

# Guide to entry and residence requirements for foreign students

This information brochure is to provide an overview of the Austrian entry and residence requirements for foreign students wishing to study in Austria

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## Guide to entry and residence requirements for foreign students

This information brochure is to provide an overview of the Austrian entry and residence requirements for foreign students wishing to study in Austria.

**Students in exchange or scholarship programmes please mind the relevant instructions of your Austrian university and the authority awarding the scholarship, respectively.**

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as at: March 1<sup>st</sup>, 2013

Download of the brochure at <http://www.oead.at/Leitfaden-Studi-engl.pdf>

## 1. Study options in Austria

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In Austria higher education is offered at the following institutions:

- Universities and Universities of the Arts  
<http://www.studienwahl.at/>  
<http://www.studyinaustria.at/>
- Universities of Applied Sciences (Fachhochschulen)  
<http://www.fachhochschulen.at/>
- University Colleges of Teacher Education  
<http://www.paedagogischehochschulen.at/>
- Private Universities  
<http://www.privatuniversitaeten.at/>

An education at the following institutions also qualifies as higher education:

- Philosophisch-Theologische Hochschule der Diözese St. Pölten  
<http://www.pth-stpoelten.at/>
- Ordenshochschulen in Stift Heiligenkreuz (Zisterzienserabtei)  
<http://www.stift-heiligenkreuz.org/>
- St. Gabriel bei Mödling (SVD-Societas Verbi Divini)  
<http://www.rti-stgabriel.at/>
- Internationales Theologische Institut für Studien zu Ehe und Familie in Gaming  
[http://www.iti.ac.at/de/academics/academics\\_faculty\\_main.htm](http://www.iti.ac.at/de/academics/academics_faculty_main.htm)

### a) Requirements for studying in Austria

Should you have any questions about your studies or about admission at a specific educational institution in Austria please enquire directly at the institution of your choice.

<http://www.studyinaustria.at>

[http://www.oead.at/fileadmin/oead\\_zentrale/ueber\\_den\\_oead/publikationen/pdf/Study\\_in\\_Austria/study\\_web.pdf](http://www.oead.at/fileadmin/oead_zentrale/ueber_den_oead/publikationen/pdf/Study_in_Austria/study_web.pdf)

<http://www.studienwahl.at/>

## b) Application deadlines

The complete application for admission for universities must arrive at the university by September 5<sup>th</sup> for the winter semester and by February 5<sup>th</sup> for the summer semester.

Some fields of study and some other higher education institutions, e.g. universities of applied sciences, require entrance examinations (usually taking place only once a year!); in these cases the deadlines for application are much earlier; they can be enquired about at the relevant institution.

It is thus recommended to contact the Austrian educational institution of your choice approximately a year before the planned start of your studies and to enquire about the application deadlines.

Application deadlines for studying at universities and universities of the arts:

<http://www.studienbeginn.at>

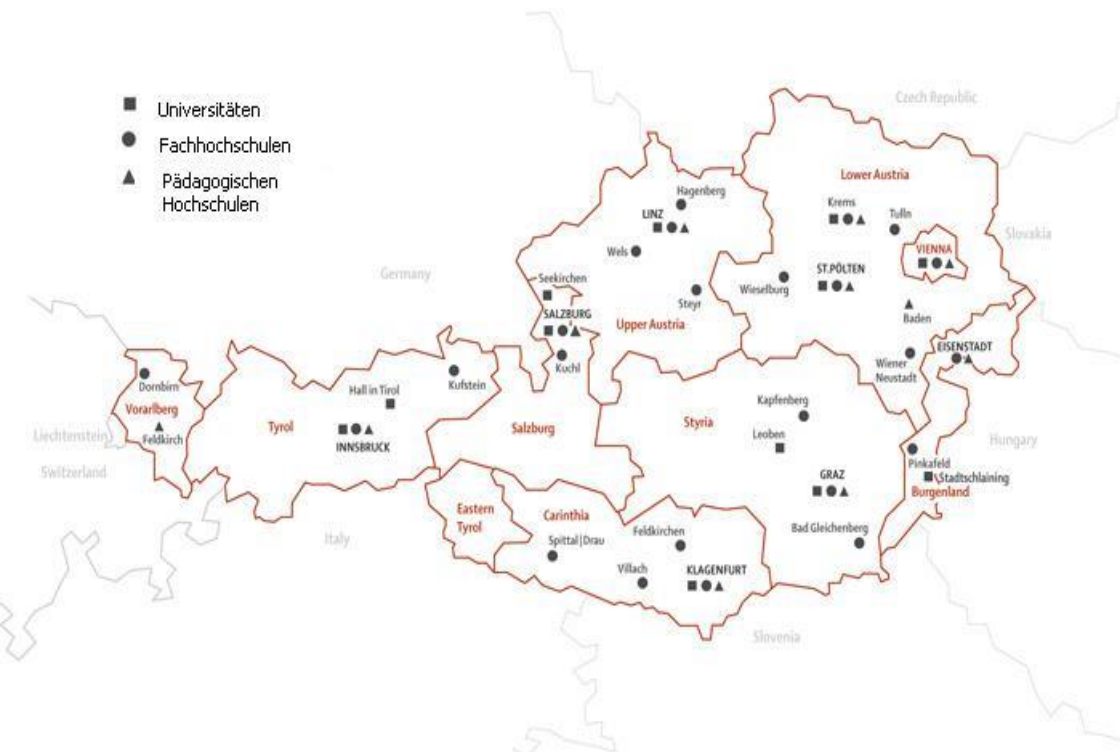
<http://www.studyinaustria.at>

Universities of applied sciences and private universities have special deadlines:

