynesia, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Iran, Jamaica, Yemen, Jordan, Cambodia, Cameroon, Cape Verde, Kazakhstan, Kenya, Kirghizia,

Kiribati, Columbia, Comoro Island, Congo, Korea, Cuba, Laos, Lesotho, Lebanon, Liberia, Libya, Macao, Madagascar, Malawi, Malaysia, Maldives, Mali, Morocco, Marshall Islands, Mauretania, Mauritius, Mayotte, Mexico, Micronesia, Mongolia, Montserrat, Mozambique, Myanmar, Namibia, Nauru, Nepal, New Caledonia, Nicaragua, Netherlands Antilles, Niger, Nigeria, Niue, Northern Marianas, Oman, Pakistan, Palestinian Autonomous Areas, Palau, Panama, Papua-New Guinea, Paraguay, Peru, Philippines, Rwanda, Solomon Islands, Zambia, Sao Tome and Principe, Saudi-Arabia, Senegal, Seychelles, Sierra Leone, Zimbabwe, Somalia, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent & Grenadines, South Africa, Sudan, Suriname, Syria, Tadjikistan, Tanzania, Thailand, Togo, Tokelau Islands, Tonga, Trinidad and Tobago, Chad, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Wallis and Futuna, Western Samoa, Central African Republic.

One-World-Scholarship for doctoral studies

This programme is designed for doctoral students with developmental- and socio-political relevant research projects, which are carried out in close cooperation with partners from inside and outside the university such as NGOs in their region of origin.

Doctoral students who accomplished a large part of their basic studies in Austria can generally not be supported.

Together with the general requirements, the criteria for granting the scholarship are a detailed project description, a positive appraisal by the scientific supervisors, and an age limit of 35 years at the beginning of the grant period.

Your chances improve if you prepare yourself during your studies for a later job in a developing country (e.g., internships in your home country, specialisation or selection of a developmental-political topic for your diploma thesis).

Scholarship amount:

Doctoral study: EUR 550/month

Maximum duration of support:

For doctoral studies: up to 36 months according to progress report by supervisor. Exceptions only in special cases.

North-South-Dialogue Scholarship

The aim of this scholarship programme is building and strengthening human and institutional resources in developing countries. Applications can be submitted by post-graduates of scientific, technical, social and economic fields of study from non-European developing countries who aim to do research or a doctoral study in Austria. There must be evidence of an existing scientific contact with Austria as well as of a job in the home country (with a university or a governmental institution), which can be taken up after the end of the study project. Project approval by the employer must be presented.

Age limit for doctoral studies:
35 years.

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

Afghanistan, Egypt, Algeria, Angola, Anguilla, Antigua and Barbuda, Equatorial Guinea, Argentina, Armenia, Aruba, Azerbaijan, Ethiopia, Bahrain, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Brazil, British Virgin Islands, Burkina Faso, Burundi, Chile, China, Cook Islands, Costa Rica, Dominica, Dominican Republic, Djibouti, Ecuador, El Salvador, Ivory Coast,

Eritrea, Fiji, French Polynesia, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Iran, Jamaica, Yemen, Jordan, Cambodia, Cameroon, Cape Verde, Kazakhstan, Kenya, Kirghizia, Kiribati, Columbia, Comoro Islands, Congo, Korea, Cuba, Laos, Lesotho, Lebanon, Liberia, Libya, Macao, Madagascar, Malawi, Malaysia, Maldives Islands, Mali, Morocco, Marshall Islands, Mauritania, Mauritius, Mayotte, Mexico, Micronesia, Mongolia, Montserrat, Mozambique, Myanmar, Namibia, Nauru, Nepal, New Caledonia, Nicaragua, Netherlands Antilles, Niger, Nigeria, Niue, Northern Mariana Islands, Oman, Palestinian Autonomous Areas, Palau, Panama, Papua-New Guinea, Paraguay, Peru, Philippines, Rwanda, Solomon Islands, Zambia, Sao Tome and Principe, Saudi-Arabia, Senegal, Seychelles, Sierra Leone, Zimbabwe, Somalia, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent & Grenadines, South Africa, Sudan, Suriname, Syria, Tadjikistan, Tanzania, Thailand, Togo, Tokelau Islands, Tonga, Trinidad and Tobago, Chad, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Wallis and Futuna, Western Samoa, Central African Republic

The institution granting these scholarships:

OeAD/ACM on behalf of and financed by the Federal Ministry of Foreign Affairs

Target group:

Graduates, scientists

Duration of scholarship:

Up to 36 months

Amount granted:

Monthly grant for students and graduates:
EUR 940
for scientists that have been holding a
doctoral degree for more than 5 years:
EUR 1040

Accident- and health insurance, Housing

If necessary, OeAD shall provide accident and health insurance.

OeAD provides scholarship holders with housing (dormitory or apartment). Housing and insurance costs have to be paid by grantees from their scholarship.

Travel expenses incurred by scholarship holders from “least developed countries” and from focal countries of Austrian developmental cooperation can be additionally financed. Scholarship holders do not pay tuition fees.

