



Studienabteilung

EINGANGSSTEMPEL
STAMP OF RECEIPT

**ANSUCHEN UM ZULASSUNG ZUM
APPLICATION FOR ADMISSION TO**

- BACHELORSTUDIUM**
Bachelor's Programme
- MASTERSTUDIUM**
Master's Programme

BITTE HIER ONLINE ODER IN BLOCKBUCHSTABEN AUSFÜLLEN! / PLEASE FILL IN ONLINE OR IN CAPITAL LETTERS!

**Angaben zum beabsichtigten Studium
Proposed Field of Study**

Beabsichtigter Studienbeginn: <i>For which semester do you seek admission:</i>	<input type="checkbox"/> Wintersemester 20 <i>winter semester</i>	<input type="checkbox"/> Sommersemester 20 <i>summer semester</i>
Beabsichtigtes Studium: <i>For which field of study do you seek admission:</i>		

**Angaben zur Person
Personal Data**

Familiename: <i>Surname (Last name):</i>		
Vorname: <i>First Name:</i>		
Matrikelnummer (falls vorhanden): <i>Registration number (if available):</i>		
Akademische/r Grad/e: <i>Academic degree/s:</i>		
Geburtsdatum (TT.MM.JJJ): <i>Date of birth (DD.MM.YYYY):</i>	Geburtsort: <i>Place of birth:</i>	
Staatsbürgerschaft: <i>Citizenship:</i>	Geschlecht: <i>Sex:</i> <input type="checkbox"/> Männlich <i>male</i> <input type="checkbox"/> weiblich <i>female</i>	
Zustelladresse: <i>Postal address:</i>	c/o:	
	Straße, Hausnummer: <i>Street, Streetnumber:</i>	
	PLZ: <i>ZIP, Postcode:</i>	Ort: <i>City:</i>
	Land: <i>Country:</i>	
E-Mail:		
Genießen Sie oder Ihre Eltern/Ehepartner in Österreich diplomatische Immunität? <i>Do you or your parents/spouse enjoy diplomatic immunity in Austria?</i>	<input type="checkbox"/> Ja <i>yes</i> <input type="checkbox"/> Nein <i>no</i>	
Sind Sie Flüchtling gemäß der Genfer Konvention bzw. Asylwerber/in? <i>Are you refuge according to the Geneva Convention or a person seeking asylum?</i>	<input type="checkbox"/> Ja <i>yes</i> <input type="checkbox"/> Nein <i>no</i>	
Haben Sie oder Ihre Eltern/Ehepartner in Österreich den Hauptwohnsitz? <i>Do you or your parents/spouse have a permanent adress in Austria?</i>	<input type="checkbox"/> Ja <i>yes</i> <input type="checkbox"/> Nein <i>no</i> seit: <i>since:</i>	

Absolvierte Sekundarschule bzw. weiterführende Schule
Secondary Education (High School)

Absolvierte Höhere Schule/n
bzw. Mittelschule/n:
Attended Secondary Schools
(High School):

Datum und Land der Reifeprüfung:
Date and country of graduation:

Besitzen Sie Deutschkenntnisse:
Do you have any knowledge of
the German language?

Universitäts-/Hochschulbildung
University Education

Welche Universitäten haben Sie besucht und wann?/Name all universities attended and dates:

Studienrichtungen (Hauptfach)
Major field of studies

(Voraussichtlicher) Studienabschluss
(Expected) Date of completion of studies

Unterschrift der Antragstellerin/des Antragstellers
Applicant's signature

Ich nehme zur Kenntnis, dass ohne die notwendigen Beilagen mein Ansuchen nicht beantwortet werden kann.
I notice, that the processing of my application is not possible without the relevant documents.

Mir ist bekannt, dass dieses Formular und die Dokumente **ausschließlich per Post** zu übermitteln, oder persönlich während den Öffnungszeiten in der Studienabteilung abzugeben sind. Eine Übermittlung per Email ist nicht möglich.
*I am aware, that this application form as well as the documents **can only be sent by mail, not by e-mail.***

Mit meiner Unterschrift bestätige ich, dass alle **Angaben** in diesem Formular **wahrheitsgemäß und vollständig** und die beigelegten **Dokumente echt und richtig** sind.
I hereby confirm with my signature, that the information provided in this application form are true and complete and the submitted documents are authentic and correct.

