

Guide for international master's degree applicants

The University of Applied Sciences (FH) bfi Vienna would be very pleased to welcome you as an international master's degree student. This short guide intends to answer some of the essential questions that might arise when you are considering to study in Vienna at our university.

Please read the document carefully before you submit your application. If you are still left with questions, please feel free to contact the programme coordinators. You can find the contact information in the last paragraph of this document.

Language requirements

In order to be admitted to one of the English-taught master's programmes you have to prove sufficient knowledge of English. Your proficiency should correspond to level C1 to the Common European Framework of Reference for Languages.

Proof of proficiency in English is necessary and should also be included in the application documents, if available (e.g. English examination within the school leaving examination, language course diplomas). Your language skills are going to be tested in the entrance exam. If you cannot demonstrate sufficient language skills at the exam, you will not be accepted to the programme.

Full-time vs. part-time

FH bfi Vienna offers part-time master's programmes. Part-time programmes are designed for working students and take their specific situation into account. The semester takes 20 weeks and classes are held on three evenings per week and on Saturdays. Attendance is mandatory in all courses.

Please note that "part-time" does only refer to the organisational structure of the course. The expected duration of studies and the ECTS-points necessary for the successful completion of the programmes are the same as in full-time programmes. Current employment or work experience are no prerequisite for your application for a part-time programme.

Admission

Application

Please note that due to visa requirements the application deadline for **NON EU/EEA applicants** is already **15 March**.

EU/EEA applicants can hand in their applications by 15 June.

Applications can be submitted [online](#) or by post. Early application is recommended. All necessary documents have to be submitted within the application period otherwise your application cannot be considered.

You are welcome to apply for more than one study programme at the same time. In this case please let us know in the application form which programme is your first choice. You can make your final decision after the completion of the application procedures.

Application documents

For a complete application the following documents have to be submitted:

- Standardized application form
- Signed curriculum vitae (not handwritten)
- Transcripts of diplomas
 - Exam of vocational middle school or certification of vocational training (if applicable)
 - School-leaving exam / transcript of final school year (if applicable)
 - University entrance / equivalent exam (if applicable)
 - Bachelor's diploma or equivalent diploma of a 3-year degree program at a national / international higher education institution
- (Final) Transcript / Transcript of records
- Copy of your birth certificate
- Copy of your proof of citizenship or copy of your passport
- Copy of residence registration certificate (if applicable)

Foreign documents have to be presented in the original (or legalised copies) and have to be legalised. If documents are drawn up in languages other than German or English, legalised translations have to be added, translations done abroad also have to be legalised.

Please find further details concerning legalisation of foreign documents in Higher Education in the [information sheet of the Federal Ministry for Science and Research](#). If you use the online application tool, you have to present the legalised originals of the documents at the entrance exam.

Entrance Examination

All applicants have to pass an entrance exam in order to be admitted. After you have submitted your complete application, we will establish if you fulfil the admission prerequisites. If this is the case, an invitation to sit the entrance examination will be sent to the address you specified in the application form.

The entrance examination generally takes place in May or June at our university in Vienna. It consists of a presentation meeting and a multiple-choice test. You will receive details for your preparation in time.

After the exam you will be informed as soon as possible about your results. If you are not admitted due to the limited number of places you are put on a waiting list and may – if you are still interested – be admitted at a later date if a place becomes available.

Entry and residence conditions

[Nationals of EU and EEA](#) member countries as well as Swiss nationals do not need visas or residence permits. When staying in Austria for longer than 3 months they, however, have to apply for a confirmation of registration (Anmeldebescheinigung) at the immigration office (Magistrat 35) within 3 months of entry to Austria.

Other foreigners have, if they stay for longer than 6 months, to apply for a residence permit for study purposes (Aufenthaltsbewilligung Studierende) at the Austrian representative authority. Please check the following links for further details:

OeAD: [Guide to entry and residence requirements for foreign students](#)
[Federal Ministry of Interior](#)
[Austrian representative authorities](#)

Regardless of your nationality you have to register with the municipal authorities (Meldeamt: Gemeindeamt, Magistratisches Bezirksamt) within three working days of entering the country. After your registration you will receive a residence registration certificate (Meldezettel).

Accommodation

FH bfi Vienna does not offer accommodation for its students. Reasonably priced accommodation for students is offered by the Austrian Exchange Service (OeAD) and the Austrian Student Union (Österreichische Hochschülerschaft/ÖH). You can find the details on the following websites:

OeAD: www.oead.at/housing
ÖH: www.oeh.at
Youth hostels: www.oejhv.or.at

Sharing a flat with other students may be another option. You can find vacancies of flats to rent posted on university notice boards or advertised in newspapers. Please note that the FH bfi Vienna does not offer additional help in finding accommodation.

Living Costs

In the following table you will find an estimate of the monthly living costs for students (in Euros). These figures only serve as a guideline and cannot be seen as binding. For accommodation costs, a place in a student hall or residence has been used as the basis of calculation.

Accommodation (including heating and lighting)	€ 310
Food (excluding luxuries and tobacco)	€ 220
Studies and personal requirements (books, culture, recreation)	€ 270
Total per month	€ 800

In addition, tuition fees of € 363.36 are charged per semester.

We expect our international students to have sufficient funding at their disposal when they come to FH bfi Vienna.

Scholarships

Various scholarship programmes are offered by Austrian organisations. Please note that there are hardly any scholarships for an entire study programme in Austria. Also take into account that grant/scholarship programmes do not permit gainful employment.

For detailed information about these and other scholarships consult the interactive online scholarship database [GRANTS](#) maintained by OeAD. FH bfi Vienna does not provide scholarships.

Working in Austria

Whether or not you are allowed to work in Austria depends on your nationality, the kind of work and - for nationals of third countries – also on the type of the residence title. Please find further information about working in Austria on the [OeAd website](#). Please note that FH bfi Vienna does not offer additional help in finding any employment.

Contact Information

If you have further questions concerning one of our English-taught master's programmes please contact the programme coordinators:

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