<http://www.fachhochschulen.at/>

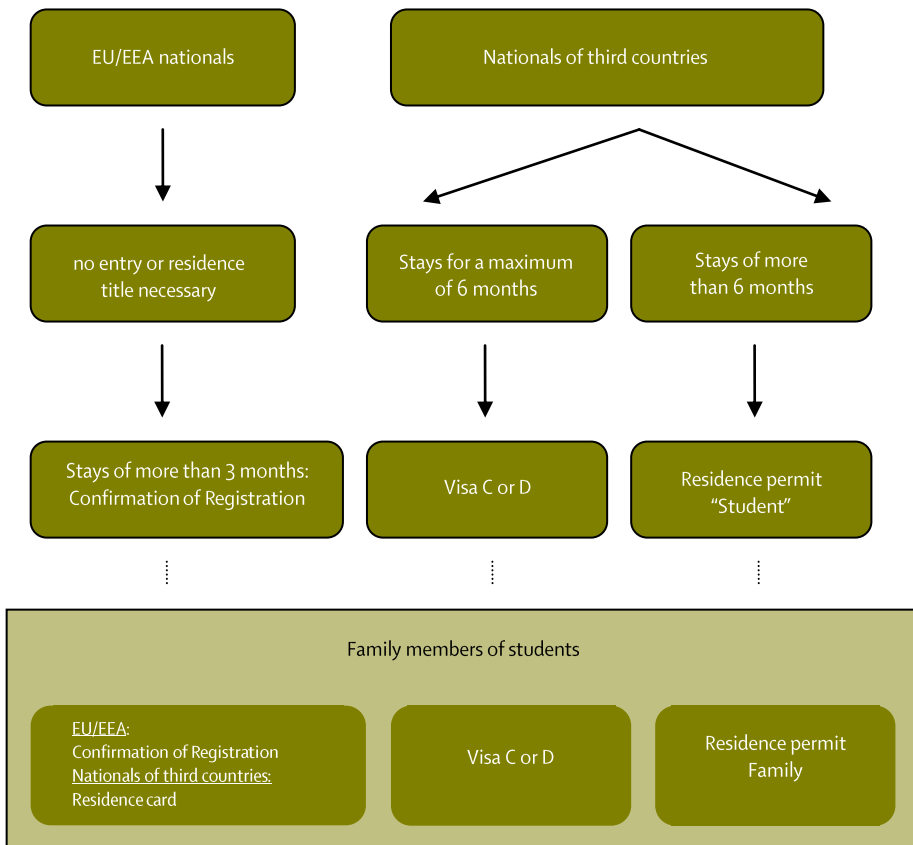
<http://www.privatuniversitaeten.at>

- Universitäten
- Fachhochschulen
- ▲ Pädagogischen Hochschulen



## 2. Overview of the entry and residence titles for studying in Austria

### Overview of the entry and residence titles for students



### 3. Nationals of EU & EEA member countries and Swiss nationals:

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Nationals of EU and EEA member countries as well as Swiss nationals neither need an entry nor a residence title; they only need a valid passport or identity card.

If you are staying in Austria for longer than 3 months you have to apply for a **confirmation of registration (*Anmeldebescheinigung*)** at the authority in charge of residence (provincial governor, municipal authorities). (You have to apply for this confirmation within four months of entering Austria.)

#### **Checklist confirmation of registration (for stays of more than 3 months):**

- completed and signed application form (available from the authority in charge of residence and the [website of the Federal Ministry of the Interior - BMI, www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung))
- Documents:
  - valid identity card or passport
  - Proof of a sufficient health insurance
  - Proof of sufficient financial means (guideline: at least EUR 400.- per person per month)
  - confirmation of admission of the educational institution
- Costs: EUR: 15.00 (additional fees may occur)

The confirmation of registration need not be renewed. Before leaving Austria you should cancel your registration with the authority in charge of residence.

Family members<sup>1</sup> of EU/EEA nationals who also have EU/EEA nationality also have to apply for a confirmation of registration.

Family members who do not have nationality of an EU/EEA country have to apply for a residence card (*Aufenthaltskarte*), which is valid for five years.

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<sup>1</sup> Family members are: spouses, children up to the age of 21 or, in case that their parents actually pay for their subsistence, also beyond the age of 21.

## 4. Nationals of third countries:

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### a) Studies for a maximum of 6 months

Information about whether or not you will need a visa is available on the website of the Federal Ministry of the Interior: <http://www.bmi.gv.at/visa>; see also p. 23.

Attention: Visas as a rule cannot be renewed in Austria. When the visa expires you have, unless you have been granted another residence title, to leave the Schengen area and apply for a new visa or residence title.

A **visa C** entitles to entry and residence in all Schengen countries provided that you fulfil the general entry and residence requirements.

A **visa D** entitles to entry and residence in Austria. It can be issued for a duration of 91 days to six months. People in possession of a visa D are also permitted to travel to other Schengen countries for up to 90 days per half year provided they fulfil the general entry requirements.