Where to apply:

At Austrian diplomatic representations, see www.bmaa.gv.at

Scholarships for convention refugees and persons entitled to asylum “Liese Prokop Scholarship”

Target group:

The Federal Ministry of Interior grants scholarships (monthly) to persons entitled to political asylum (convention refugees). The Austrian Integration Fund is responsible for counselling, application and support.

Requirements:

- admission as non-degree seeking student or recognition of preparatory studies
- attendance of preparatory courses of study or other preparatory courses, resp. admission as non-degree seeking student for academic validation
- recognised refugee
- social need
- age limit: 35 (no age limit in case of academic validation)

Terms of application -Twice a year

Summer semester: January/February

Winter semester: September/October

Duration of support:

For persons entitled to asylum (convention refugees): The grant is paid in up to 12 instalments per year. Maximum duration is four semesters, extension for one additional semester is possible in exceptional cases.

Scholarship extension:

Refugee programme grant recipients or asylum seekers who have received one-time support must reapply each semester.

PLEASE NOTE:

Applications are possible only after admission as non-degree seeking student at an Austrian university!

Contact

Austrian Integration Fund (OeIF)
Schlachthausgasse 30,
1030 Vienna
Tel: 01/710 1203 – 0
www.integrationsfonds.at



Financial assistance

Persons without Austrian citizenship are entitled to financial assistance if they are granted equality of status with Austrian citizens.

The following groups of non-Austrian citizens are entitled to financial support:

- A. Citizens of EEA countries**
- B. Third-country citizens**
- C. Stateless persons**
- D. Refugees**

Citizens of EEA countries

Principles and regulations:

- Equality of status can be derived from the migrant worker status of one or both parents or from one's own migrant worker status.
- Children of parents who are working in Austria ("migrant workers") are entitled to financial assistance if they live and work in Austria.
- Students with EEA citizenship who are working must have entered Austria not for study purposes; they must have been working here before taking up their studies; their study must be an element of continuing education based on their former job. This rule does not apply if the job was not voluntarily given up.
- For students in Austria, EEA citizenship as such does not confer an entitlement to financial assistance.
- Persons from EEA countries who have been in the Austrian educational system are also granted equality of status.

Several years of school attendance and acquisition of a school-leaving certificate in Austria are required.

- Since 1 January 2006, EEA-citizens who have acquired a “claim to permanent residency” are also granted equality of status. The “claim to permanent residency” is conferred upon persons that have been living in the country for at least five years without interruption.

EEA countries:

EU countries: Belgium, Bulgaria, Denmark, Germany, Estonia, Finland, France, Greece, Great Britain, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Austria, Poland, Portugal, Rumania, Sweden, Slovakia, Slovenia, Spain, Czech Republic, Hungary, Cyprus.

Additionally: Iceland, Liechtenstein, Norway.

Third-country citizens

Third-country citizens are all citizens of a country that is not a member of the European Economic Area. These persons can be granted equality of status if they have the “right of long-term residency” in Austria. This requires for a person to have lived in Austria for at least five consecutive years,

whereby only fifty percent of the time dedicated to study and professional training is recognised.

Stateless persons

To obtain equality of status, stateless persons together with at least one parent must have been “fully subject to payment of income taxes” in Austria for at least five years and they must have had their “centre of life” in Austria in this period.

Refugees

Refugees according to **Article 1** of the UN Convention Relating to the Status of Refugees (“Geneva Refugee Convention”) are granted equal status with Austrian citizens (evidence: administrative decision).

Foreigners who do not belong to any of the four groups indicated above are not entitled to financial assistance for students.

Contact

Financial assistance for students:

www.stipendium.at

You can find more specific information on financial assistance in the social brochure of the OeH. The social departments and counselling offices of the universities' representative bodies are also there to help you with further information.

Scholarship offices:

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

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

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

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

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

Stipendienstelle Innsbruck
6020 Innsbruck, Andreas-Hofer-Straße 46

Family allowance

Foreign citizens have a legal right to claim family allowance for their children if

- they are living in Austria with the right to stay pursuant to the Austrian Settlement and Residence Act or if
- they were granted asylum.

Persons that are entitled to similar foreign support (e.g., child benefits, additional allowances for children) cannot claim family allowance.

Austrian citizens have a right to compensation payment if the similar foreign allowance is less than the family allowance they would receive according to the Austrian Families' Equalization of Burdens Act (FLAG).

Please Note

Family allowance entitlement is only possible if the child is a member of the household of the family that applies for family allowance. If the child is not a member of the applicant's household, family allowance is possible only if the applicant is the main supporter of the child and if no other person is entitled to family allowance for the child.

Household membership is not nullified if the child has a second residence at another place where he or she holds a job.

Also, the child is not supposed to stay predominantly or permanently abroad, except he or she stays in an EU or EEA member state. Another exception pertains to students who can demonstrate that they

are staying abroad solely for professional training purposes. If the entitled person predominantly supports the child, he or she is entitled to family allowance because the student/trainee is still considered a household member of the applicant.

