

Application for Enrolment

For International Students and Austrians with foreign university entrance qualification

Please fill in the **complete** application form **clearly** using **BLOCK CAPITALS** and check boxes where applicable.

Personal Information

Nationality	<input type="checkbox"/> male <input type="checkbox"/> female	Date of birth		
Name		Surname		
Contact Address: Street		House number	Floor	Door number
Country	Postcode	City		
c/o (contact person) if applicable		E-mail address		

Information about intended studies at University of Graz

I apply for admission to the following study programme*:

Diploma
 Teacher Training

 Bachelor or Master
 Bachelor
 Master
 Doctorate

 in English**
 in English**

*Please name the correct study programme as offered by our university: <https://studien.uni-graz.at/en/degree-programmes/overview/>
 For Teacher's Training programmes, please state both subjects.
 For the bachelor Transcultural Communication or one of the master's programmes in Translation, please state the intended language(s).
 For doctorate's programmes, please state the dissertation subject, not the thesis subject or the doctorate's school.

**Only some master's and doctorate programmes are offered in English.
 Applications for programmes not offered in English will automatically be processed with German as requirement. If the programme is offered in German and English, and English is not stated explicitly in the application form, the application will automatically be processed with German as language of instruction.

Intended start of studies: Winter semester 20 ____ Summer semester 20 ____ I intend to study
 as a full-time degree student.
 for a limited period of time, namely for 1 / 2 semester(s) (as Free Mover).

Have you ever been enrolled at an Austrian University or University of Applied Sciences (e.g. as a student, exchange student, participant at a summer school, participant in a preparatory course of an Austrian Vorstudienlehrgang)?

Yes, my Austrian student registration number (Matrikelnummer) is _____ No

Previous Education

I have proof of the following educational qualifications:

- General University Entrance Qualification (Secondary School Leaving Certificate/High School Diploma) (not compulsory for master's or doctorate's applications)

Date of issue (dd/mm/yy) _____ in (country) _____

Duration of education: 10 years 11 years 12 years (or more)

- Completed University studies:

Name of university: _____

Country: _____

Study programme: _____

Minimum study duration: 1 year 2 years 3 years 4 years 5 years

Acquired Academic Degree: _____

German Language Certificate (when applying to German taught programmes)

- German is my language of education (General university entrance qualification or university degree completely taught in German)

- Or: I possess a German certificate, not older than 2 years, on level:

A2 B1 B2 C1 C2 (According to CEFR – Common European Framework of Reference for Languages)

Acquired language certificate

- ÖSD DSH ÖIF DTÖ
 DSD Goethe Telc Test DaF

- And/Or: I have already attended the "Vorstudienlehrgang" (VGUH) Graz:

- Yes, for _____ semester(s)
 No

I have obtained the following certificates at an Austrian Preparatory Programme

English Language Certificate (when applying to English taught programmes)

- English is my language of education. (General university entrance qualification or university degree completely taught in English)

- Or: I possess one of the following English certificates, not older than 2 years:

- TOEFL iBT (score of at least 95) Telc C1
 IELTS Academic (score of at least 7) Pearson Test of English Academic
 Cambridge Proficiency English CPE (PTE) (score of at least 66)
 Cambridge Advanced English CAE

Information for international applications (please read thoroughly!)

1.) Deadlines

Winter semester: 05th of September/31st of October*

Sommer semester: 05th of February/31st of March*

*An extended deadline is only possible if the general deadline cannot be met. Please include a reason for the delay with the application if this is the case.

Application date is the date of receipt at the university.

The application has to be handed in with all necessary documents. Incomplete applications can lead to longer processing times and in further succession to the rejection of the application.

2.) Documents

The documents and language certificates have to be submitted in the **original form or as notarized copies**. Submitted notarized copies will be retained by the University of Graz. Original documents will be sent by post to the address stated in this application form after they have been processed.

• Copy of passport/ID-card

a. Bachelor, Diploma, Teacher Training programme

- **Secondary school leaving certificate** with school reports from senior school

b. Master programme

- **Evidence of accomplished Bachelor or Diploma** (degree diploma together with transcript of records or diploma supplement with list of accomplished courses, including credit points or contact hours)

c. Doctorate programme

- **Evidence of accomplished Master or Diploma** (degree diploma together with transcript of records or diploma supplement with list of accomplished courses, including credit points or contact hours)
- Recommended: Evidence of accomplished Bachelor (degree diploma together with transcript of records or diploma supplement with list of accomplished courses, including credit points or contact hours)

3.) Language Requirements

For German study programmes:

For starting the study programme, a C1 German language level is necessary. The application is possible with an A2 certificate. In this case, the C1 exam has to be passed at the Vorstudienlehrgang (VGUH) before the enrollment to the study programme is possible.

For more information about the German language skills and accepted certificates see:

<https://studienabteilung.uni-graz.at/en/international-students/language-certificates/>

English study programmes:

A C1 English language level is necessary for being admitted. Proof of the language skills need to be handed in with the application.

Certificates must not be older than 2 years at the time of the application.

For more information about the English language skills and certificates see:

<https://studienabteilung.uni-graz.at/en/international-students/language-certificates/language-of-instruction-english/>

4.) Entrance Examination

Some study programmes are restricted and require an additional entrance examination. More information can be found here:

Bachelor's-, Diploma and Master's programmes:

<http://studienzugang.uni-graz.at/>

Teacher Training programmes:

<https://aufnahmeverfahren-lehramt.uni-graz.at/>

PHD Law and Politics: [https://rewi.uni-](https://rewi.uni-graz.at/de/studieren/studienangebotstudienplaene/doctoral-programme-phd-law-and-politics/)

[graz.at/de/studieren/studienangebotstudienplaene/doctoral-programme-phd-law-and-politics/](https://rewi.uni-graz.at/de/studieren/studienangebotstudienplaene/doctoral-programme-phd-law-and-politics/)

5.) Legalization of documents

All documents must be submitted in their **original form or as notarized copies**. The mode of legalization depends on the issuing state. The legalization certifies the authenticity of the original document. **Therefore, the legalization must be on the original beforehand**. Only then the notarized copy can be issued.

- **Original documents** with **full diplomatic authentication** have to pass the mode of legalization of the issuing country (last station: Ministry for Foreign Affairs) and finally be legalized by the Austrian mission in the respective country (e.g. Austrian Embassy, Consulate). Such as: China, Egypt, Iran, Kosovo, Mongolia, Nigeria, Pakistan, etc.
- **Original documents** issued, for example, in one of the following countries **do not need legalization**: Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Hungary, Italy, Liechtenstein, Montenegro, the Netherlands, North Macedonia, Norway, Poland, Romania, Sweden, Serbia, Slovakia and Slovenia.
- **Original documents** issued in a country having joined the Hague convention of October 5th 1961 (BGBl.Nr. 27/1968) only need **legalization by means of "Apostille"** by the respective domestic authorities. Such as: Albania, Argentina, Armenia, Australia, Cyprus, Great Britain and Northern Ireland, Ireland, India, Greece, Israel, Japan, Mexico, Russia, South Africa, Spain, Switzerland, Turkey, Ukraine, the United States, etc.

6.) Translations

Documents issued in foreign languages (except English) always **have to be translated into German or English by a sworn and officially accredited translator**. The translation has to be linked with the original or with a notarized copy.

7.) Certificates of the Preparatory Courses

Students, who have already participated in exams of an Austrian Preparatory Programme (Vorstudienlehrgang) have to hand in the obtained certificates with the application.

Additional Information:

Academic Affairs Office – International Students:

<http://studienabteilung.uni-graz.at/de/internationale-studierende/>

Tuition Fees:

<https://studienabteilung.uni-graz.at/en/tuition-fee-2/>

Study Programmes:

<https://www.uni-graz.at/en/studies/>

Student Counselling:

<https://lehr-studienservices.uni-graz.at/de/studienservices/4students-studien-info-service/>

Documents added to the application (please read the „Information for Application“)

I attached the following documents to my application:

- Copy of passport/official photo ID
- Curriculum Vitae
- General university entrance qualification: secondary school leaving certificate/high school diploma including senior school reports (not compulsory for master's or doctorate's applications)
- University degree documents: degree diploma and list of attended university courses (transcript of records or diploma supplement with information about ECTS, credit points or contact hours)
- Language Certificate (necessary if the language of instruction of the previous education is not the same as the language of instruction applied for at our university)
- Evidence of Austrian Preparatory Certificate(s)
- Evidence of Austrian student ID number (Matrikelnummer) (e. g. copy of student ID card, Transcript of Records)
- _____
- _____

I hereby declare that all information provided in this form is correct to the best of my knowledge, and that I have read and understood the "Information for Application".

I am aware that my admission will be withdrawn if I have been admitted owing to false statements and that the submission of forged documents will be prosecuted.

If the University of Graz needs to request personal data from other authorities in order to process my application, I give my consent that the relevant authorities may disclose personal data to University of Graz.

I hereby confirm that the application was made according to the University Gazette § 60 para 6 by myself or by an Austrian official representation. I take notice that an application not made accordingly causes the rejection of the application.

Date

Personal Signature