



Dear student,

We take great pleasure in welcoming you to the University of Applied Sciences bfi Vienna where you will be spending a semester with us.

Following, you will find some very important information, please read this carefully.

Note, that our application deadline is **15th May /15th November**.

We need your online application for this date.

Please read the tutorial Mobility Online, which helps you for your application. This tutorial will be sent to you as soon as you have been nominated by your university.

Enclosed find important information on the following webpages:

<http://www.fh-vie.ac.at/en/International/Incomings/Application>

<http://www.fh-vie.ac.at/en/International/Incomings/Academic-Calendar>

[http://www.fh-vie.ac.at/en/International/ECTS/\(major\)/0229-08](http://www.fh-vie.ac.at/en/International/ECTS/(major)/0229-08)

At ECTS you can find the different courses from all our study programmes. There you can see the language of instruction and if it is selectable for incoming students.

You can choose courses from **1st, 3rd, 5th (winter semester)** / **2nd, 4th, 6th (summer semester)** semester and also from the **International Programme**.

Graduate students can also choose courses from the Master Programmes.

So every student has got an individual study plan with individual time schedules, which will be available when the semester starts.

Students should stay at our university from the very beginning until the end of the semester (see academic calendar). We can't guarantee that you could finish your semester earlier, because it depends on the choice of your courses.

If courses are blocked, the exam may be earlier, if students choose courses from the part-time course, the courses are often drawn out over the whole semester, which means these courses finish later in the semester.

Courses from the full-time programme start later in the semester and often finish earlier, but it really depends on the chosen course.

Most business courses are offered in both forms, full-time and part-time, which is good, in terms of time schedule overlapping, then you have the opportunity to switch to another course, if necessary.

Please note, that attendance is obligatory and part of your assessment. Insufficient attendance can mean that you won't receive a final grade.

- **Application:**

Prospective incoming students have to apply online:

<http://www.fh-vie.ac.at/en/International/Incomings/Application>.

You have to apply online as soon as you have been nominated by your university.

- **Learning Agreement:**

Please choose the courses **online** after **5th June/5th December**, but before your arrival.

The learning agreement can be established approximately in June. (before that time the updated course information won't be on the Mobility Online web, but you can see the courses and the descriptions at ECTS)

- **Language Requirements:**
English requirement: level B1, (C1 level recommended) (we don't ask for an English test or certificate)
If you would like to attend courses held in German and your mother tongue is not German, please send us a language performance statement from your university.
- **Entry and Residence Regulations:**
Before travelling to Vienna, please read the information about legal and practical issues on the webpage of ÖAD:
http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/
- **Accommodation:**
The OeAD Housing Office provides places in student halls of residence and small flats. Please contact them for your reservation: http://www.housing.oead.at/index_e.asp

For your application please send us:

- Application form (online document)
- ECTS learning agreement (signed and stamped)
- Transcript of Records (university) from all previous semesters
- enrolment confirmation from your university
- 1 photo (we prefer by email (.jpg))

These are the necessary steps (workflow):

Deadline Winter Semester	Deadline Summer Semester	Workflow	Responsibility
15 th May	15 th Nov.	Nomination	Mobility coordinator of home university
		Online application	Student
		Confirmation e-mail	Mobility coord. UAS bfi
		Online registration	Student
		Personal data completed	Student
20 th May	20 th Nov.	Application formally checked, letter of acceptance	Mobility coordinator UAS bfi
25 th May	25 th Nov.	Uploads for the application (photo, documents)	Student
5 th June	5 th Dec.	Preparation of the mobility online learning agreement by selecting courses ONLINE	Student
		Printing of application form	Student
		Printing of learning agreement	Student
30 th June	31 st Dec	Sending of <ul style="list-style-type: none"> • application form, • the signed learning agreement, • the transcript of records from all previous semesters from your university, • the enrolment confirmation from your university and • a photo for the student identity card (.jpg) to <i>Mobility Coordinator, FH des bfi Wien, Wohlmutstrasse 22, A-1020 Wien.</i>	Student or mobility coordinator of home university

If you have any questions, don't hesitate to contact me.

Kind regards,

Maria

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