- Visa applications are usually processed by the competent Austrian representative authorities abroad. In countries where there are no or very remote Austrian embassies or consulates-general Austria is represented by representative authorities of other Schengen countries in the processing of visa applications, i.e. you can also apply for a visa C (travel visa) at the embassy of another Schengen country. The relevant link below to the website of the Federal Ministry of European and International Affairs (BMEIA) provides all necessary information, especially as regards the representative authorities which have the authority to issue visas.
- List of the representative authorities:  
<http://www.bmeia.gv.at/aussenministerium/buergerservice/oesterreichische-vertretungen>
- List of the Austrian Schengen partners:  
<http://www.bmeia.gv.at/aussenministerium/buergerservice/pass-und-visum/schengen-visainformationen>
- Many representative authorities offer an appointment service to avoid waiting times. Appointments can often be made via internet on the websites of the representative authorities, via telephone or in person at the representative authority. Relevant information about this is available on the websites of the representative authorities.
- As another service it is possible in selected regions to submit visa applications at service organisations commissioned by the Federal Ministry for European and International Affairs (BMEIA). Details about this can be found on the websites of the embassies. A visa application can be submitted at the competent representative authority three months before the intended trip to Austria at the earliest and should be submitted no later than 15 calendar days before planning to travel to Austria. In this context it would be ideal to submit your application as soon as possible after knowing the travel details (travel dates, necessary documents, etc.).

## Checklist Visa

- Application form (fully completed and signed)
- Valid travel document which must be valid at least three months longer than the visa applied for and which must contain at least 2 empty pages and have been issued within the last ten years.
- An ICAO-conform passport-sized colour photograph (size 3.5 x 4.5 cm)
- A travel health insurance valid in the whole Schengen area for the period of stay, covering all risks (and covering costs of at least EUR 30,000.-)
- Proof of sufficient financial means for living costs for the duration of your studies: for students up to 24 years of age EUR 462.60<sup>2</sup> per month, over 24 years of age EUR 837.63<sup>2</sup> per month. These amounts include the rent for accommodation of up to EUR 267.64<sup>2</sup>/month. If the rent is higher, additional funds have to be proved.
- Proof of payment of the tuition fees or of a grant/scholarship or submission of an electronic letter of guarantee (*Elektronische Verpflichtungserklärung – EVE*) by the person inviting the student at the competent police department in charge of aliens in Austria.
- Reservation of flight, bus or train ticket
- Proof of accommodation in Austria (booking of a room in a student hall of residence or confirmation of accommodation, [Accommodation Agreement](#))
- Notification/confirmation of admission of the Austrian educational institution<sup>3</sup>
- Proof of current student status in the home country (e.g. submission of a confirmation by the educational institution)

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<sup>2</sup> These amounts are adjusted annually. The amounts specified here are valid for 2013.



**Any stay for a maximum of 6 months that includes work (= employment, which can also be unpaid) (e.g. unpaid traineeship, work placement, scholarship) requires a work visa (visa C or visa D).**

Certain jobs require a confirmation of the notification of the employment office according to the employment act (*arbeitsmarktrechtliche Anzeigebestätigung*). For further information enquire at the Austrian representative authority.

### **Family members:**

can also get a visa according to the above-mentioned conditions and after applying in person.

### b) Studies for over 6 months

All nationals of third countries need a **“Residence permit Student”** (*Aufenthaltsbewilligung Studierender*), to which no quotas apply, for stays of more than 6 months.

Family members of students need a **“Residence permit Family”** (*Aufenthaltsbewilligung Familiengemeinschaft*), to which no quotas apply.

The residence permit will be issued in the form of a credit card-sized card with photo. It also serves as an identity document and has to be carried at all times or kept close-by to prove your entitlement to stay in Austria.

#### i. first-time application in Austria

Students who need no visa for entry to Austria<sup>4</sup> (see list of countries on page 23, <http://www.bmi.gv.at/visa>) are entitled to apply for the Residence Permit Student in Austria after entry to Austria. The application is to be submitted in person at the competent authority in charge of residence immediately after entry so that it will be processed before expiry of the permitted visa-free residence period. The application itself does not permit a stay beyond the permitted visa-free residence period.

Alternatively applications can also be submitted at the Austrian representative authority (place of residence) abroad. Because of the forwarding of the application to Austria a longer waiting period for the processing of your application, however, is to be expected.

#### ii. first-time application abroad:

Students who are not permitted to enter Austria without a visa have to submit their application for a Residence Permit “Student” in person at the competent Austrian representative authority abroad before travelling to Austria. The application will be forwarded by the representative authority to the Austrian authority in charge of residence. Since the decision of the authority in charge of residence is to be awaited in your home country it is recommended to submit your application at least 3-6 months before the planned trip to Austria.

If the residence permit is granted, the applicant will be notified by the representative authority. The applicant then has to apply for a visa D for travelling to Austria at the representative authority within 3 months after receiving the notification. The residence permit has to be collected in Austria within 6 months of the notification by the representative authority, in any case within the validity period of the visa.

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<sup>4</sup>This also includes people who are in possession of a valid residence title of another Schengen country (a visa of another Schengen country is not sufficient).