OeH Social Fund

Prerequisite for support by one of the funds is that the student does not live with his parents, is needy and studies with reasonable success.

Information, specific conditions and application forms can be directly obtained from the social office of the OeH national delegation.

Social office of the OeH national delegation

Taubstummengasse 7-9, 1040 Vienna
Tel: 01/310 88 80

The following funds were created by the OeH: social, housing, children and child care funds.

These funds can also be used for support in legal matters and for mediation. You can find further information in the social brochure issued by the OeH.

Studying with children

As the situation of student-mothers and fathers varies among the federal provinces and a detailed description of all emerging problems—pregnancy, birth preparation, birth, financial support, child care—is impossible in this brochure, we prefer to inform you about a brochure and the possibility of counselling by the OeH:

Counselling: Austrian Student's Union (OeH)

1040 Vienna,
Taubstummengasse 7-9
Tel: 01/310 88 80
Brochure: "Studying with children"



Austrian Student's
Union (OeH)



Structure and Membership

The OeH is the legal representative body of the students' interests. If you are a student at an Austrian university, university of the arts, university of applied sciences or a university of education, you become an OeH member and you pay each semester an amount of EUR 16.86 to the OeH during registration for a new semester.

OeH is set up on four levels to facilitate an Austria-wide united political representation on one hand, and to offer students local offices for the day-to-day problems of university life on the other hand. Thus, it represents the Austrian university landscape.

Below, we introduce you to the individual levels of the OeH with their most important functions:

- National Delegation (BV). This is the national body of the OeH. As public body, it is assigned to evaluate laws and to represent your interests at the Federal Ministry for Education, Arts and Culture, at university institutions, in parliament and in public.
- Representations at the individual universities. As the highest OeH-level at each university, they represent the specific interests of the students. To cope with the great variety of duties, there are similar offices like on the BV-level, (e.g., education policy, social policy, international students).
- Faculty representations (FV). Among their duties are the representation of interests of the students within the faculty, where important topics are being dealt with; the distribution of budgetary means for teaching and research; the establishment of new institutes; the appointment of new professors; and the employment of

assistants. Furthermore, FV provide service and counselling, for instance, with the popular introductory tutorials for beginning students and by coordinating the representations of all faculty disciplines.

- Your closest contact is the representation of your field of study (StRV). The aim is to provide you with a course of study that is as trouble-free as possible, starting with first-semester counselling until the end of your study.

OeH elections

All students in Austria have the right to vote in OeH-elections!

This means, you can voice your opinion by voting. Unfortunately, voter participation has been low lately.

It depends on you to decide which area of activities should be emphasised by the OeH—by taking part in the elections and by being active in university politics. OeH elections, in which the members of the individual offices are elected, take place every two years.

International students from non-EU countries have the right to vote, but, unfortunately, cannot be elected, or in legal terms: you have the active, but not the passive right of vote.

Take part in the elections and be heard in university politics!

Fields of activity and offices

To cope with the variety of duties, the work of the OeH is divided into various offices.

Besides the chairpersons, the national delegation (BV) consists of the following offices and fields of activity:

- Office for Education Politics
- Office for Economic Affairs
- Office for Social Affairs
- Office for Public Relations
- Counselling for Students and Prospective Students
- Office for International Relations
- Office for International Students
- Office for Feminist Politics
- Office for Human Rights and Social Politics
- Tutorial Project

For international students, the Office for International Students and the Office for Social Affairs will probably be the first contacts.

Office for International Students

Helps you in questions of university admission, residence permit, language courses, health care, job opportunities and much more.

Office for Social Affairs

Offers counselling in areas such as financial support for studies, family allowance, insurances, questions of taxes and workplace relations, pregnancy and studying with children, landlord-tenant relations, and dormitories. In addition, there are social funds at the social office of the national delegation, which are able help a student in need with a one-time financial support.

Office for International Relations

While the office at the national delegation is responsible for outgoing students, the university offices offer various mentoring systems—so-called incomings—for foreign students, which make your start into university life easier.

These offers comprise individual mentors who help you with registration, course registration and orientation at the university; with various evenings of discussions and culture; and with inexpensive events and excursions.

We constantly inform you on activities and projects of all offices of the national delegation on our home page at www.oeh.ac.at and in the OeH paper “Progress”.

Brochures

Publication of various brochures is part of the service and counselling provided by the OeH. Free samples can be obtained at the offices of the national delegation and at each university representation.