Datum (TT.MM.JJJJ)
Date (DD.MM.YYYY)

Unterschrift
Signature



INFORMATION SHEET FOR INTERNATIONAL STUDENTS

Master's Programme

Admission requirements

1. General University Entrance Qualification

- Successful completion of a relevant bachelor's degree programme, university of applied sciences bachelor's degree programme, or other equivalent programme at a recognized domestic or foreign postsecondary educational institution

2. Special University Entrance Qualification (only for non-EU/EEA-Citizens)

- The Certificate of special entrance qualification for university studies consists in the fulfilment of additional study specific admission requirements including the admission statement to the chosen degree programme, applicable in the state which issued the bachelor diploma. You have to prove that you would be entitled to an admission to your chosen degree programme in the country which issued your bachelor diploma for the semester you want to start your studies at the TU Wien. A corresponding confirmation referring to the nearest related branch of studies must be provided in cases where the branch of studies applied for does not exist in the country where bachelor diploma was issued.
- The confirmation must be issued by a technical university / faculty of the country where the bachelor diploma was issued. It must be valid for the desired date of commencement of studies at the TU Wien.

3. Proficiency in German

The following documents are to be submitted:

1. Completed and signed application form
2. Proof of General University Entrance Qualification (officially legalised original documents or officially legalised copies, both with official translation)
3. Proof of German Knowledge
4. Proof of Special University Entrance Qualification (officially legalised original documents or officially legalised copies, both with official translation)

Proof of Special University Entrance Qualification is not required in the following cases:

- Citizens of EU and EEA countries with a proof of general university entrance qualification irrespective of the country of issue;
 - Persons who have had their centre of interest in Austria during five continuous years prior the first application or who have a person, who meets this requirement, obliged to maintain them. Obligation arises for spouses and for parents of children. You have to prove this by submitting a confirmation of registration in Austria, a confirmation of social insurance of the last five years of yourself, your parent or spouse (as a proof of means of subsistence; periods of self-insurance, will not be accepted) and either your birth certificate (parents) or the wedding certificate (spouse).
 - Persons who enjoy immunities and privileges in Austria according to regulations under the Austrian Independence Treaty (Staatsvertrag) or under Austrian law (diplomatic staff) as well as their spouses and children (proof: Legitimationskarte/).
 - Refugee officially recognised in Austria pursuant to the Geneva Convention or persons who have a permission to stay in Austria according to the Asylum Act (proof: passport or Asylkarte" and the notification of the responsible refugee board)
 - Persons who have obtained a secondary school leaving certificate from an Austrian school abroad (Austrian school abroad is for example: St.-Georgs-Kolleg in Istanbul);
 - Non-Austrian journalists accredited in Austria with their main working interest in Austria as well as their spouses and children.
 - Persons who receive a study grant according to regulations under the Austrian Independence Treaty or who receive such a grant provided by an Austrian federal, state or local authority
5. Students wishing to continue studies commenced elsewhere at the TU Wien are required to provide a current list of the subjects and grades of all examinations taken in the course of previously studies.
 6. Applicant's passport copy
 7. **Master Programme Architecture:** additional a portfolio (documentation of the last three projects in an A4 format). This portfolio has to contain 3-5 pages per project. Please note: portfolios in other than an A4 format won't be returned by terrestrial mail.
 8. **Master Programme Mechanical Engineering and Mechanical Engineering-Management:** additional an official description of the attended courses (Syllabus) and an explanation of the grading system of the visited university.

Documents and legalisation:

Documents are certified to confirm the authenticity of the seals and signatures affixed. Therefore, documents issued abroad must as a rule be certified by the Foreign Ministry of the country of issue as well as by the competent Austrian mission in the relevant country. Documents issued in member countries of the Hague Convention must be certified using the **apostille**.

No special certification is required for documents issued in EU member countries or in Bosnia-Herzegovina, Island, Liechtenstein, Macedonia, Norway, Serbia and Montenegro and Switzerland.

Submission of original documents is as a rule required. It is recommended, however, to submit certified copies as the TU Wien assumes no responsibility whatsoever for documents lost in the mail.

Authorized and completely certified German or English translations must be enclosed with documents issued in foreign languages.

