

Guide Application and admission

Bachelor programmes | UAS BFI Vienna

Everything you need to know about
your admission procedure

Application and deadlines | Preparations | Admission
test | Study fees | Start of studies

**My Future.
My Studies.**



Studying at Vienna's leading UAS
with a focus on economics and business



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Dear applicant!

We are pleased that you intend to apply or have already applied to the University of Applied Sciences BFI Vienna! This comprehensive overview guides you through the admission procedure from your registration in the application portal to your admission to your chosen degree programme.

If you have any further questions, please contact our Infopoint:

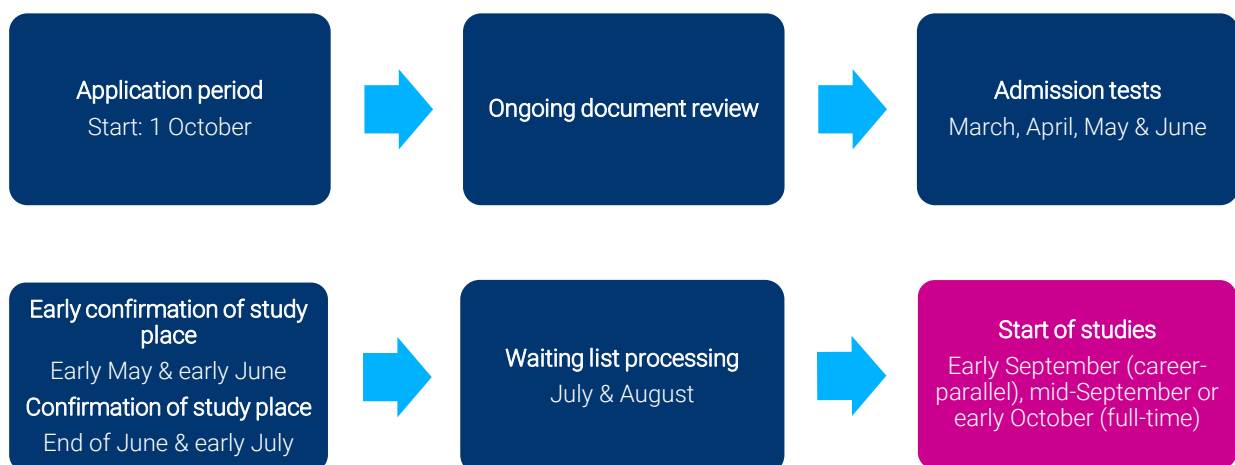
E-mail: info@fh-vie.ac.at

Tel: +43 1 720 12 86

We wish you the best of luck for your admission procedure!

Your University of Applied Sciences BFI Vienna

1. Timeline



2. Application deadlines

The application portal is open for you from **1 October**.

All information about the application deadlines can be found on our [website](#).

3. Registration on the application portal

! TO DO

After registering on our [application portal](#) you will be emailed your personal **access code**. Remember to check your spam folder if you have not received your access details immediately.

Should your personal data change during the admission procedure, please inform our staff at the Infopoint at info@fh-vie.ac.at or call +43 1 720 12 86.

4. Deposit

If you have met your **admission requirements** in a **third country (Non-EU, Non-EEA)** and if you are a **third-country national** you will be charged a deposit of **EUR 200,-** during the submission of your application. This deposit will count towards your student fee in the first semester if you are admitted as a student to one of our degree programmes. If you decide not to study at the University of Applied Sciences BFI Vienna, we will refund your deposit after the admission procedure has been completed in autumn. Please refer to our general terms and conditions on deposits [here](#).

Please note that the payment must be received in our bank account **before the application deadline** in order for us to consider your application. If you make the transfer of the deposit amount with a means of payment other than credit card, this may take a few days.