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At present, the following brochures are available:

- Studying in Austria (for international students)
- Social brochure
- Women's Compass
- Ecology & Sustainability
- Accommodation and Study
- Work and Study
- Studying Abroad
- Study and Livelihood
- Studying without Borders
- Studying with Children
- Guidelines for Taxes
- Guidelines for Studies



Addresses



Universities and Austrian Students' Union (OeH)

OeH National Delegation

Taubstummengasse 7-9
1040 Vienna

Tel: 01/310 88 80 - 0

Fax 01/310 88 80 - 36

www.oeh.ac.at

oeh@oeh.ac.at

International Students Office

Taubstummengasse 7-9
1040 Vienna

Tel: 01/310 88 80 - 27

auslaenderInnenreferat@oeh.ac.at

Universities and Students' Unions

University of Vienna

Dr. Karl-Lueger-Ring 1,

1010 Vienna

Tel: 01/4277 - 0

www.univie.ac.at

Students' Union at the University of Vienna

Spitalgasse 2, court 1, wing 2B,
ground floor

1010 Vienna

Tel: 01/4277 - 19501

www.oeh.univie.ac.at

Vienna University of Technology

Karlsplatz 13

1040 Vienna

Tel: 01/58801 - 0

www.tuwien.ac.at

Students' Union

Wiedner Hauptstrasse 8-10
1040 Vienna
Tel: 01/58801 – 49501
www.htu.tuwien.ac.at

Students' Union

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

**Vienna University of Economics
and Business**

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

Academy of Fine Arts Vienna

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

Students' Union

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

Students' Union

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

**University of Natural Resources and
Life Sciences, Vienna**

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

**University of Music and Performing
Arts Vienna**

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

Students' Union

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

Students' Union

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

University of Applied Arts Vienna

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

**University of Veterinary Medicine,
Vienna (Vetmeduni Vienna)**

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

Students' Union

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

Medical University of Vienna

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

Students' Union

Leitstelle 6M, New Vienna General
Hospital (NAKH)
Währinger Gürtel 18-20, 1090 Vienna
Tel: 01/403 17 59
www.uv-medizin.at

Johannes Kepler University Linz

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

Students' Union

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

**University for Art and Industrial
Design Linz**

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

Students' Union

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

University of Graz

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

Students' Union

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

Graz University of Technology

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

Students' Union

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

**University of Music and Performing
Arts Graz**

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

Students' Union

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

Medical University of Graz

Auenbruggerplatz 24
8036 Graz
Tel: 0316/385 – 72011
www.meduni-graz.at

Students' Union

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

University of Leoben

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

Students' Union

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

Alpen-Adria-University Klagenfurt

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

Students' Union

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

University of Salzburg

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

Students' Union

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

University Mozarteum Salzburg

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

Students' Union

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

University of Innsbruck

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



Students' Union

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

Innsbruck Medical University

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

Students' Union

Schöpfstrasse 24
6020 Innsbruck
Tel: 0512/507 – 3030 oder 3032
(dentistry)
www.skalpelli.at
skalpelli@skalpelli.at
medizin-oeh@uibk.ac.at

Universities of Education

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University College of Teacher Education Vienna

Grenzackerstraße 18, 1100 Vienna
Tel: +43 (0) 1/601 18 – 2003
rektorin@phwien.ac.at
www.phwien.ac.at

Students' Representation

Tel: +43 (0) 1/601 18 – 4000 or
Tel: +43 (0) 1/601 18 – 4100
oeh@phwien.ac.at
pabw.dachverband-stuv.ac.at

University College of Teacher Education Lower Austria

Mühlgasse 67, 2500 Baden
Tel: +43 (0) 2252/885 70 – 0
Tel: +43 (0) 2252/885 70 – 180
office@ph-noe.ac.at, www.ph-noe.ac.at

University College of Teacher Education Upper Austria

Kaplanhofstraße 40, 4020 Linz
Tel: +43 (0) 732/7470 – 0
Fax +43 (0) 732/7470 – 3090
office@ph-ooe.at
www.ph-ooe.at

Students' Representation

Tel: +43 (0) 676/847 888 310
stuvphooe@gmx.at

University College of Teacher Education Styria

Hasnerplatz 12
8010 Graz
Tel: +43 (0) 316/8067 – 0
Fax: +43 (0) 316/8067 – 3199
office@phst.at, www.ph-stmk.at