Proficiency in German

In accordance with the Common European Framework of Reference for Languages, evidence of proficiency in German corresponding to level C1 has to be given. The following certificates are accepted or a **periode of three years** beginning with the examination date of the evidence of proficiency in German:

- Österreichisches Sprachdiplom - ÖSD Zertifikat C1.
- Goethe Institut - Goethe Zertifikat C1.
- telc Deutsch "C1 Hochschule".
- Deutsche Sprachprüfung für den Hochschulzugang ausländischer StudienwerberInnen DSH2.
- Deutsches Sprachdiplom der Kultusministerkonferenz DSD II - C1.
- Test Deutsch als Fremdsprache (Test DaF), levelTDN 4.
- Sprachenzentrum der Universität Wien - level C1/2.

The following types of proof are valid for an **unlimited** time:

- School-leaving certificate from a school where the language of instruction is German and all exams are carried out in German. This applies also for Austrian or German schools abroad.
- Graduation from a study Programme of at least 3 years Duration at a university where the teaching language is German.
- Passing of the supplementary exam German (Ergänzungsprüfung Deutsch) at a University Preparation Programme

If you cannot prove any knowledge of German you will be admitted as a **non-degree programme student**. You will have the possibility to attend German courses to prepare for the supplementary examination of German. Please note, after successfully completing the exam, you will be admitted as degree programme.

For the masters degree programs "Biomedical Engineering", "Logic and Computation", "Business Informatics" and "Building Science and Technology" NO German proficiency, but ENGLISH PROFICIENCY reference level B2 is required.

PLEASE NOTE!

The Austrian universities are not able to grant scholarships for foreign students. Detailed information relating to the cost of living in Austria, study materials, accommodation and opportunities to finance studies can be obtained from the Association of Austrian Students at the TU Wien <http://www.htu.tuwien.ac.at> or tel.:+43-1-58801/49502. For **information** relating to **residence permits** please **contact the Austrian Embassy in your country**.

ATTENTION! Students solely can do the pre-enrolment as well as the personal **enrolment** as degree or non-degree student **after receiving the admission letter. The personal enrolment is only possible** during the **general admission period**. The requirements stipulated for this purpose must be fulfilled personally. For more detailed information relating to enrolment please visit http://www.tuwien.ac.at/en/services/department_for_studies_and_examinations/the_conditions_for_admission_of_foreigners/

PLEASE NOTE! Deadlines

The **complete application for admission** must be submitted **by 5th September for the winter semester or by 5th February for the summer semester. Your application can only be processed for the current semester if the Admission Office receives the documents within the mentioned general admission period.** Extensions of this period will not be granted!

Citizens of EU and EEA countries are subject to the general admission period.

Send in your documents **in a timely manner, allowing for up to 10-12 weeks processing time!** Please note that the Admission Office of TU Wien **is not able to provide** you with **information about the current status of your application** until the full processing time has expired!

Supplementary Examinations

Supplementary examinations will be specified in the admission notification where examination certificates issued abroad are not equivalent to the relevant TU Wien bachelor's programme as far as content and requirements are concerned. Supplementary Examinations must be successfully completed during the master's programme.

Recognition of Examinations

Recognition of examinations passed at a foreign recognized postsecondary educational institution is possible as soon as the admission procedure and the registration as a degree student are completed. The passed examinations have to be equivalent to the examinations prescribed by the applicable study plan. Final decisions in this respect will be taken by the competent Dean. For more detailed information please refer to the study plans of the TU Wien indicated under:

http://www.tuwien.ac.at/dle/studienabteilung/studienangebot/aktuelle_curricula/

Tuition Fees

Degree students with EU citizenship, citizenship of EEA countries, students from Switzerland and refugees under the provisions of the Geneva Convention don't have to pay the tuition fee, **as long as they study within the minimum duration of their degree programme plus two additional semesters.** In this case students pay only the **students' union fee** until the end of the admission period in order to continue their studies. In case they **exceeded the minimum duration of the degree program** (plus two additional semesters) they have to pay the **tuition fee**. This amount consists of the tuition fee and the students' union fee.

Citizen of non-EU-/EEA-countries have to pay from the beginning of their studies at the TU Wien the double amount of the tuition fee and the students' union fee.

For more **detailed information** concerning the tuition fee and the students' union fee please visit

<http://www.tuwien.ac.at/dle/studienabteilung/studienbeitrag/>