### Checklist for the Residence Permit Student:

- Application in person for the residence permit at the competent Austrian representative authority. The residence permit should be applied for at least 3-6 months before the intended trip to Austria.  
Please note: Nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entry to Austria.
- Documents:
  - fully completed and signed application form (available from the Austrian representative authority or the [website of the Federal Ministry of the Interior \(BMI\)](http://www.bmi.gv.at/niederlassung))
  - photocopy of the valid travel document
  - birth certificate
  - recent passport-sized photograph, size 3.5 x 4.5 cm
  - police clearance (in those countries where it exists)
  - Notification/confirmation of admission of the Austrian educational institution
  - Proof of sufficient financial means for the living costs for the duration of the stay but only for a maximum of one year in advance<sup>2</sup>:
    - for students up to 24 years of age EUR 462.60<sup>7</sup> per month
    - over 24 years of age EUR 837.63<sup>2</sup> per month
    - These amounts include the rent for accommodation of up to EUR 267.64<sup>2</sup>/month. If the rent is higher, additional funds have to be proved.
    - These funds can be proved by means of a savings book at an Austrian bank, a bank account in the home country which can be accessed from Austria, the proof of the purchase of travellers' cheques or a declaration of guarantee of a person living in Austria.
  - Proof of accommodation in Austria<sup>5</sup>: e.g. rental contract, accommodation agreement with a student hall of residence, assignment of the right of use of accommodation.
  - a (travel) health insurance valid in Austria for the period between entry to Austria and the taking out of a student insurance, covering costs of at least EUR 30,000.-
- The fee for the first residence permit is EUR 120.00 (EUR 80.00 when applying at the Austrian representative authority or authority in charge of residence; the rest when collecting the residence permit). Other fees may occur.

All required documents must be submitted in the original and in photocopy and (upon request of the authorities) in legalised form. Documents in languages other than German have to be submitted together with a legalised German translation.

As a rule the residence permit is issued for 12 months (exception: shorter validity of the travel document, shorter validity applied for).

Students need not fulfil the Integration Agreement.

### Checklist for the residence permit Family:

- Application in person for the residence permit at the competent Austrian representative authority. The residence permit should be applied for at least three months before the intended trip to Austria.  
Please note: Nationals of certain countries who are allowed to enter Austria without a visa can also apply for the residence permit in person at the authority in charge of residence after entry to Austria.
- Documents:
  - fully completed and signed application form (available from the Austrian representative authority or the [website of the Federal Ministry for the Interior \(BMI\) www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung))
  - photocopy of the valid travel document
  - birth certificate
  - Proof of family relationship (e.g. marriage certificate) and of living together as a family in your home country
  - recent passport-sized photograph, size 3.5 x 4.5 cm
  - police clearance (in those countries where it is available)
  - Proof of sufficient financial means for the living costs for the duration of the stay but only for a maximum of one year in advance:
    - for married couples a total of EUR 1,255.89<sup>2</sup> per month
    - for each underage child additionally EUR 129,24<sup>2</sup> per month
    - These amounts include the rent for accommodation of up to EUR 267.64<sup>2</sup>/month. If the rent is higher, additional funds have to be proved.
    - These funds can be proved by means of a savings book at an Austrian bank, a bank account in the home country which can be accessed from Austria or the proof of the purchase of travellers' cheques.
  - Proof of accommodation in Austria: e.g. rental contract, accommodation agreement with a student hall of residence, confirmation of accommodation
  - health insurance valid in Austria
- The fee for the first residence permit is EUR 120.- (EUR 80.- when applying at the Austrian representative authority or authority in charge of residence; the rest when collecting the residence permit).; other fees may occur.

All required documents must be submitted in the original and in photocopy and (upon request of the authorities) in legalised form. Documents in languages other than German have to be submitted together with a legalised German translation.

The residence permit as a rule is issued for 12 months (exception: shorter validity of the travel document, shorter validity applied for).

Family members of students who get a residence permit need not fulfil the Integration Agreement.

### iii. Students with admission/entrance examination:

Students who are permitted to enter Austria **without a visa** (see list of countries on page 32; see also <http://www.bmi.gv.at/niederlassung>) can travel to Austria without a visa to take part in the admission/entrance examination and can then apply for their residence permit in Austria in person at the competent authority in charge of residence after having passed this examination. They should apply for the residence as soon as possible after entry – and in any case before expiry of the permitted residence period without visa.

Students who are **not** permitted to enter Austria **without a visa** and who have to sit an entrance examination have to apply for a residence permit in person at the competent Austrian representative authority with their provisional confirmation of admission of their university. Since the processing of the application must be awaited in the home country the application should be submitted at least 3 months before the scheduled date of the entrance examination. The documents that have to be submitted for this are listed in the checklist in chapter 4 b); the financing and accommodation, however, only have to be “shown credibly” (examples in the glossary).

In case of a positive decision of the authority in charge of residence about the application for a residence permit the student then has to apply at the embassy for a visa D for travelling to Austria. The Austrian representative authority will issue the visa D for a validity period of 4 months and expressly advise the student that the receipt of the residence permit will be conditional on the passing of the entrance examination.

The student can then travel to Austria with the visa to take part in the entrance examination. After successfully passing the examination the student has to submit proof of sufficient financial means and proof of accommodation at the Austrian authority in charge of residence in addition to the definite confirmation of admission and will then receive his/her residence permit. The residence permit has to be collected in any case within the validity period of the visa.