5. Application for your desired study programme

TO DO

Re-enter the [application portal](#) with your application details. Now you can select your desired degree programme – several are also possible. Please complete all fields and upload the documents listed. All mandatory documents are marked in red. If documents relevant for admission are still missing at the time of application (e.g. your school leaving certificate), then upload the last educational document available to you (e.g. annual report of a 7th grade academic secondary school (AHS) or a 4th grade higher-level vocational school (BHS)). Please indicate in your CV when you expect to receive the access-relevant certificate and submit it immediately via the application portal as soon as you have it.

Required documents for applications to bachelor programmes:

- ✓ CV
- ✓ Passport photo
- ✓ Passport
- ✓ Secondary school-leaving certificate ¹ or
university entrance qualification exam ¹ or
subject-relevant apprenticeship diploma plus certificate of a vocational school ¹ or
graduation from a school for intermediate vocational education (BMS) ¹

Once you have completed all the data on the application portal and uploaded your documents, submit your application, please. This is done separately for each degree programme you have chosen in the **menu item "Overview"**. Please pay particular attention to the prioritisation you have made for your degree programmes, as this may have an effect on the language in which you have to take the admission test ([see chapter 6.3.](#)).

¹ Complete document and colour scan, please.

5.1 Application status

Check your application status in the application portal under the menu item "Overview":

Application received: Your application has been sent successfully.

Application being processed: Your application will be processed by our staff, which may take varying amounts of time due to the documents and varying levels of completeness on the one hand and the number of applications received simultaneously on the other.

Admitted to the admission test (Appointment booking from March): You submitted your application between **October and February**, it is (provisionally) complete, you meet the admission requirements, or we have informed you that you still have to submit documents (e.g. if your school-leaving exam date is still in the future). You will receive further information on the admission test by e-mail from **March** onwards.

Admitted to the admission test: You submitted your application between **March and May** and it is (provisionally) complete, you meet the admission requirements or we have informed you that you still have to submit documents (e.g. if your school-leaving exam date is still in the future). You will receive further information on the admission test from us immediately.

Admission test completed: You have taken the admission test and have been included in our ranking for study place allocation.

Study place confirmation: We will confirm your study place by e-mail. As soon as the education contract is sent to you ([see chapter 9](#)), your status on the application portal changes to "Study place confirmation".

5.2 Applicants with foreign documents and international degrees

Please have any documents not issued in German or English translated into one of these two languages by an **authorized translator** and upload the translation on the application portal together with the original document. Depending on the state that issued your documents you may need different legalizations. "[The Legalization List for Higher Education](#)" of The Austrian Federal Ministry of Education, Science and Research provides all detailed information on which form of legalization your documents require.

If you have any questions regarding specific admission requirements for holders of foreign school leaving or degree certificates, or international certificates, please contact our [Admission Office](#). We will inform you about the supplementary examinations you are required to take. You must sit these examinations in addition to the standard admission procedure and before the start of the degree programme at the UAS BFI Vienna.

Required language level

For our degree programmes offered in German you require German language competence level [CEFR-level C1](#) and English language competence level **B2**.

For the degree programmes offered in English you require English competence level **C1**. German language competence is not necessary for these programmes.

You need not produce certificates as evidence of your language skills; those skills will be ascertained by us during the admission procedure. If necessary, you will have to take a supplementary exam in German or English.

5.3 Applicants with special needs

We highly value a barrier-free access to the institution and our degree programmes. If you want us to accommodate your special needs during your admission procedure, remember to contact our Gender and Diversity Officer [Mag.^a Marion Roßhap](#) in time, please.

5.4 Applicants without a secondary school-leaving certificate

If you have applied for a bachelor programme or are planning to do so and are not a holder of a secondary school-leaving certificate, you can find all details on admission requirements and exams on our [website](#). Mandatory supplementary exams are to be taken during the summer semester in addition to the admission test. Please register for them at our [Admission Office](#).

