Information for International Students – Admitted Students

Dear admitted students,
Congratulations on passing the admission exam at the Academy of Fine Arts Vienna. We have compiled the following information on how to obtain a visa and residence permit for your studies in Vienna in order to guide you through this process.

We invite you to read through this information carefully. If you have any questions, please contact:

- *Vice Rectorate for Teaching I Promotion of early stage artists/researchers: vizerektorin_lehre@akbild.ac.at*
- *Austrian Student Union: oehantiraref@akbild.ac.at*

With best regards,
Academy of Fine Arts Vienna

Please note: anyone residing in Austria is required to register their place of residence with the authorities. Within three days of moving into your residence (apartment, students' dorm, etc.) in Vienna, you are required to register with your local registration office. They will issue your *Confirmation of Registration (Meldebestätigung)*. This is a general regulation and applies to anyone living in Austria, it has as such nothing to do with visa or residence permits.

1. Citizens of the member states of the Euroepan Union and of the European Economic Area (Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, Ireland, Island, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Sweden, Slowakia, Slowenia, Spain, UK) **and of Schwitzerland** only require a **valid travel document** (e.g. passport) for entering Austria. Citizens of these countries **do not require a visa**.

Within four months after entering Austria you will have to register with the authorities. You will then receive a *confirmation of registration (Meldebestätigung)*, see also the information provided by the Austrian Exchange Service. The competent authority in Vienna is:

Magistratsabteilung (Municipal Department) 35
Referat „Grunderwerb & EWR"
1200 Wien, Dresdner Straße 93
Tel.: 01/4000 ext. 35246
FAX: 01/4000 99 35240
E-Mail: *50-ref@ma35.wien.gv.at*
http://www.wien.gv.at/english/administration/civilstatus/index.html

Opening hours:
Monday, Tuesday,Thursday, Friday: 8:00-12:00
additionally: Thursday 15:30-17:30

Public Transport:
Schnellbahn; Tram 2; Bus 5A or 37 A – Station Traisengasse;
U 6 – Station Dresdner Straße

For registration the following documents are required:

- ✓ Completed form: http://www.wien.gv.at/verwaltung/personenwesen/pdf/anmeldebescheinigung.pdf)
- ✓ Passport or ID
- ✓ Confirmation of registration (Meldebestätigung) of your place of residence – see above
- ✓ Confirmation of health insurance or EU Health Insurance Card
- ✓ Confirmation of parental financial support (with confimation of parents' income), other means of financial support, such as bank deposit, scholarship, etc.
- ✓ Letter of admission from the Academy of Fine Arts Vienna

An administrative fee will be charged for issuing the confirmation of registration. At this time [2013] the fee may be up to 55 Euro.

2. For **citizens of all other countries (so-called „third countries")** different regulations apply, depending on whether a bilateral agreement exists between their countries of citizenship and Austria on an exemption of visa requirements, or not.

2.1. Students who are allowed to enter Austria without a visa, please follow these steps:

- You may travel to Austria without a visa
- Please note that you are only allowed to reside in Austria without a visa for 90 days or 3 months. This means that your residence permit must be issued within this time frame. Therefore, it is very important, that you apply for your residence permit as soon as possible after your arrival in Vienna. This is the competent authority:

Magistratsabteilung (Municipal Department) 35
KundInnenservicezentrum
1200 Wien, Dresdner Straße 93
Tel.: (+43-1) 4000 DW 3535
Fax: (+43-1) 4000 99 35220
E-Mail: service@ma35.wien.gv.at
http://www.wien.gv.at/english/administration/civilstatus/index.html

Opening hours:
Monday, Tuesday,Thursday, Friday: 8:00-12:00, additionally: Thursday 15:30-17:30
Wednesday: by appointment only

Public Transport:
Schnellbahn; Tram 2; Bus 5A or 37 A – Station Traisengasse;
U 6 – Station Dresdner Straße

- Please note that another person (e.g. a relative or friend living in Austria) may act on your behalf in the process of gaining a residence permit. In order to do so, you must give *power of attorney (Vollmacht)* to this person (see the following sample letter).