### iv. Renewal of the residence permit

**Before expiry of the residence permit** but no earlier than 3 months before expiry you have to apply for a renewal of the residence permit at the competent authority in charge of residence in Austria. Until the decision about your application for the renewal has been taken you are permitted to stay in Austria even if the old residence permit expires during this period (but you are not permitted to travel to other Schengen countries).

### Checklist application for a renewal of the rAn wen sind der Bericht und Bilder zu übermitteln?esidence permit Student

- Application in person for the renewal of the residence permit at the Austrian authority in charge of residence. The application for the renewal should be submitted at least one month before expiry of the old permit.
- Documents:
  - fully completed and signed application form (available from the Austrian authority in charge of residence and on the [website of the Federal Ministry for the Interior \(BMI\)](http://www.bmi.gv.at/niederlassung) Homepage des BM.I, [www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung))
  - photocopy of the valid travel document
  - recent passport-sized photograph, size 3.5 x 4.5 cm
  - Proof of sufficient financial means for another year in Austria:
    - for students up to the age of 24 EUR 462.60<sup>2</sup> per month
    - for students over 24 years of age EUR 837.63<sup>2</sup> per month
    - These amounts include rent for accommodation of up to EUR 267.64<sup>2</sup>/month. If the rent is higher, additional means have to be proved.
  - These funds can be proved by means of a savings book at an Austrian bank, a bank account in your home country which can be accessed from Austria or the proof of the purchase of travellers' cheques.
  - Proof of accommodation in Austria, e.g. rental contract, accommodation contract with a student hall of residence, accommodation agreement
  - health insurance valid in Austria
  - confirmation of the continuation of your studies by your university
  - written proof of the **successful course of your studies** by the university, as a rule proof is provided by successfully passed examinations corresponding to 8 hours per week or 16 ECTS credits per academic year<sup>6</sup>. If, however, there are inevitable and unpredictable reasons that are outside the sphere of influence of the student, the residence permit can be renewed despite the lack of the successful course of study in individual cases after examination of each individual case.
  - Confirmation of continued enrolment by the university
  - Current record of studies (*Studienbuchblatt*)
- The fee for the renewal of the residence permit is EUR 100.-. Other fees may also occur.

The residence permit as a rule is issued for another 12 months (exception: shorter validity of the travel document, short validity applied for).

A change of the purpose of the residence title is only permitted if the student fulfils the requirements for the new residence title and if he/she applies for the change of purpose **before** the previous permit expires.

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<sup>6</sup> Doctoral / PhD students have to submit a confirmation of their supervisor about the progress of their studies.

### Checklist application for a renewal of the residence permit Family

- Application in person for a renewal of the residence permit at the Austrian authority in charge of residence. The application for the renewal should be submitted at least one month before expiry of the old permit.
- Documents:
  - fully completed and signed application form (available from the Austrian authority in charge of residence and on the website of the Federal Ministry for the Interior (BMI), [www.bmi.gv.at/niderlassung](http://www.bmi.gv.at/niderlassung))
  - photocopy of the valid travel document
  - recent passport-sized photograph, size 3.5 x 4.5 cm
  - Proof of sufficient financial means for another year in Austria:
    - for married couples a total of EUR 1,255.89<sup>2</sup> per month
    - for each underage child additionally EUR 129.24<sup>2</sup> per month
    - These amounts include rent for accommodation of up to EUR 267.64<sup>2</sup>/month. If the rent is higher, additional means have to be proved.
  - These funds can be proved by means of a savings book at an Austrian bank, a bank account in your home country which can be accessed from Austria or the proof of the purchase of travellers' cheques.
  - Proof of accommodation in Austria, e.g. rental contract, accommodation contract with a student hall of residence, accommodation agreement
  - health insurance valid in Austria
- The fee for the renewal of the residence permit is EUR 100.-. Other fees may also occur.

The residence permit as a rule is issued for another 12 months (exception: shorter validity of the travel document, short validity applied for).

### Stays in Austria for the purpose of job seeking

Students who have successfully completed a master's or equivalent degree at an Austrian university, university of applied sciences (Fachhochschule), accredited private university, university college of teacher education, recognised private university college of teacher education, recognised private degree programme or recognised private university course and who seek a residence title "Rot-Weiß-Rot-Karte" may apply **once** for a confirmation to stay in Austria for **6 months** to find employment. The requirements (e.g. accommodation, living costs, health insurance) for the 6 months must be fulfilled. This confirmation has to be applied for **before** the current residence permit expires. This confirmation does not constitute a right to residence nor does it allow travelling to other Schengen countries.

This confirmation entitles you to apply for a residence title "Rot-Weiß-Rot-Karte" in Austria – see below:

#### v. Residence title "Rot-Weiss-Rot-Karte" for graduates

Graduates who have completed a master's or equivalent programme at an Austrian university, university of applied sciences (Fachhochschule) or accredited private university and who have found employment may apply for a "Rot-Weiss-Rot-Karte" provided that the employment is adequate to their education and that they earn a gross salary of at least Euro 1,998.00<sup>2</sup>/month. To get the residence title "Rot-Weiss-Rot-Karte" an adequate job must be proven.

The application for the "Rot-Weiss-Rot-Karte" must be submitted to the authority in charge of residence **before** the current residence permit or the confirmation for job seeking expires.

The application form including the necessary confirmation of the employer form is available on the website of the Federal Ministry of the Interior ([www.bmi.gv.at/niederlassung](http://www.bmi.gv.at/niederlassung)).



