

An die
KARL-FRANZENS-UNIVERSITÄT GRAZ
Studien- und Prüfungsabteilung
Universitätsplatz 3
A-8010 Graz

Office use only: Notice of Receipt

Antrag auf Erteilung eines Studienplatzes

(Application for Enrollment)

Complete this application form PRINTING the information or using the computer. Check boxes where applicable!

Personal Information

Last name:	<table border="1" style="width: 100%;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
First name(s):	<table border="1" style="width: 100%;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Date of birth:	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<table border="1" style="display: inline-table;"><tr><td>1</td><td>9</td><td> </td><td> </td></tr></table>	1	9			Sex:	<input type="checkbox"/> male	<input type="checkbox"/> female								
1	9																				
Citizenship: _____		Mother tongue: _____																			
Home address: _____ _____																					
Mailing address (if different): _____ _____																					
Valid until: _____					E-mail: _____																

Information about the intended studies at the University of Graz

I apply for admission to study at the University of Graz																					
<input type="checkbox"/> as a degree programme student for the following program(s): _____																					
Nature of the programme applied for:																					
<input type="checkbox"/> diploma programme <input type="checkbox"/> secondary school teacher accreditation programme																					
<input type="checkbox"/> bachelor programme <input type="checkbox"/> master programme <input type="checkbox"/> PhD programme																					
<input type="checkbox"/> as a non-degree programme student																					
Plans for my studies at the University of Graz _____																					
Intended start of studies																					
<input type="checkbox"/> Winter semester			<table border="1" style="display: inline-table;"><tr><td>2</td><td>0</td><td>1</td><td>/</td><td> </td><td> </td></tr></table>				2	0	1	/			<input type="checkbox"/> Summer semester			<table border="1" style="display: inline-table;"><tr><td>2</td><td>0</td><td>1</td><td> </td></tr></table>		2	0	1	
2	0	1	/																		
2	0	1																			

I intent to follow my studies at the University of Graz

as a full time degree student

for a limited period of time, namely for _____ semesters.

Educational Qualification

I can offer proof of the following educational qualification:

Qualification for university entrance (high school leaving diploma)

Date of issue: _____ in (country) _____

Subjects taken: _____

University studies completed or currently enrolled in

Name of university: _____

Study programme: _____

Duration of study (from - until): _____

Degree: _____

I have been admitted to the chosen study programme at the following university in the country where my highschool leaving exam was issued:

Name of university: _____

Datum of admission: _____

Knowledge of German

German is my mother tongue

German is not my mother tongue

I judge my German knowledge to be excellent good sufficient.

I acquired my knowledge of German at _____

I have no knowledge of German

Curriculum Vitae

Documents added to this application

Find the following documents added to my application:

- Qualification for university entrance (high school leaving diploma) including subjects and grades
- Proof of admission to the chosen study program at a university in the country where my high school leaving diploma was issued.
- Proof of completed degrees including exam results
- Confirmation showing that I am allowed to continue my university studies at my home university
- Proof of knowledge of German
- _____
- _____

Please tick box where applicable

I hereby declare on oath that all information provided in this form is correct to the best of my knowledge and that I haven't been excluded from the chosen programme at any university in Austria or abroad.

Date

Signature

INFORMATION ON ADMISSION AND STUDY REQUIREMENTS
FOR INTERNATIONAL STUDENTS

1. Application for admission

The applications for admission of international students who wish to begin or to continue their studies at Karl-Franzens-Universität Graz have to reach the university at least by **September 1** for the Winter Semester and by **February 1** for the Summer Semester of each year (date of entry) **complete with all necessary documents**. The application form ("Antrag auf Zulassung zum Studium") can be obtained from the registrar's office ("Studien- und Prüfungsabteilung") of Karl-Franzens-Universität Graz, Universitätsplatz 3, A-8010 Graz/Austria.