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Students' Representation

Tel: +43 (0) 316/675 939

oe@phgraz.at

oe@bpa-graz.at

<http://oe.phgraz.at>

University College for Agrarian and Environmental Pedagogy Vienna

Angermayergasse 1

1130 Vienna

Tel: +43 (0) 1/877 22 66 – 0

Fax: +43 (0) 1/877 23 61

sekretariat@agrariumweltpaedagogik.ac.at

www.agrariumweltpaedagogik.ac.at

University College of Teacher Education Vienna/Krems

Singerstraße 7/4, 1010 Wien

Tel: +43 (0) 1/515 52 – 3084 oder

Tel: +43 (0) 676/30 93 898

office@kphvie.at

www.kphvie.at

Students' Representation

stuv.krems@kphvie.at

stuv.strebersdorf@kphvie.at

stuv.rp@kphvie.at,

stuv.kphvie.at

Catholic University College of Education Graz

Georgigasse 85-89

8020 Graz

Tel: +43 (0) 316/581 670 – 22

office@kphgraz.at

<http://kphgraz.at>

Students' Representation

Tel: +43 (0) 316/581 670 – 78

www.pze.at/stv

Private University College of Teacher Education of the Diocese of Linz

Salesianumweg 3, 4020 Linz

Tel: +43 (0) 732/77 26 66

Fax +43 (0) 732/79 73 06

office@ph-linz.at, www.phdl.at

Students' Representation

Tel: +43 (0) 732/77 26 66 – 4314

Fax +43 (0) 732/79 73 06

studienervice@ph-linz.at

University College of Teacher Education Tyrol

Pastorstraße 7, 6010 Innsbruck

Tel: +43 (0) 512/599 23 – 0

office@ph-tirol.ac.at

www.ph-tirol.ac.at

Students' Representation

studentenvertretung@tsn.at

bpastudent@aon.at

University College of Teacher Education Salzburg

Akademiestraße 23, 5020 Salzburg

Tel: +43 (0) 662/6388 – 0

Fax +43 (0) 662/6388 – 1010

office@phsalzburg.at, www.phsalzburg.at

Students' Representation

Tel.: +43 (0) 662/6388 – 1057

University College of Teacher Education Burgenland

Thomas-Alva-Edison-Str. 1
7000 Eisenstadt
Tel: +43 (0) 590/ 10 30 – 0
Fax +43 (0) 590/ 10 30 – 1
office@ph-burgenland.at
www.ph-burgenland.at

University College of Teacher Education - Edith Stein (in Stams)

Rennweg 12, 6020 Innsbruck
Tel: +43 (0) 512/561 763 – 10 or
Tel: +43 (0) 676/87 305 603
Fax +43 (0) 512/561 763 – 20
info@kph-es.at
www.kph-es.at

University College of Teacher Education Vorarlberg

Liechtensteinstraße 33-37
6800 Feldkirch
Tel: +43 (0) 5522/311 99
office@ph-vorarlberg.ac.at
www.ph-vorarlberg.ac.at

Students' Representation

stv.ph-feldkirch@gmx.at

University College of Teacher Education Carinthia – Victor Frankl UC

Hubertusstraße 1, 9022 Klagenfurt
Tel: +43 (0) 463/508 508
Fax +43 (0) 463/508 508 – 829
office@ph-kaernten.ac.at
www.ph-kaernten.ac.at

Students' Representation

Tel: +43 (0) 463/508 508 – 824 or
Tel: +43 (0) 650/93 400 93
oeh@ph-kaernten.ac.at

Private Course of Studies of Teacher Education for Islamic Religion

Neustiftgasse 117
1070 Vienna
Tel: +43 (0) 1/ 786 322 41
Fax +43 (0) 1/ 786 322 43
irpa@chello.at
www.irpa.ac.at

Students' Representation

irpa@oeh.ac.at

Private Course of Studies of Teacher Education for Catholic Religion, Carinthia

Tarviser Straße 30
9020 Klagenfurt
Tel: +43 (0) 463/ 5877 2229
Fax +43 (0) 463/ 5877 2209
kphe@kath-kirche-kaernten.at
www.kphe-kaernten.at

Students' Representation

Tel: +43 (0) 432/ 513 12

Private Course of Studies of Teacher Education for Jewish Religion

Rabbiner-Schneerson-Platz 1
1020 Wien
Tel: +43 (0) 1/ 334 18 18 – 12
Fax +43 (0) 1/ 334 18 18 – 18

Universities of Applied Sciences and Students' Representations

University of Applied Sciences Burgenland

Campus 1
7000 Eisenstadt
Tel: +43 (0) 5/ 9010 609 – 0
www.fh-burgenland.at

Students' Representation

Campus 1, 7000 Eisenstadt
Tel: +43 (0) 5/ 9010 609 – 0
www.fhoeh.at

Upper Austria University of Applied Sciences

Franz-Fritsch-Straße 11/3
4600 Wels
Tel: +43 (0) 7242 / 448 08 – 10
www.fh-ooe.at

Students' Representation

Franz-Fritsch-Straße 11/3,
4600 Wels
Tel: +43 (0) 7242 / 448 08 – 10
www.oeh.fh-ooe.at

FH Wien – University of Applied Sciences of WKW

Währinger Gürtel 97,
1180 Vienna
Tel: +43 (0) 1 / 476 77 – 444
www.fh-wien.ac.at

Students' Representation

Währinger Gürtel 97, 1180 Vienna
Tel: +43 (0) 1 / 476 77 – 5795
www.stuve.info

Vorarlberg University of Applied Sciences

Hochschulstraße 1, 6850 Dornbirn
Tel: +43 (0) 5572 / 792 – 0
www.fhv.at

Students' Representation

Hochschulstraße 1, 6850 Dornbirn
Tel: +43 (0) 5572 / 792 – 0

Technical University of Applied Sciences (Technikum Wien)

Mariahilferstraße 37-39, 1060 Vienna
Tel: +43 (0) 1 / 58839 – 46
www.technikum-wien.at

Students' Representation

Mariahilferstraße 37-39, 1060 Vienna
Tel: +43 (0) 1 / 58839 – 46
twist.technikum-wien.at