6. Your bachelor programme admission procedure

6.1 UHStat 1 form

Before you can book an appointment for our admission test, you need to complete the [Statistik Austria UHStat 1 form](#) and upload the confirmation of sending to our [application portal](#) under the **menu item "Documents"** and the **field "UHStat 1"**.

The UAS BFI Vienna is legally obliged to ensure that this data is collected from its applicants for the Federal Ministry of Education, Science and Research prior to their participation in the admission test.

Attention: In the UHStat 1 form, it is mandatory to provide an **Austrian social security number** (or a **substitute code**). If you do not have an Austrian social security number, please apply for a substitute code on our application portal under the **menu item "Personal data"**. We will create the code for you within our business hours and you will find it under the **menu item "Admission test"** once it has been created. You will be able to complete the UHStat 1 form with this substitute code.

6.2 Choose your admission test date



As soon as we have checked your application and you meet the admission requirements, we will invite you to the admission test. Your status under the **menu item "Overview"** will change to **"Admitted to the admission test"** for the respective degree programme. The test takes place on several dates in the summer semester. From March onwards, we will inform you by e-mail that you can now book your test date **yourself** within seven days.

Please note: This deadline may be shortened if you have only applied by the end of the application period!

Again, you can book your test date via the application portal under the **menu item "Admission test"**, where you can also see your booked date (for each degree programme). Cancellation or change of test date is not possible. Please contact our Infopoint at info@fh-vie.ac.at or +43 1 720 12 86 in good time if you have to postpone an already fixed date for urgent reasons.

If you have not booked a date for the admission test within the specified period, we regret that we will not be able to consider your application any further and you will be eliminated from the admission procedure.

6.3 Access details for your admission test and your sample test

TO DO

Within **24 hours** of booking your appointment for the admission test, you will find your access data for the online portal of the test in a green box under the **menu item "Admission Test"** on the application portal. You can use these to log in at any time and take a sample test. This serves to check the technical functionality, does not reflect any questions from the admission test and will not count towards its result. We recommend that you take the sample test in any case!

You can find all information on the necessary technical requirements for the sample and admission test [here](#). You will need a **laptop or PC with a camera and microphone** (tablets or mobile phones are not suitable) and the **Chrome browser**. If required, IT support is available at support@e-learning-consulting.com or +43 1 361 97 67 17.

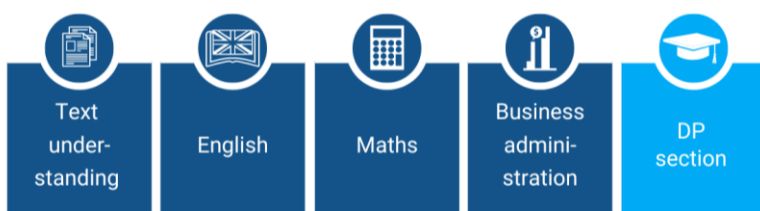
6.4 How to prepare for your admission test

TO DO

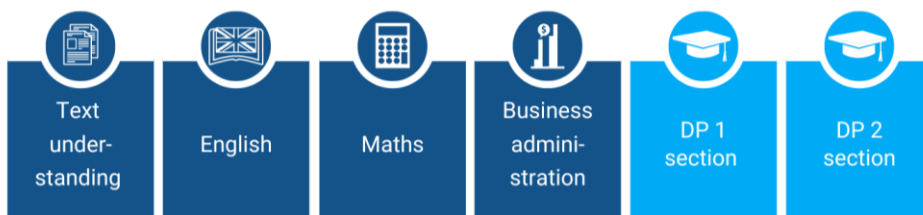
For optimal preparation, we will provide you with a **preparation guide** for the admission test on our website from around the end of January. A course from external providers is not necessary!

The admission test for our bachelor programmes consists of the following test parts: **Text understanding, English, mathematics, business administration** and **degree-programme-specific topics**.