- For the residence permit, the following documents are required:

✓ fully completed and signed application form for a residence permit for students *(*see the website of MA 35 for the form, see also explanation for filling out the form).
✓ recent colour photograph, size between 3.5 x 4.5 cm and 4.0 x 5.0 cm
✓ valid passport
✓ birth certificate
✓ Notification of admission *(Zulassungsbescheid, Aufnahmebestätigung)* of the Academy of Fine Arts Vienna
✓ Proof of sufficient financial means to finance your stay: students up to 24 years of age have to prove that they have at least 462.60 euros per month, students of 24 years of age or older have to prove that they have at least 837.63 euros per month [as of 2013] – these amounts have to be proved for a maximum of 12 months – e.g. by means of a savings account or a bank account at an Austrian bank or a (declaration of guarantee) of a person living in Austria or proof of purchase of traveller's cheques for the necessary amount or a confirmation of the award of a scholarship/grant;
if the costs for accommodation exceed 267.64 euros/month, you have to prove additional funds
✓ Proof of accommodation in Austria: e.g. tenancy contract, assignment for the right of use of accommodation with private person (e.g. family member, flat share, friend, ...), accommodation contract of a student's hall of residence, confirmation of the reservation of accommodation by the OeAD Housing Office
✓ Proof of a health insurance ("travel health insurance", required coverage € 30.000 [2013]) valid from entry to the beginning of your studies in Austria or to the beginning of your student insurance. The application for a student insurance with the Austrian national health insurance carrier *(Gebietskrankenkasse)* has to be proved upon request of the Austrian authority.
✓ police record/certificate of good conduct (where available)

You have to submit all documents in the original and in photocopy. All documents have to be legalised and documents in languages other than German have to be submitted together with a legalised German translation.

Currently, a fee of 120 Euros [2013] is payable for the residence permit.

2.2. Students who require a visa in order to enter Austria, proceed in the following way:

- Contact the competent Austrian representative authority (outside the EU-Schengen Area)
- Apply for a residence permit for students at the representative authority
- Please hand in your application for a residence permit as soon as possible after you have received the notification that you have passed the admission exam from the Academy of Fine Arts Vienna, since processing an application may take up to three months. If you do not hand in your application in July, you may not be able to travel to Vienna in time for the beginning of your first semester in October!

You will require the following documents:

- ✓ fully completed and signed application form for a residence permit for students *(*see the website of the Austrian representative authority , see also explanation for filling out the form)
- ✓ recent colour photograph, size between 3.5 x 4.5 cm and 4.0 x 5.0 cm
- ✓ valid passport
- ✓ birth certificate
- ✓ Notification of passing the admission exam *(Bestätigung über die bestandene Zulassungsprüfung)* of the Academy of Fine Arts Vienna
- ✓ Proof of sufficient financial means to finance your stay: students up to 24 years of age have to prove that they have at least 462.60 euros per month, students of 24 years of age or older have to prove that they have at least 837.63 euros per month [as of 2013] – these amounts have to be proved for a maximum of 12 months – e.g. by means of a savings account or a bank account at an Austrian bank or a (declaration of guarantee) of a person living in Austria or proof of purchase of traveller's cheques for the necessary amount or a confirmation of the award of a scholarship/grant;
  if the costs for accommodation exceed 267.14 euros/month, you have to prove additional funds
- ✓ Proof of accommodation in Austria: e.g. tenancy contract, assignment for the right of use of accommodation with private person (e.g. family member, flat share, friend, ...), accommodation contract of a student's hall of residence, confirmation of the reservation of accommodation by the OeAD Housing Office
- ✓ Proof of a health insurance ("travel health insurance", required coverage € 30.000 [2013])) valid from entry to the beginning of your studies in Austria or to the beginning of your student insurance. The application for a student insurance with the Austrian national health insurance carrier *(Gebietskrankenkasse)* has to be proved upon request of the Austrian authority.
- ✓ police record/certificate of good conduct (where available)

- Once your application has been granted, you will be issued a visa „D", which will enable you to travel to Austria.
- You will have to pick up your residence permit once you have arrived in Vienna.
- The following authority issues residence permits, please go there personally as soon as possible after you have registered as a student at the Academy of Fine Arts Vienna:

Magistratsabteilung (Municipal Department) 35
KundInnenservicezentrum
1200 Wien, Dresdner Straße 93
Tel.: (+43-1) 4000 DW 3535
Fax: (+43-1) 4000 99 35220
E-Mail: service@ma35.wien.gv.at
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U 6 – Station Dresdner Straße

Currently, a fee of 120 Euros [2013] is payable for the residence permit.

Please note: The Academy of Fine Arts Vienna is in no position to give legal advice on matters of immigration law. This handout is for information purposes only and constitutes a compilation of information provided by the Austrian Exchange Service and Municipal Department 35.