## 5. Registration according to the Registration Act

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Nationals of all countries, no matter whether they entered Austria with or without a visa, have to register with the registration office at their place of residence in Austria within three days of arrival in Austria.

Any change or abandonment of the place of residence also has to be reported to the registration office within three days.

### Checklist Registration according to the Registration Act

- at the registration office (municipal office)
- Documents:
  - Registration form (*Meldezettel*): The registration form has to be signed both by the landlord/ landlady (e.g. student hall of residence carrier) and the student. The registration form is available from the registration office and [on the Internet](#).
  - Travel document
  - Birth certificate
- Costs: The registration is free of charge.

## 6. Gainful employment (Erwerbstätigkeit)

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### a) Nationals of EU and EEA member countries and Swiss nationals

Nationals of EU countries (except Bulgaria and Romania) as well as Liechtenstein, Iceland, Norway and Switzerland need no work permit for working in Austria.

Nationals of Bulgaria and Romania will probably need a work permit until the end of December 2013. For them the same rules apply as for nationals of third countries (see next chapter).

### b) Nationals of third countries, nationals of Bulgaria and Romania (until December 2013)

#### i. Work permit

Students who are nationals of third countries and who are in possession of a residence permit and students from Bulgaria and Romania are in principle permitted gainful employment during their studies in Austria. The provisions of the Act Governing Employment of Foreign Nationals have to be observed.

In principle students who are nationals of third countries and Bulgarian and Romanian students need a work permit for gainful employment. The successful course of studies may not be compromised by the job. Students get a work permit for employment for up to **10 hours/week** if they are studying in a bachelor degree programme or in the first stage of a diploma degree programme, students in master degree programmes or in the second stage of a diploma degree programme are allowed to work up to **20 hours/week** with a work permit. The work permit has to be applied for at the employment service (*Arbeitsmarktservice – AMS*) by the employer at least 6 weeks before the beginning of the employment and is only valid for a specific job with the specific employer.

During a **doctoral / PhD programme** students who are in possession of a residence permit "Student" can get a work permit for up to 20 hours/week without labour market check<sup>7</sup>.

For employment of more than 20 hours/week work permits can only be granted after a labour market check.

#### **Please note:**

A work permit is also necessary for minimum income work (*geringfügige Beschäftigung*)!

#### ii. Confirmation of notification

If a **practical training** is scheduled in the curriculum of the Austrian educational institution no work permit need to be applied for. Instead, the employer has to notify the employment office (*Arbeitsmarktservice – AMS*) and the tax authorities of the practical training at least two weeks before the beginning of the training. The AMS will then issue a **confirmation of notification**.

A **traineeship** (*Volontariat*) can also be carried out without a work permit. A traineeship is defined as an occupation that only serves the gaining of skills and knowledge for a future occupation without claim to payment and without the obligation to work. In the case of a traineeship the employer also has to notify the employment office and the tax authorities.

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<sup>7</sup> The labour market check verifies that the vacant position applied for cannot be filled with an Austrian or integrated foreign person.

### iii. without work permit or confirmation of notification

A work permit is not necessary for work that is **not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals (AuslBG)**, for example:

- academic work in research and teaching, in the development and promotion of the arts as well as art teaching, e.g. research assistants,
- activities in the framework of EU educational and research programmes (e.g. Erasmus, Tempus, Phare) or
- activities in the framework of reciprocal exchange programmes in which at least one Austrian higher education institution takes part (OeAD, AIESEC, ELSA, IAESTE, FHK)

For gainful work based on a **contract for work and labour** (*Werkvertrag*) (= self-employed work) no work permit is necessary either. In contrast to employment in this case the subject of the contract is the accomplishment of a piece of work /success. The self-employed person (entrepreneur) is not bound to fixed working times, he/she is free to choose the place where he/she wants to carry out his/her work and is not integrated in the organisation of the employer. The entrepreneur is responsible him/herself for the registration with national insurance and the payment of taxes (VAT, income tax).

### iv. Family members

Family members of students who are nationals of third countries are not permitted to work in Austria.