In addition to the application form, the following documents must be submitted:

- a. **secondary school leaving certificate** ("Reifezeugnis") with all subjects taken and grades obtained;
- b. **for international students beginning their studies: Bachelor, diploma, teacher accreditation**
Evidence of admission to the course of studies at a university in the country where the secondary school leaving certificate was issued, for the semester/year in which admission in Graz is sought;
- c. **for international students continuing their studies: Master**
Evidence of all courses already taken (transcript, degree), and a confirmation of the continuing admission to studies (admission to master studies) at a university in the country, where the bachelor certificate was issued, for the semester/year in which admission in Graz is sought.
- d. **for international students continuing their studies: Doctorate**
Evidence of all courses already taken (transcripts, degrees), and a confirmation of the continuing admission to studies (admission to doctorate studies) at a university in the country, where the master certificate was issued, for the semester/year in which admission in Graz is sought.

2. Knowledge of German, supplementary examinations

Basically the language of instruction is German. International students whose knowledge of German cannot be sufficiently documented (level C1), have to pass the university's German exam before they can be admitted as regular degree students.

If the obtained secondary school leaving certificate is not equivalent to an Austrian diploma ("Reifezeugnis"), international students have to pass supplementary examinations. Information about the content of and the dates for these exams can be obtained in the Secretariat of the "Vorstudienlehrgang" (University Preparatory Course) of the universities of Graz: Neubaugasse 10, A-8020 Graz, Austria. Telephone: +43 (316) 831496.

This University Preparatory Course provides preparatory classes for the German exam as well as for the supplementary examinations. While taking these classes, international students are admitted as students with provisional status ("außerordentliche Hörer/Hörerinnen").

3. Restrictions for admission

In the field of study Psychology, only a limited number of places are available to Austrian citizens, EU-citizens and citizens from other countries. Study places will be allocated according to a specific selection and admission process. General information: http://www.uni-graz.at/ains1www/content.ains1www-verordnung_

4. Status equivalency of international students

The following persons have equal admission status as Austrian citizens:

- a. persons who have had their main living interests in Austria for at least five continuous years immediately before applying for

- admission, or who have at least one person legally responsible for the applicant's alimony, for whom this applies;
- b. persons with secondary school leaving certificates of Austrian International Schools;
- c. conventional refugees.

5. Authentication of documents

- a. All documents must be submitted in the **original**, first authenticated by the responsible institution in the country where they were issued (Ministry for Foreign Affairs) and finally authenticated by the Austrian mission in the country of issue (Austrian Embassy). This is to certify the authenticity of the original documents.
- b. **Documents issued in foreign languages (except English) have to be translated into German or English** and submitted together with the application form. If these documents have been translated outside of Austria, they have to be authenticated, first in the country of issue and finally by the responsible Austrian mission (or apostille) or they have to be certified by an official Austrian translator.
- c. **Original documents** issued in one of the following countries **do not need authentication** (as mentioned in 5.a. or 5.d.): Bosnia and Herzegovina, Bulgaria, Germany, Finland, France, Italy, Kosovo, Croatia, Liechtenstein, Macedonia, the Netherlands, Norway, Poland, Romania, Sweden, Serbia, Montenegro, Slovakia, Slovenia, Czech Republic and Hungary. However translations of documents have to be submitted (as described under 5.b.).
- d. **Original documents** issued in a country having joined the Hague convention of October 5th 1961 (BGBI.Nr. 27/1968), only need **authentication by means of apostille** by the respective domestic authorities. Such as : Albania, Argentina, Armenia, Australia, Cyprus, Great Britain and Northern Ireland, Ireland, Greece, Israel, Japan, Mexico, Russia, San Marino, South Africa, Spain, Turkey and the United States.

6. Tuition fees

The relevant information you may find on our website:
http://www.uni-graz.at/stpawww/stpawww_studienbeitrag.htm#2.

INFO IN THE INTERNET

International Students: http://www.uni-graz.at/stpawww/stpawww_internationalstudents.htm

Website UNI Graz: <http://www.uni-graz.at>

Austrian Federal Ministry of Science and Research:
<http://www.bmwf.gv.at>