Applying for one degree programme (DP)



Applying for two degree programmes or more degree programmes (DP 1 and 2)



The admission test will be in the **language** of your **first-choice** degree programme (DP 1). If you have applied for more than one degree programme with different languages of instruction (i.e. German and English), you are required to take the text understanding component in both languages.

You must take a **degree-programme-specific section** to each of the degree programmes (light blue) you have applied for. The **general test parts** (text understanding, English, mathematics, business administration – dark blue) are only taken once.

For more detailed information on duration and weighting of the individual test parts consult the introductory section of the **preparation guide**, please.

6.5 Taking the admission test

TO DO

On the day you choose for the admission test, you will have **24 hours** to complete all parts of the test, starting at **0:00** and ending at **23:59 CEST**. This gives you maximum flexibility to take the test with as little stress as possible. Once a test section has been started, you can no longer interrupt it. You can take a break between individual test sections. Please note that we can only rank you for a study place if you have completed all the required test sections. Make sure that the camera of your laptop or PC is turned on during the test and that you are clearly visible and recognizable.

Should you encounter any **technical problems** during the admission test, IT support is available from **8:00 to 20:00 CEST** at support@e-learning-consulting.com or +43 1 361 97 67 17. In your own interest, please report all technical problems to IT support immediately!

On the day after you have taken the admission test, your status on the application portal will change to "**Admission test completed**".

7. Online info sessions

TO DO

Each degree programme offers online info sessions on several dates throughout the year. You can find the dates on our [website](#) by navigating to the degree programme(s) you are interested in.

Here, you can find out about **content**, **structure** and **career prospects** of the degree programme in direct communication with those responsible for it and to find out whether it is the right one for you. Please use this opportunity to get to know the degree programme and its team and to clarify any questions you may have!

8. Study place confirmation or place on the waiting list

We inform our best applicants at an early stage that we would like to offer them a place on the degree programme (**early May or early June**). Even if you do not receive a study place confirmation, you still have a chance to study at the University of Applied Sciences BFI Vienna: The final ranking will be made at the **end of June/beginning of July** and all applicants will be informed by e-mail about their admission or a place on the waiting list at the latest. Please give us quick feedback if you accept an offered place or if we can release it to other applicants on the waiting list.

When allocating study places, we form groups of applicants who are given places on a pro-rata basis according to their previous education. There is one group each for **graduates from academic secondary schools (AHS)**, **graduates from higher-level vocational schools (BHS)** and **applicants without a secondary school-leaving certificate**. This ensures a fair distribution of study places and filling of places from the waiting list.

9. Your education contract



TO DO

Your education contract including all attachments as well as information on transferring the student fee and the Austrian Students Union fee ("ÖH-Beitrag", [see chapter 10](#)) will be emailed to you a few days after we have confirmed your place. Your status on the application portal will change to **"Study place confirmation"**. After signing your education contract, scan it in its entirety and upload it via a link that you will receive from us. Your place is confirmed when the signed education contract has been uploaded and the tuition fee has been transferred by the deadline. You have **14 days** to do this.

10. Student fee and Austrian Students Union fee

The student fee amounts to **EUR 363.36** per semester and the Austrian Students Union fee („ÖH-Beitrag“) to **EUR 24.70** per semester. This applies to Austrian as well as to international students. Participation in the admission procedure incurs no fees.

11. Starting your studies

You will receive all details regarding **enrolment**, **student account** and the **first semester** (start of studies, timetable etc.) from your programme coordinator in good time before the start of studies. The winter semester starts in **early September** for career-parallel degree programmes and in mid-September or **early October** for full-time degree programmes.

You must bring and present your **original admission certificates** (e.g. school-leaving certificate) to your first administration meeting. You will also receive your **student ID card** here. International certificates must be presented to Admission Office staff. You will be emailed on this in the course of the summer.

12. Data protection

For information on the processing of your personal data, please refer to the application portal of the University of Applied Sciences BFI Vienna or [here](#).



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