

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:

- Student Welcome Center: studentwelcome@akbild.ac.at
- Austrian Student Union: oehintiraref@akbild.ac.at

1. Mandatory residence registration (Meldepflicht)

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](#) to get a Residence Registration Certificate (**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.

A brief information in English: <https://www.wien.gv.at/verwaltung/meldeservice/pdf/meldeserviceenglisch.pdf>

2. Citizens of member states of the European Union (EU) and of the European Economic Area (EEA)

Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Island, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Sweden, Slovakia, Slovenia, Spain, UK¹ and Switzerland

You 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 have to register with the authorities. You will then receive a *confirmation of registration* (**Anmeldebescheinigung**), see also the information provided by the [Austrian agency for international mobility](#) (OeAD GmbH). This confirmation is for an indefinite period and need not be renewed.

The competent authority in Vienna is:

Magistratsabteilung (Municipal Department) 35
Division „EEA“
 1120 Wien, Arndtstraße 65-67, Stiege 1, 1. Stock
 Tel.: 01/4000 35338
E-Mail: 50-ref@ma35.wien.gv.at
<https://www.wien.gv.at/english/administration/civilstatus/openinghours.html>

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

For registration the **following documents** are required:

- Completed and signed form (available at the municipal department or online; in German only)
- Valid passport or ID
- Proof of health insurance that is valid in Austria, covering all risks or EU Health Insurance Card
- Proof of sufficient financial means (confirmation of parental financial support with confirmation of parents' income, other means of financial support, such as bank deposit, scholarship, etc.)
- Confirmation of admission from the Academy of Fine Arts Vienna

The authority may demand further documents depending on the individual case.

You can download and print the application form for the confirmation of registration (available in German only): <https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/ewr/bescheinigungen/studierender.html>

Please note that you have to hand in your completed and signed application form in person at the competent authority.

An administrative fee will be charged for issuing the confirmation of registration. The current [2020] fee is 15 euros, additional fees may occur.

¹ Brexit on January 31st 2020. No changes until the end of the transition period on January 1st 2021. We strongly recommend to UK citizens to apply for the confirmation of registration (Anmeldebescheinigung) because this only proves your lawful stay in Austria.

Please note that the confirmation of registration (**Anmeldebescheinigung**) at MA35 is different from the Residence Registration Certificate (Meldebestätigung) at the registration office. Both registrations are statutory.

3. Citizens of all other countries (so-called „third countries“)

For you different regulations apply, depending on whether a bilateral agreement exists between your countries of citizenship and Austria on an exemption of visa requirements, or not. Please contact the competent [Austrian representative authority](#) to enquire about what applies to you.

Website: <https://www.bmeia.gv.at/en/embassies-consulates/>

3.1. Students who are allowed to enter Austria without a visa:

You may travel to Austria without a visa. But please note that, without a visa you are **allowed to reside in Austria for 90 days** only. You absolutely have to leave after 90 days, if your residence permit is not issued within this time frame. **It is very important, that you apply for your residence permit as soon as possible after your arrival in Vienna at the competent authority:**

Magistratsabteilung (Municipal Department) 35
Division 1.2 „Erstantragszentrum“
 1200 Wien, Dresdner Straße 93
 Tel.: 01/4000 ext. 35374
email: 12-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 on Thursday 15:30-17:30

Public Transport:

S-Bahn; Tram 2; Bus 5A or 37 A – Station Traisengasse; U6 – 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.

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](#)).
- 1 recent colour photograph, size 3.5 x 4.5 cm
- valid passport
- birth certificate or other equivalent document
- Notification of admission (*Aufnahmebestätigung*) of the Academy of Fine Arts Vienna
- Proof of sufficient financial means to finance your stay: students up to 24 years have to prove that they have at least 533.85 euros per month, students of 24 years or older have to prove that they have at least 966.65 euros per month [as of 2020] – these amounts have to be proved for 12 months – e.g. by means of a savings account or a bank account at a bank (the account has to be accessible from Austria) or a [declaration of liability](#) 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 or grant. If the costs for accommodation exceed 299.95 euros/month, you have to prove additional funds.
- Proof of source of funds
- Proof of accommodation and monthly rent 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 residence, confirmation of the reservation of accommodation by the [OeAD Housing Office](#). Document showing the monthly rent and/or running costs of the accommodation.
- Proof of health insurance, valid in Austria and covering all risks. A student insurance with the Austrian national health insurance carrier ([Gesundheitskasse](#)) or a private insurance covering all risks has to be proved before the residence permit can be granted. The monthly contribution for students is 61,43 euros [2020].
- Police clearance certificate ("Auszug aus dem Strafregister") (no more than three months old) from your country of origin.

Additional documents may be required. 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 160 euros [2020] is payable for the residence permit, additional fees may occur.

3.2. Students who require a visa in order to enter Austria:

Contact the competent [Austrian representative authority](#) and 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. 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](#))
- 1 recent colour photograph, size 3.5 x 4.5 cm
- valid passport
- birth certificate or other equivalent document
- Notification of admission (*Aufnahmebestätigung*) of the Academy of Fine Arts Vienna
- Proof of sufficient financial means to finance your stay: students up to 24 years have to prove that they have at least 533.85 euros per month, students of 24 years or older have to prove that they have at least 966.65 euros per month [as of 2020] – these amounts have to be proved for 12 months – e.g. by means of a savings account or a bank account at a bank (the account has to be accessible from Austria) 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 299.95 euros/month, you have to prove additional funds.
- Proof of source of funds.
- Proof of accommodation and monthly rent 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](#). Document showing the monthly rent and/or running costs of the accommodation.
- Proof of health insurance ("travel health insurance", required coverage over € 30.000) valid from entry to the beginning of your student insurance. The existence of a student insurance with the Austrian national health insurance carrier ([Gesundheitskasse](#)) or a private insurance covering all risks has to be proved before the residence permit can be granted.
- Police clearance certificate ("Auszug aus dem Strafregister") (no more than three months old) from your country of origin.

Additional documents may be required. 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 160 euros [2020] is payable for the residence permit, additional fees may occur.

Once your application has been granted, upon your request, 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
Division 1.2 „Erstantragszentrum“
 1200 Wien, Dresdner Straße 93
 Tel.: 01/4000 ext. 35374
E-Mail: 12-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

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](#).