

# Studying at the University of Innsbruck

## Guidelines for international students

**University of Innsbruck – Admission Department**  
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Internet: <http://www.uibk.ac.at/studium/anmeldung-zulassung/index.html.en>



# 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	
<b>September, 5th</b>	winter term	lecture period beginning of October until end of January
<b>February, 5th</b>	summer term	lecture period beginning of March until beginning of July

## 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.

## 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.

**Please be aware, there are study programmes with selection procedures. You can find all information about the online registration on this website:**

<http://www.uibk.ac.at/studium/anmeldung-zulassung/aufnahmeverfahren-neu.html.en>

**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.

## 2. ADMISSION STATEMENT (SPECIAL UNIVERSITY ENTRANCE QUALIFICATION)

### NEW STUDENTS:

Non-EEA nationals have to submit an admission statement for their chosen degree programme:

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 (see page 4)

**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.

Non-EEA students continuing their studies have to submit the following documents:

- official confirmation that you are eligible to continue your studies without restrictions at a recognised university in the country of issue of your secondary school leaving certificate
- current **acknowledgement of your enrolment** at a recognised 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.

### MASTER AND DOCTORAL STUDIES

The specific admission requirements for graduate studies are dealt with in a separate prospectus at

<http://www.uibk.ac.at/studium/anmeldung-zulassung/masterstudium/#forms> or  
<http://www.uibk.ac.at/studium/anmeldung-zulassung/doktoratsstudium/#forms>.

## 3. KNOWLEDGE OF GERMAN

Applicants whose first language is not German have to submit a proof of German proficiency (**Mittelstufe B2**).

The International Language Center ("Internationales Sprachenzentrum") of the University of Innsbruck offers German classes liable for costs throughout the lecture period. They 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](mailto:isi@uibk.ac.at)

## Persons granted equal status

The following applicants will be granted equal status:

- Persons enjoying privileges and immunities in Austria on the basis of provisions of legislation or an international treaty; persons in the service of the Republic of Austria who, at the time of obtaining their secondary school leaving certificates, were resident in a country outside Austria, where they enjoyed privileges and immunities on the basis of provisions of legislation or an international treaty; their spouses or registered partners and their children

**Evidence:** Authorisation card (Legitimationskarte) issued by the Austrian Foreign Ministry

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

**Evidence:** Accreditation card (Akkreditierungsurkunde)

- Applicants who have had their main spheres of interest in Austria for a period of at least five consecutive years immediately prior the first 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, the Austrian school in Budapest, Austrian Gymnasium in Praha, , Obchodná akadémia in Bratislava, Gymnasium Dr. Karla Polzneho in Znojmo, Austrian School "Peter Mahringer" in Shkodra – Albania, formation Bilinguale Privat School in Triesen - Liechtenstein

- 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 in possession of a secondary school leaving certificate from a German language or Ladin language secondary school in the Italian Province of Bolzano-Bozen

**Evidence:** Secondary School leaving certificate

**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). You will find the form and the leaflet on our website:

<http://www.uibk.ac.at/studium/anmeldung-zulassung/formulare/ansuchen-um-zulassung-zum-studium-v2011.pdf>.

### 2. TRANSLATION AND AUTHENTICATION OF SUBMITTED DOCUMENTS

#### TRANSLATIONS

Documents (Diploma and Transcript) as issued by the educational institute in the official language must be joined to the German or English translation inseparably - a translation cannot replace the original! Note that **all** authentication 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!**

Applicants with documents issued in China, need to present a certificate from the Academic Evaluation Centre (Akademische Prüfungsstelle - APS) additionally to their legalized documents. Information on this please find at the Homepage of the Austrian Embassy in Beijing:

<https://www.aps.org.cn/internationale-kooperationen/osterreich>

Applicants with documents issued in Mongolia have to certify the documents by a *Vertrauensanwalt*. For detailed information on this please contact the admission department ([studienabteilung@uibk.ac.at](mailto:studienabteilung@uibk.ac.at))

#### 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, Czech Republic, Finland, France, Germany, Hungary, Italy, Croatia, Liechtenstein, Macedonia, Montenegro, Netherlands, Norway, Poland, Romania, Serbia, 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 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. Please see following link for details:

[http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)

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.

<b>Apostille</b> (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: .....

*Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Botswana, Brazil, Brunei Darussalam, Cape Verde, Chile, China (only Macao and Hong Kong), Colombia, Costa Rica, Cyprus, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fiji, Georgia, Greece, Grenada, Guyana, Honduras, Iceland, India, Ireland, Israel, Japan, Kazakhstan, Korea (Republic), Latvia, Lesotho, Liberia, Lithuania, Luxemburg, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Mozambique, Namibia, New Zealand, Nicaragua, Niue, Oman, Panama, Peru, Portugal, Russian Federation, Samoa, San Marino, Sao Tomé and Príncipe, Seychelles, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent/Grenadines, South Africa, Spain, Suriname, Swaziland, Switzerland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Uruguay, United Kingdom, USA, Vanuatu, Venezuela.*

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.

**C. Double Authentication**

In the case of all other countries (i.e. countries not mentioned under 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.



**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, 6020 Innsbruck, Austria, no later than 5<sup>th</sup> September (for the winter term) and 5<sup>th</sup> February (for the summer term).**

### Exceptions:

The application deadline does not apply to EEA nationals (European Economic Area) and applicants granted equal status (see page 4) who want to start a **master or doctoral programme**. Those applicants must submit their documents before the end of the admission period (please refer to the admission department's website 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 October (for winter semester) and March (for summer semester) – if you apply after that you may miss registration for some lectures (courses 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 documents will 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

For detailed information on fees please consult the following websites:

<http://www.uibk.ac.at/studium/anmeldung-zulassung/bachelorstudium/#tuition>

<http://www.bmwf.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 "Studiendekan" 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.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).

## Some student residences in Innsbruck:

- **Internationales Studentenheim**, Rechengasse 7, A-6020 Innsbruck
- **Studentenheime der WIST** (Wirtschaftshilfe für Studenten), Fürstenweg 174, A-6020 Innsbruck

You can find a complete list of all student residences in the internet provided by the Austrian Students' Union: <http://www.oeh.cc/index.php?id=194>

## 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)**, Meinhardstr. 5/III, A-6020 Innsbruck, Telephone: +43/(0)6604517133  
Internet: <http://www.oead.at>
- **Austrian Students' Union ("Österreichische Hochschülerschaft")**, Josef-Hirn-Str. 7, A-6020 Innsbruck, Telephone: +43/(0)512/507-35505  
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 at

<http://www.uibk.ac.at/studium/anmeldung-zulassung/index.html.en>