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### 7. Contact points

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- **for questions about studying and living in Austria**  
Austrian Student Union (*Österreichische HochschülerInnenschaft (ÖH)*) – representative body of the students  
Tel. +43 (0) 1/310 88 80, e-mail: [oe@oe.ac.at](mailto:oe@oe.ac.at), [auslaenderInnenreferat@oe.ac.at](mailto:auslaenderInnenreferat@oe.ac.at), [www.oe.ac.at](http://www.oe.ac.at)  
ÖH at the universities, universities of applied sciences (Fachhochschulen) and university colleges of teacher education: [www.oe.ac.at/vorort](http://www.oe.ac.at/vorort)
- **for questions about studying at a specific educational institution in Austria**  
**International Office** (*Außeninstitut, Büro für Internationale Beziehungen*) and **Admission Office** (*Studienabteilung*) of the relevant university: [www.portal.ac.at](http://www.portal.ac.at)  
**International Relations Departments** and **International Coordinators** of the relevant University of Applied Science (Fachhochschule): [www.fhr.ac.at](http://www.fhr.ac.at), [www.fachhochschulen.ac.at](http://www.fachhochschulen.ac.at)  
**University Colleges of Teacher Education:** [www.bmukk.gv.at](http://www.bmukk.gv.at)  
**Private universities:** [www.akkreditierungsrat.at](http://www.akkreditierungsrat.at)
- **for questions about the stay in Austria and about this brochure**  
Austrian Exchange Service (OeAD):  
Tel. +43 (0)1/534 08 -201; [info@oead.at](mailto:info@oead.at), [www.oead.at](http://www.oead.at)
- **for questions about residence titles (for stays of longer than 6 months):**  
Federal Ministry of the Interior (BMI), Department III/4:  
Tel. +43 (0)1/53126-0, e-mail: [bmi-iii-4@bmi.gv.at](mailto:bmi-iii-4@bmi.gv.at), [www.bmi.gv.at](http://www.bmi.gv.at)
- **for questions about visa, entry without visa (stays for under 6 months):**  
Federal Ministry of the Interior (BMI), Department II/3:  
Tel. +43 (0)1/53126-0; e-mail: [bmi-ii-3@bmi.gv.at](mailto:bmi-ii-3@bmi.gv.at), [www.bmi.gv.at](http://www.bmi.gv.at)  
Federal Ministry for European and International Affairs, Department IV.2:  
Tel. +43 (0)50 11 50-0; e-mail: [abtiv2@bmeia.gv.at](mailto:abtiv2@bmeia.gv.at), [www.bmeia.gv.at](http://www.bmeia.gv.at)

- **for questions about work and employment:**  
Federal Ministry of Labour, Social Affairs and Consumer Protection, Department VI/7:  
Tel. +43 (0)1/71100-0, e-mail: [post@i17.bmwa.gv.at](mailto:post@i17.bmwa.gv.at), [www.bmwa.gv.at](http://www.bmwa.gv.at)
- **abroad:**  
Austrian representative authorities (embassies and consulates general):  
[www.bmeia.gv.at](http://www.bmeia.gv.at)
- **Grants and scholarships**  
[www.grants.at](http://www.grants.at)

Detailed information about working in Austria is available at the migration portal of the Austrian federal government [www.migration.gv.at](http://www.migration.gv.at).

## 8. List of the EU/EEA countries and Schengen countries

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### EU countries (European Union)

Austria	Germany	Malta
Belgium	Great Britain	Netherlands
Bulgaria *	Greece	Poland
Cyprus	Hungary	Portugal
Czech Republic	Ireland	Romania *
Denmark	Italy	Slovakia
Estonia	Latvia	Slovenia
Finland	Lithuania	Spain
France	Luxemburg	Sweden

All nationals of countries marked with \* (new EU countries) need a work permit probably until the end of December 2013.

### EEA countries (European Economic Area)

All member countries of the European Union as well as Iceland, Liechtenstein and Norway.

## 9. List of countries the nationals of which can enter Austria without a visa

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Nationals of the following countries need no visa if they are going to stay in Austria for no longer than 3 months (the 90 days start with entry to a Schengen member country):

Albania*	Honduras	San Marino
Andorra	Hong Kong	Serbia*
Antigua and Barbuda	Israel	Seychelles
Argentina	Japan (6 months)	Singapore
Australia	Republic of Korea (South)	St. Christopher and Nevis
Bahamas	Macao	Taiwan**
Barbados	Macedonia*	Uruguay
Bosnia and Herzegovina*	Malaysia	Vatican City
Brazil	Mauritius	Venezuela
Brunei	Mexico	United Arab Emirates***
Canada	Monaco	United States of America
Chile	Montenegro*	
Costa Rica	New Zealand	
Croatia	Nicaragua	
El Salvador	Panama	
Guatemala	Paraguay	

\* only with new biometrical passport

\*\* only passports with personal identification number

\*\*\* only for holders of special passports of the VAE

### Schengen countries<sup>8</sup>

Austria	Hungary	Norway
Belgium	Iceland	Poland
Czech Republic	Italy	Portugal
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxemburg	Sweden
Germany	Malta	Switzerland
Greece	Netherlands	

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<sup>8</sup> as at: 1/1/2013

## 10. Legalisation

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**Legalisation** verifies the originality of a signature, a seal or a stamp and confirms the authenticity of the authority that issued the document. Foreign documents that are to be submitted to authorities and higher education institutions in Austria need to be legalised in most cases. Austria has concluded bilateral agreements with several countries about the recognition of documents without further formalities. Several other countries have ratified the Hague Convention which provides for a simplified procedure through apostille. Documents of all other countries have to be fully legalised.

Thus three scenarios are possible:

1. No legalisation is required.
2. Legalisation by means of an apostille is required.
3. Full diplomatic legalisation is required.

**1. No legalisation:** Certain documents (e.g. birth certificate, judicial documents) issued by authorities of countries with which Austria has concluded bilateral agreements do not need any legalisation. Generally these agreements have been concluded with certain EU member countries and a few non-European countries. For countries for which no legalisation is necessary please see: <http://fabsits.heimat.eu/> (only in German).

**2. Legalisation by means of an apostille:** Apostilles are seals or stickers that are attached by local authorities to public documents (e.g. confirmations about your studies) in standardised form. Presently about 100 countries have ratified the legalisation agreement of the Hague and thus their documents only need an apostille: <http://www.hcch.net>

**3. Documents from all other countries need full diplomatic legalisation.** This means that first the internal legalisation process of the country of origin has to be completed, then final legalisation of the document is carried out by the ministry for foreign affairs of that country and finally the respective Austrian representative authority has to legalise the document again.

