

Studying at the University of Innsbruck

Guidelines for International Students

University of Innsbruck – Admission Department
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Overview

A. What are the admission requirements?

1. Secondary School Leaving Certificate (General University Entrance Qualification)
2. Admission Statement (Special University Entrance Qualification)
3. Knowledge of German

B. What other documents must be submitted?

1. Form "Application for Admission"
2. Authenticated translations of the submitted documents
3. Curriculum vitae

C. When is the closing date for submitting an application?

Closing date	for applying for the	Lecture period
September 1 st	winter term	Beginning of October until end of January
February 1 st	summer term	Beginning of March until beginning of July

Exceptions: The application deadline does not apply to EEA¹ nationals (European Economic Area) and applicants granted equal status (page 4). Those applicants must submit their documents before the end of the general admission period; please see the internet for the exact date.

D. How will the application be processed?

Your application will be reviewed by the University Admission Department; should any documents be incomplete or missing, you will be asked to submit the requested documents by a given deadline.

The Admission Department will advise you on any further steps to be taken.

E. What happens if the application is approved?

If your application is approved, you will receive a **letter of admission** ("Mitteilung") which entitles you to commence the study programme(s) stated therein. However, you will have to **register personally** at the University Admission Department during the period indicated in the letter.

The application procedure as outlined in this overview will be dealt with in greater detail on the following pages. Please read carefully.

A Admission Requirements

1. SECONDARY SCHOOL LEAVING CERTIFICATE (GENERAL UNIVERSITY ENTRANCE QUALIFICATION)

A **secondary school leaving certificate** normally entitles you to take up studies at a university (General University Entrance Qualification). If your secondary school leaving certificate is not equivalent to an Austrian secondary school leaving certificate and if you cannot produce evidence of academic achievements in a related study field, you will have to take supplementary examinations prior to your admission as a degree programme student.

¹ The following countries are members of the European Economic Area (=EEA): Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

2. ADMISSION STATEMENT (SPECIAL UNIVERSITY ENTRANCE QUALIFICATION)

NEW STUDENTS:

The following persons have to submit an admission statement for their chosen degree programme:

- ✓ EEA nationals with a secondary school leaving certificate issued in a non - EEA country (e.g. an Italian with a school leaving certificate awarded in Canada, India...)
- ✓ non - EEA nationals

Applicants must hold a topical, direct and unconditional admission to the study programme(s) for which they are seeking admission to the University of Innsbruck. The study place must have been awarded in the country of issue of the secondary school leaving certificate. In the case of foreign schools, that country is considered the issuing state according to whose legislation the secondary school leaving examination was passed.

Exceptions:

- Persons granted equal status

The study place must be valid for the term for which you are seeking admission.

You have to meet all **additional** admission requirements in the country of issue of your secondary school-leaving certificate for the proposed study programme.

- e.g.
- Entrance examinations
 - Minimum grade point average
 - Choice of certain subjects for A-level exams

Your direct university admission must be signed and sealed by the competent admission authority (Rector/Dean, Ministry of Education etc.) and must contain detailed information on admission requirements (results of entrance examinations, minimum/maximum grade points, ranking...).

Exception: ÖSYM acknowledgements require no further explanation.

TRANSFER STUDENTS:

If you have commenced your studies in a country other than the country of issue of your secondary school leaving certificate, you will be treated as a "new student" – see above.

Students continuing their studies have to submit the following documents:

- official confirmation that you are eligible to continue your studies without restrictions at a national university in the country of issue of your secondary school leaving certificate
- current **acknowledgement of your enrolment** at a national university
- Your complete **academic achievements** which must also contain details on all examinations passed and failed the maximum number of attempts (examination regulations). You may be asked to submit your examination register.

If you have been awarded an academic degree such as bachelor, Licence, Lisans etc. you must prove that you are eligible to continue your studies on the next level (master, Maitrise, Yüksek-Lisans etc.)

That means in consequence you have to pass the higher entrance qualification test.

DOCTORAL STUDIES

The specific admission requirements for doctoral studies are dealt with in a separate prospectus. See

http://www.uibk.ac.at/studienabteilung/en/formulare_und_merkblaetter-en.html

3. KNOWLEDGE OF GERMAN

Applicants who do not know enough German to follow lectures have to take a **supplementary examination** prior to their admission to degree programmes.

The Centre for international languages ("Internationales Sprachenzentrum") of the University of Innsbruck offers German classes liable for costs throughout the lecture period that are designed to prepare applicants for the supplementary examination.

