

## Welcome at the Academy of Fine Arts Vienna!

### Check list: Your first steps to enrolment

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1. Get your **Online Pre-Registration** in AkademieOnline done (from 5<sup>th</sup> Sept. 2022):

<https://campus.akbild.ac.at>

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2. Send an **e-mail with scans of the following documents** and stating the study program you are admitted to the Registrar's Office [studienabteilung@akbild.ac.at](mailto:studienabteilung@akbild.ac.at):

- Valid passport or proof of citizenship with official photo
- Residence registration certificate (if available)

If required, depending on your study programme:

- Secondary school leaving exam (for Bachelor Architecture and Education in the Arts)
- Bachelor or Master degree (for continuing studies)
- Special university entrance qualification
- Language certificates

After verification of your documents you get a payment slip with the fee to pay via e-mail.

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3. **Pay the student's union fee** of 21,20€ and **if required, the tuition fee** with your reference number (latest until 31.10.2022), after about 4 weekdays you get a confirmation email.

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4. Request your **PIN code for the student online account** via e-mail to: [studienabteilung@akbild.ac.at](mailto:studienabteilung@akbild.ac.at)

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5. Pick up your **student ID** in the Registrar's Office at Schillerplatz and bring with you:

- your **original documents**
  - **2 passport-size photos**
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6. Activate your **AkademieOnline account** and your **webmail!**

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7. Register for courses (according to info in AkademieOnline).

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Help needed? Contact the Student Welcome Center:

[www.akbild.ac.at/studentwelcome](http://www.akbild.ac.at/studentwelcome)

[studentwelcome@akbild.ac.at](mailto:studentwelcome@akbild.ac.at)

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Akademie der bildenden Künste Wien

Student Welcome Center

Ground floor, room E7a

Schillerplatz 3, 1010 Wien