

INFORMATION SHEET FOR FOREIGN STUDENTS INTENDING TO STUDY AT THE UNIVERSITY OF KLAGENFURT

Applicants with a foreign School Leaving Certificate who want to study at the University of Klagenfurt have to apply before the following dates:

September 5 for the Winter Semester (October till January)
February 5 for the Spring Semester (March till June)

These legally binding deadlines cannot be extended. This applies also to persons who already attended a foreign university and want to continue their studies in Klagenfurt!

The above mentioned deadlines are not valid for applicants from countries of the European Union and European Economic Area.

EU/EEA citizens are subject to the same deadlines for admission and course registration that apply to Austrian citizens:

The completed form sheet **APPLICATION FOR ADMISSION** has to be submitted with the following documents:

School leaving certificate (diploma and final year transcript of Secondary School/ Higher Secondary School/ High School...) which would entitle the applicant to direct access to a university of the issuing country with regard to the subjects chosen for the University of Klagenfurt.

Students who have not attended any university before or students who studied a subject which is different from the one for which they want to apply at the University of Klagenfurt need an official statement from a state or state recognized university (**REGISTRAR'S OFFICE**) in the country which issued the school leaving certificate. This official statement has to certify that the applicant is **accepted for direct admission** to the proposed study programme at that university for the same period as the period given in her/his application for the University of Klagenfurt. (not valid for EU-citizenship)

Students continuing their studies need an official statement from a state or state recognized university (**REGISTRAR'S OFFICE**) in the country which issued the school leaving certificate. This statement must state that the applicant is **accepted for direct continuation** of her/his studies for the same period as the period given in her/his application for the University of Klagenfurt. (not valid for EU-citizenship).

Students continuing their studies also have to submit an official **transcript** showing the subjects taken, examinations passed and degrees that have been awarded.

All documents have to be legalised by the competent offices of the country which issued the documents, by the Ministry of Foreign Affairs and also by the Austrian diplomatic mission.

Furthermore **the above mentioned documents** have to be submitted in the original or as genuine certified copies. Documents issued in a foreign language **have to be translated authentically into German or English.**

Some countries have signed an intergovernmental agreement that discharges all documents from any legalization:

Some other countries have signed the convention abolishing the requirement of legalization for foreign public documents. The only formality required in order to certify the documents is the addition of the seal >**APOSTILLE (Convention de La Haye du 5 octobre 1961)**< issued by the competent authorities of the State from which the documents emanate.

DOCTORAL STUDIES (PH. D. PROGRAMME)

Students who intend to continue with a doctoral study programme have to submit their Master's diploma. They also need an official statement from a state or state recognized university (*REGISTRAR'S OFFICE*) in the country which issued the Masters diploma. This statement has to certify that the applicant is **accepted for the doctoral study programme** for the same period for which he/she applies for at the University of Klagenfurt.

Students who intend to continue with a doctoral study programme also need **recognition of their previous studies and degrees**.

GERMAN LANGUAGE

As the language of instruction in Austrian institutions of higher learning is German, a good command of German is an absolute prerequisite regardless of the subject. Wherever there are doubts as to the adequacy of the foreign applicant's command of the German language, you will have to take an University Examination in German before beginning the degree programme.

Required level of German knowledge is B 2/b, for the Bachelor programme in "German Studies" C 1

SUPPLEMENTARY EXAMINATION

If the school leaving certificate that has been awarded is not equivalent to the school leaving certificate required for the elected study programme in Austria, the applicant may be required to take supplementary examinations before beginning the degree programme.

GENERAL INFORMATION

Austrian universities do not have the possibility to award scholarships. Information on scholarships from other sources are available at the competent **Austrian diplomatic mission which must also be contacted for a residence permit**.

Information of living costs, housing or textbooks is given by **Österreichische HochschülerInnenschaft - Ausländerreferat (Austrian Union of Students) at University of Klagenfurt, Universitätsstr. 65-67, A-9020 Klagenfurt**.

General information on studying in Austria is available on the WWW:

www.bmwf.gv.at