More information on registration and details regarding the course are available here:

Internationales Sprachenzentrum der Universität Innsbruck
Homepage: <http://www.uibk.ac.at/isi/>
E-Mail: isi@uibk.ac.at

Persons granted equal status

The following applicants will be granted equal status:

- Persons who enjoy privileges and immunities in Austria on the basis of provisions under state treaties or laws as well as persons who were abroad by order of the Republic of Austria when they were awarded their secondary school leaving certificate and who enjoyed privileges and immunities there on the basis of provisions under state treaties or laws as well as their spouses and children

Evidence: Authorisation card issued by the Austrian Foreign Ministry

- Foreign journalists accredited and working full-time in Austria and their spouses and children

Evidence: Certificate of accreditation

- Applicants who have had their main spheres of interest in Austria for five consecutive years immediately prior to the application or where this provision applies to a person liable to pay maintenance for the applicant

Evidence: Proof of employment or insurance for five consecutive years immediately prior to the application plus certificate of registration; additional requirement for persons liable to pay maintenance for the applicant: birth certificate and/or marriage certificate

- Persons who receive a scholarship for the proposed study programme on the basis of an international agreement or a scholarship of the same amount provided by an Austrian regional authority

Evidence: Proof of scholarship

- Holders of secondary school leaving certificates issued by Austrian schools abroad: St. Georgs-Kolleg in Istanbul, Instituto Austriaco in Guatemala City, Austrian schools in Budapest and Prague, Gymnázium Bilikova in Bratislava, Obchodná akadémia in Bratislava, Gymnasium Dr. Karla Polzneho in Znojmo, Kossuth Lajos Gymnázium in Mosonmagyaróvár, Petöfi Sándor Gymnazium in Mezobereny

- Convention refugees or persons who have a permission to stay in Austria according to the 1997 Asylum Act.

Evidence: Certificate/Identity card proving one's refugee status according to the Geneva Convention

- Persons with a secondary school leaving certificate issued by German or Ladin schools in South Tyrol

The documents proving one's equal status as mentioned above must be submitted together with the application for admission!

B Completing Your Application

1. FORM "APPLICATION FOR ADMISSION"

Please complete the form "Application for Admission" and do not forget to indicate the proposed study programme(s) (see the leaflet "List of degree and doctoral study programmes"). You'll find the form and the leaflet on our homepage under http://www.uibk.ac.at/studienabteilung/en/formulare_und_merkblaetter-en.html

2. AUTHENTICATION AND TRANSLATION OF SUBMITTED DOCUMENTS

All documents (certificates, diplomas etc.) submitted for the benefit of your application must be authenticated by appropriate authorities in the country in which they were issued and by the local Austrian representative authority.

A document's authentication serves to certify to the genuineness of applied seals and signatures. For this reason documents must be authenticated even if you submit the originals. This does not apply to countries where there is an agreement with Austria regarding the exemption from authentication.

TRANSLATIONS

Documents that are not in German or English must be translated by a sworn translator. Please note that **all** authentication notes must be translated and that the translator's signature must be certified by the competent authority (e.g. Foreign Ministry) (this does not apply to translations done by a sworn translator in Austria).

The translation and the authenticated document must be joined inseparably!

A. No authentication for countries with bilateral agreements

Certificates issued in the following countries need not be authenticated if you submit the **originals** (officially sealed):

Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Hungary, Italy, Liechtenstein, Macedonia, Netherlands, Norway, Poland, Romania, Serbia and Montenegro, Slovakia, Slovenia, Sweden

Photocopies must be certified by an authority with an official stamp (e.g. university, public court) or a notary public. Documents must be translated, where necessary.

B. Authentication by means of an Apostille

Documents issued in one of the member countries of the Hague Authentication Convention must be certified by means of an apostille applied by the competent authority in that country. The member countries are as follows:

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Bahamas, Barbados, Belarus, Belize, Botswana, Brunei, Colombia, Cyprus, El Salvador, Estonia, Fiji, Great Britain, Greece, Grenada, Hong Kong, India, Ireland, Israel, Japan, Kazakhstan, Republic of Korea, Latvia, Lesotho, Liberia, Lithuania, Luxembourg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Namibia, New Zealand, Niue, Panama, Portugal and overseas territories, Russia, Samoa, San Marino, Seychelles, Solomon Islands, South Africa, Spain, St. Christopher/Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent/Grenadines, Suriname, Swaziland, Switzerland, Trinidad and Tobago, Tonga, Turkey, United States of America, Venezuela, Zimbabwe

According to article 4 of The Hague Authentication Convention the apostille must be affixed to the certificate itself or attached as a supplement.

Apostille (Convention de La Haye du 5 octobre 1961)	
1. Country:	
This public document	
2. has been signed by	
3. acting in the capacity of	
4. bears the seal/stamp of	
Certified	
5. at	6. the
7. by	
8. No.	
9. Seal/stamp:	10. Signature:

C. Double Authentication

In the case of all other countries (i.e. countries not mentioned in A. and B.), the authentication of documents must be performed in a strictly sequential order (see table). The Austrian representative authority in the country where the original documents have been issued must always be the final authentication authority.