IMC University of Applied Sciences Krems

Piaristengasse 1, 3500 Krems
Tel: +43 (0) 2732 / 802 – 0
www.fh-krems.ac.at

Students' Representation

Piaristengasse 1
3500 Krems
Tel: +43 (0) 2732 / 802 – 0

Carinthia University of Applied Sciences

Villacher Straße 1,
9701 Spittal an der Drau
Tel: +43 (0) 4762 / 905 00 – 0
www.fh-kaernten.at

Students' Representation

Villacher Straße 1,
9701 Spittal an der Drau
Tel: +43 (0) 4762 / 905 00 – 0
oeh-fhk.blogspot.com

FH JOANNEUM University of Applied Sciences

Alte Poststraße 149
8020 Graz
Tel: +43 (0) 316 / 5453 – 8880
www.fh-joanneum.at

Students' Representation

Alte Poststraße 149,
8020 Graz
Tel: +43 (0) 316 / 5453 – 8880
www.fh-joanneum.at/join

Salzburg University of Applied Sciences

Urstein Süd 1, 5412 Puch bei Hallein
Tel: +43 (0) 50 / 2211 – 1001
www.fh-salzburg.ac.at

Students' Representation

Urstein Süd 1, 5412 Puch bei Hallein
Tel: +43 (0) 50 / 2211 – 1001
www.stv-fhs.at

St.Pölten University of Applied Sciences

Matthias Corvinus-Straße 15
3100 St. Pölten
Tel: +43 (0) 2742 / 313 228
www.fh-stpoelten.ac.at

Students' Representation

Matthias Corvinus-Straße 15
3100 St. Pölten
Tel: +43 (0) 2742 / 313 228

Campus 02 - University of Applied Sciences

Körblergasse 126
8020 Graz
Tel: +43 (0) 316 / 6002 – 0
www.campus02.at

Students' Representation

Körblergasse 126,
8020 Graz
Tel: +43 (0) 316 / 6002 – 0
www.icampus.at

University of Applied Sciences bfi Vienna

Wohlmutstraße 22
1020 Vienna
Tel: +43 (0) 1 / 720 12 86 – 11
www.fh-vie.ac.at

Students' Representation

Wohlmutstraße 22
1020 Vienna
Tel: +43 (0) 1 / 720 12 86 – 11

MCI Management Center Innsbruck

Universitätsstraße 15
6020 Innsbruck
Tel: +43 (0) 512 / 2070 – 1001
www.mci.edu

Students' Representation

Universitätsstraße 15, 6020 Innsbruck
Tel: +43 (0) 512 / 2070 – 1001

BMLV

Rossauer Lände 1, 1090 Vienna
Tel: +43 (0) 1 / 5200 - 247 27
www.bmlv.gv.at

Students' Representation

Rossauer Lände 1, 1090 Vienna
Tel: +43 (0) 1 / 5200 - 247 27

University of Applied Sciences Kufstein

Andreas-Hofer-Straße 7
6330 Kufstein
Tel: +43 (0) 5372 / 718 19 – 190
www.fh-kufstein.ac.at

Students' Representation

Andreas-Hofer-Straße 7, 6330 Kufstein
Tel: +43 (0) 5372 / 718 19 – 190
www.oeh.hsk-edu.at

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Favoritenstraße 226, 1100 Vienna
Tel: +43 (0) 1 / 606 68 77 – 100
www.fh-campuswien.ac.at

Students' Representation

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1100 Vienna
Tel: +43 (0) 1 / 606 68 77 1990
www.stuve-wien.at

Lauder Business School

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1190 Vienna
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www.lbs.ac.at

Students' Representation

Hofzeile 18 – 20
1190 Vienna
Tel: +43 (0) 1 / 369 18 18

University of Applied Sciences Tyrol (Center for Health Professions)

Innrain 98
6020 Innsbruck
Tel: +43 (0) 50 / 86 48-47 00
www.fhg-tirol.ac.at

Students' Representation

Innrain 98
6020 Innsbruck
Tel: +43 (0) 50 / 86 48-47 00
www.fhg-tirol.ac.at

Distance University of Applied Sciences Ferdinand Porsche

Lothringerstraße 4 – 8
1040 Vienna
Tel: +43 (0) 1 / 505 47 76
www.fernfh.at

Language Schools (selection)

Vienna

Wiener Internationale Hochschulkurse

Ebendorfer Straße 10, 1010 Vienna
Tel: 01/405 12 54 – 0
wihok@univie.ac.at

SHS – The University of Vienna Sommerhochschule (summer programme)

Dr. Karl-Lueger-Ring 1, 1010 Vienna
Tel.: 01/4277 – 24201

LEFÖ (for women only)

Kettenbrückengasse 15/4, 1050 Vienna
Tel: 01/58 11 881
lefoe@t0.or.at, lefoe@aon.at

Peregrina (for women only)

Währingerstraße 59/6/1, 1090 Vienna
beratung.peregrina@aon.at

Österreichische Orient-Gesellschaft

Dominikanerbastei 6/6
1010 Vienna
Tel: 01/512 89 36

Iki-Internationales Kulturinstitut Wien

Opernring 7
1010 Vienna
Tel: 01/586 73 21

Inlingua

Neuer Markt 1, 1010 Vienna
Tel: 01/512 22 25

Actilingua Academy

Gloriettegasse 8, 1130 Vienna
Tel: 01/877 67 01

Alpha Sprachinstitut

Schwarzenbergplatz 16
1010 Vienna
Tel: 01/503 69 69 – 0

Linz

Inlingua

Landstraße 24
4020 Linz
Tel: 0732/78 19 69
inlingualinz@eunet.at

Innsbruck

Innsbrucker Hochschulkurse Deutsch

Universität Innsbruck
Innrain 52, 6020 Innsbruck
Tel: 0512/507 – 2479
ihd-univ-innsbruck@uibk.ac.at

bfi – Berufsförderungsinstitut

Salunerstraße 1, 6020 Innsbruck
Tel: 0512/59660 – 0
www.bfi-tirol.or.at

Wifi – Wirtschaftsförderungsinstitut

Egger-Lienz-Straße 116, 6020 Innsbruck
Tel: 0512/350 – 0
www.tirol.wifi.at

Volkshochschule Innsbruck (Adult Education Centre)

Ursulinenhof
Markgraben 10
Tel: 0512/588882 – 0
www.vhs-tirol.at

Salzburg

IFK

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

Inlingua

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

Graz

dig – German in Graz

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

ISOP Association

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

Preparatory Courses of the Graz Universities

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



Urania

Kaiserfeldgasse 1/III
8010 Graz
Tel: 03162/82 56 88 – 0
urania@urania.at

ISZ – International Language Centre

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

Volkshochschule der Kammer für Arbeiter und Angestellte Steiermark

(Adult Education Centre of the Chamber of
Labour Styria)
Merangasse 18, 8010 Graz
Tel: 0316/32 31 48,
0316/32 32 69

Leoben

Preparatory Course Leoben

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

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Klagenfurt

German in Austria University of Klagenfurt

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

Inlingua

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

7.3

Residence Registration

Vienna (according to district)

1: Wipplingerstraße 8 (1st district)
Tel: 01/534 36

2: Karmelitergasse 9
Tel: 01/211 06

3: Karl-Borromäus-Platz 3
Tel: 01/711 34

4, 5: Schönbrunner Straße 54 (5th district)
Tel: 01/546 346

7: Hermanngasse 24-26 (7th district)
Tel: 01/521 34

9: Währinger Straße 39
Tel: 01/400 34

10: Laxenburger Straße 43-45
Tel: 01/605 34

11: Enkplatz 2
Tel: 01/ 740 34

12: Schönbrunner Straße 259
Tel: 01/811 34

13,14: Hietzinger Kai 1-3
Tel: 01/870 34

15: Gasgasse 8-10
Tel: 01/891 34

16: Richard-Wagner-Platz 19
Tel: 01/491 96

17: Elterleinplatz 14
Tel: 01/401 19

18: Martinstraße 100
Tel: 01/476 34

19: Gatterburggasse 14
Tel: 01/360 34

20: Brigittaplatz 10
Tel: 01/331 34

21: Am Spitz 1
Tel: 01/277 34

22: Schrödingerplatz 1
Tel: 01/211 23

23: Perchtoldsdorfer Straße 2
Tel: 01/863 34



Graz

Registration Service

Beethovenstraße 9, 8010 Graz

Tel: 0316/872 – 51 51

Klagenfurt

Registration Service

Kumpfgasse 20, 9020 Klagenfurt

Tel: 0463/537 – 4602 through 4609

meldeamt@klagenfurt.at

Linz

Registration Service Citizen Service Centre

Neues Rathaus

Hauptstraße 1 – 5, 4040 Linz

Innsbruck

Rathaus, Registration Service

Maria-Theresien-Straße 18

6010 Innsbruck

Rooms 1208,1210,1212

Leoben

Municipality of Leoben – Registration Service

Erzherzog-Johann-Straße 2

8700 Leoben

Tel: 3842/4062 – 0

meldeamt@leoben.at

Salzburg

Electoral and Registration Office

Saint-Julien-Straße 20, 4th floor

5024 Salzburg

Tel: 0662/8072 – 3521

wahl-und-meldeamt@stadt-salzburg.at

7.4

Scholarships

Graz

Afro-Asian Institute Graz

Leechg. 22, 8010 Graz

Tel: 0316/32 44 34 – 58

c.stern@aai-graz.at, www.aai-graz.at

Klagenfurt

OeAD - Branch

Universitätsstraße 65-67, 9020 Klagenfurt

Tel: 0463/2700 – 223

gabriele.fluch@uni-klu.ac.at

Innsbruck

OeAD - Branch

Innrain 36, 6020 Innsbruck

Tel: 0512/5072497

renate.rendl@uibk.ac.at

Leoben

OeAD - Branch

Franz-Josef-Straße 18, 8700 Leoben

Tel: 03842/402-203

dagmar.holzapfel@unileoben.ac.at

Linz

OeAD - Branch

Altenbergerstraße 69, 4040 Linz
Bank building, room 310
Tel: 0732/2468 – 313
oead@udion.uni-linz.ac.at

Salzburg

Afro-Asian Institute Salzburg (AAI)

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

Vienna

Afro-Asian Institute Wien (AAI)

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

Österreichische Orientgesellschaft Hammer-Purgstall (ÖOG)

Dominikanerbastei 6/6, A-1090 Vienna
Tel: 01/512 89 36
theresia.laubichler@oeog.org
www.oeog.org

Österreichisches Lateinamerikainstitut (LAI)

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

Psychological Counselling

www.studentenberatung.at

Vienna

Lederergasse 35/4, 1080 Wien

Tel.: 01/40230 – 91 bis 94

psychologische.studentenberatung@univie.ac.at

Linz

Altenberger Straße 69, 4040 Linz

Tel.: 0732/2468 – 5310

psych.studber@jku.at

Salzburg

Mirabellplatz 9/1, 5020 Salzburg

Tel.: 0662/8044 – 6500

psb.sbg@sbg.ac.at

Graz

Katzianergasse 7/3, 8010 Graz

Tel.: 0316/81 47 48

psych.ber@kfunigraz.ac.at

Innsbruck

Schöpfstraße 3, 6020 Innsbruck

Tel.: 0512/507 84 91

psycholog-studentenberatung@uibk.ac.at

Klagenfurt

Universitätsstraße 67,

9020 Klagenfurt

Tel.: 0463/23482

psycholog.studentenberatung@uni-klu.ac.at

Federal Ministries

Federal Ministry for Science and Research

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

Federal Ministry of Labour, Social Affairs and Consumer Protection

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

Federal Ministry of Economy, Family and Youth

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

Federal Ministry for European and International Affairs

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

Federal Ministry of the Interior

PO Box 100
1014 Vienna
Tel: 01/53126 – 0
www.bmi.gv.at

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A-1090 Vienna

Tel: +43 1 / 4277-28151

Fax +43 1 4277/281 50

housing@oead.at

www.housing.oead.at

Accommodations:

OeAD-Guesthouse Molkereistraße

Molkereistraße 1

1020 Vienna

OeAD- Guesthouse Simmeringer Hauptstraße

Simmeringer Hauptstraße 143

1110 Vienna

OeAD- Guesthouse Tigergasse

Tigergasse 23-27

1080 Vienna

OeAD- Guesthouse Comeniusgasse

Comeniusgasse 9

1170 Vienna

OeAD- Guesthouse Kandlgasse

Kandlgasse 30

1070 Vienna

OeAD- Guesthouse Sechshauser Straße

Sechshauser Straße 31
1150 Vienna

OeAD- Guesthouse Obermüllerstraße

Obermüllnerstraße 2c
1020 Vienna

OeAD- Guesthouse Obere Donaustraße

Obere Donaustraße 21/3
1020 Vienna

OeAD- Guesthouse Auerspergstraße

Auerspergstraße 7
1080 Vienna

OeAD- Guesthouse Hafnersteig

Hafnersteig 5
1010 Vienna

Wohnraumverwaltung Graz / Housing Office Graz Graz Branch

A-8010 Graz, Steyrergasse 3-5
Tel: +43 316 31 87 84
Fax +43 316 32 47 59
housing-graz@oead.at
www.housing.oead.at

Accommodations:**OeAD- Guesthouse Moserhofgasse**

Moserhofgasse 41b
8010 Graz

OeAD- Guesthouse Neubaugasse

Neubaugasse 12
8020 Graz

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Steyrergasse 3-5
8010 Graz

**OeAD-WohnraumverwaltungsGmbH /
Housing Office
Linz Branch**

Altenbergerstraße 69 ,
A-4040 Linz
Tel: +43 732 2468 3267
Fax + 43 732 2468 9676
housing-linz@oead.at
www.housing.oead.at

**OeAD-WohnraumverwaltungsGmbH /
Housing Office
Klagenfurt Branch**

Universitätsstraße 65-67,
A-9020 Klagenfurt
Tel: +43 463 2700-9234
Fax +43 463 2700-9293
olayeni.adegeye@uni-klu.ac.at
www.housing.oead.at

**OeAD-WohnraumverwaltungsGmbH /
Housing Office
Salzburg Branch**

Akademiestraße 20/2
A-5020 Salzburg
Tel: +43 662 8044 4901
Fax +43 662 84 36 51
housing-salzburg@oead.at
www.housing.oead.at

**ÖAD-WohnraumverwaltungsGmbH /
Housing Office
Innsbruck Branch**

Innrain 36,
A-6020 Innsbruck
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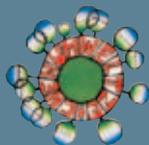
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