Since these regulations are country-specific it is recommended to enquire at the Austrian representative authority if and in which form documents have to be legalised in order to be accepted by Austrian authorities. Further information is also available on the website of the Federal Ministry for European and International Affairs (BMEIA, <http://www.bmeia.gv.at>).

## 11. Glossary

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**Austrian representative authorities:** embassies and consulates-general; they can be found on the website of the Federal Ministry for European and International Affairs ([www.bmeia.gv.at](http://www.bmeia.gv.at)).

**Authority in charge of residence:** This is the authority in charge of the granting or renewal of a residence title or the issue of a confirmation of registration according to the (intended) place of residence of a foreign national. The person in charge is the **provincial governor** (*Landeshauptmann*), who can entitle the municipal authorities of the individual districts to decide on behalf of him/her. The competent authorities and their addresses can be found on the government agency help site <http://www.help.gv.at>.

**Confirmation of registration** (Anmeldebescheinigung): serves the documentation of the common residence and settlement regulations of EU/EEA and Swiss nationals (see chapter 3).

**Declaration of guarantee:** a written declaration of a person living in Austria in which this person commits him/herself to taking over the costs of health insurance, living costs and accommodation as well as other costs caused by the holder of the residence title to the state and its authorities and institutions (e.g. health insurance carriers). This commitment is valid for 5 years and has to be pronounced before an Austrian law court or notary. The form can be found on the [homepage of the Federal Ministry for the Interior](#).

**ECTS:** European Credit Transfer System; system for the crediting of academic achievements at European universities.

**Employment Service** (*Arbeitsmarktservice (AMS)*): The employment service places people in vacant positions and supports companies by means of consultancy and information; which local branch office of the AMS is competent depends on the place of residence of the prospective employee and the domicile of the company, respectively <http://www.ams.at>

**Minimum income work** (*Geringfügige Beschäftigung*): Minimum income work is defined as work limited to a gross salary of EUR 386.80 per month (this amount is revised annually). Minimum income workers have no automatic health insurance coverage.

**Nationals of third countries:** are foreigners who are nationals of countries other than the EU/EEA or Switzerland.

**Post-secondary educational institutions:** In Austria recognised post-secondary educational institutions are educational institutions

- that offer study programmes corresponding to at least 180 ECTS credits,
- and at which admission requires the general university entrance qualification or, in the case of arts studies, proof of artistic qualifications, and
- that are recognised as educational institutions in the sense of this definition according to the provisions of the law of the country in which they are located.

**Provisional confirmation of admission:** Confirmation of admission by a university or Fachhochschule which is conditional on the passing of a prescribed entrance examination.



**Residence titles:** entitle nationals of third countries to stay in Austria for more than 6 months and can be renewed in Austria if all requirements are met. Residence titles for example are residence and settlement permits.

**Show credibly:** You have to show by means of appropriate documents that the financing of your stay and an accommodation in Austria are guaranteed as soon as the study programme in Austria is started. Such documents can for example be: written confirmation of regular alimony payments of parents, confirmation of accommodation, e.g. preliminary rental contract, booking of a room in a student hall of residence.

**Student self-insurance:** Degree programme students (*ordentliche Studierende*) at all universities, university colleges of teacher education and universities of applied sciences (Fachhochschulen) as well as non-degree programme students (*außerordentliche Studierende*) in university preparation programmes can take out a student self-insurance with the national health insurance carrier (*Gebietskrankenkasse*) at their place of study. The costs for this insurance are EUR 51.55 per month (in 2013). For this insurance, however, the student's income must not exceed a certain amount and the insurance moreover is subject to certain conditions (duration of studies, change of studies).

**University Preparation Programme:** The University Preparation Programmes in Vienna, Graz and Leoben are institutions preparing international students for university studies. Their task is to prepare students for supplementary examinations in German or other subjects that are scheduled by the universities.

**Visa:** entitles to entry to Austria and to staying in Austria for up to 6 months. People who need a visa for Austria are subject to *Visumpflicht*. People from certain countries can travel to Austria without a visa (*Vismfreiheit*). A visa cannot be renewed in Austria. The different categories of visas are described in chapter 4a).


**Work permit:** A work permit is granted to the **employer** and entitles him/her to employ the specific person for whom they applied for the work permit for a specific job.

## 12. Abbreviations

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AIESEC	The international platform for young people to discover and develop their potential
AMS	Arbeitsmarktservice (Employment service)
AuslBG	Ausländerbeschäftigungsgesetz (Act Governing Employment of Foreign Nationals)
BMEIA	Bundesministerium für europäische und internationale Angelegenheiten (Federal Ministry for European and International Affairs)
BMI	Bundesministerium für Inneres (Federal Ministry for the Interior)
BMWA	Bundesministerium für Wirtschaft und Arbeit (Federal Ministry of Economy, Family and Youth)
ELSA	European Law Students' Association
EEA	European Economic Area
e.g.	for example
EU	European Union
FH	University of Applied Sciences (Fachhochschule)
FHK	Fachhochschul-Konferenz (Association of Universities of Applied Sciences, Austria)
IAESTE	The International Association for the Exchange of Students for Technical Experience
ICAO	International Civil Aviation Organization
i.e.	that is
OeAD	Austrian Exchange Service



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und internationale Angelegenheiten



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