1
ISSUING AUTHORITY (School, university etc.) attests to the genuineness of the document with seal and signature
2
HIGHER AUTHORITY (Ministry of Education, Ministry of Science) attests seal and signature of 1
3
TRANSLATION BY A SWORN TRANSLATOR The translation must be attached inseparably to the authenticated document
4
FOREIGN MINISTRY attests seal and signature of 2 and 3
5
AUSTRIAN REPRESENTATIVE AUTHORITY attests seal and signature of 4

Applicants already residing in Austria may submit their documents to their country's representative authority in Austria and have them authenticated by the Austrian Office for Authentication. As it depends on your nationality please inform yourself at the Legalisierungsbüro des Bundesministeriums für Auswärtige Angelegenheiten, Minoritenplatz 9, A-1014 Vienna.

3. CURRICULUM VITAE

Please compose tabular curriculum vitae which should pay particular attention to your educational background.

C Application Deadline

Your complete application must be submitted to the University of Innsbruck, Admission Department, Innrain 52, A-6020 Innsbruck, Austria, no later than 1 September (for the winter term) and 1 February (for the summer term).

Exceptions:

The application deadline does not apply to EEA nationals (European Economic Area) and applicants granted equal status. Those applicants must submit their documents before the end of the general admission period (please refer to the internet for the exact closing date); it is, however, highly recommended to apply as soon as possible since it may take some time to process your application. Lectures start at the beginning of March and October – if you apply after that you may miss registration for some lectures (seminars etc.).

Late applications will not be processed.

D Processing your Application

Applications will be reviewed in the order in which they are received in the Admission Department; should any documents be incomplete or missing, you will be asked to submit the requested documents by a given deadline.

If your application is approved, you will receive a **letter of admission** ("Mitteilung").

Please note that the University of Innsbruck does not accept any liability for submitted documents nor will documents be automatically returned after deciding your application.

E Letter of Admission (Approval)

If your application is approved, you are entitled to commence the study programme(s) indicated in the letter of admission. The admission letter also gives detailed information on which documents need to be presented on registering at the University of Innsbruck.

You may register at the university during the general admission period. **Registration must be done personally!**

If you fail to register by the end of the general admission period, your letter of admission is no longer valid and cannot be used for the following term! In that case you have to apply again.

TUITION FEES

Degree program students from EU or EEA countries, Switzerland, refugees under the provisions of the Geneva Convention and third-country nationals with a long-term residence permit are exempted from tuition fee for the length of the standard duration of their degree program, plus two extra semesters. For detailed information about this, exceptions and ways of receiving reimbursement please consult the following websites:

<http://www.uibk.ac.at/studienabteilung/en/studienbeitrag-en.html>

<http://www.bmbwk.gv.at>

VALIDATION OF EXAMINATIONS:

Study programmes and examinations taken at another university must not be validated before your registration at the University of Innsbruck. The application for validation has to be submitted to the "Fakultätsstudienleiter/in" res. "Studienbeauftragte/r" of the proposed study programme.

Other Information

VISA:

If you are not an EEA (European Economic Area) or Swiss national, you need to apply for a residence permit. **The application must be made from your home country.** For more information on this please consult the website: <http://www.oead.ac.at/>

ACCOMMODATION:

Please note that the University of Innsbruck does not arrange for accommodation!

If you would like to stay in student residences, please directly contact the residences' office. We recommend applying as early as possible because application deadlines normally expire well before the beginning of the lecture period (e.g. an April deadline with lectures starting in October).

The rent in student residences ranges from Euro 250, -- to 300, -- on average.

Some student residences in Innsbruck:

- **Internationales Studentenheim**, Rechengasse 7, A-6020 Innsbruck
- **Österreichische Studentenförderungstiftung**, Höttinger Au 34, A-6020 Innsbruck
- **Studentenheime der WIST** (Wirtschaftshilfe für Studenten), Fürstenweg 174, A-6020 Innsbruck
- **Studentenheim des Tiroler Jugendherbergwerkes**, Reichenauerstr. 147, A-6020 Innsbruck
- **Studentenheim IBIS der Akademikerhilfe**, Schützenstr. 43, 6020 Innsbruck: please address your application to: Akademikerhilfe Wien, Pfeilgasse 3, A-1080 Vienna

You can find a complete list of all student residences in the internet provided by the Austrian Students' Union: <http://oehwww.uibk.ac.at>

FUNDING

We strongly recommend ensuring your financial backing while you are still in your home country. Once in Austria, it is usually no longer possible to apply for a scholarship. Applications for scholarships must be submitted to the competent Austrian representative authority in your home country where you will also get more detailed information on grants and scholarships.

For further information on accommodation, cost of living and scholarships please contact:

- **Austrian Exchange Service ("Österreichischer Austauschdienst", ÖAD)**, Innrain 36, A-6020 Innsbruck,
Telephone: +43/(0)512/507-2495
Internet: <http://www.oead.ac.at>
- **Austrian Students' Union ("Österreichische Hochschülerschaft")**, Josef-Hirn-Str. 7, A-6020 Innsbruck,
Telephone: +43/(0)512/59424
Internet: <http://www.oehweb.at/>

Consult the Admission Department's website for more detailed information on the content of the study programmes offered by the University of Innsbruck:

<http://www.uibk.ac.at/studienabteilung>

Personal notes: