

APPLICATION DOCUMENTS BACHELOR'S DEGREE PROGRAM

You need to provide the following documents in order to apply (even if you apply for two programs, you only need to send your documents once):

- Online Application Form** Printed out and **signed**
- Curriculum vitae** In tabular form (we recommend europass)

Please provide **one copy** of each of the following documents (Attention: the documents submitted will **not** be returned):

- Passport** or ID Card (containing your citizenship)
- School leaving certificate:** all pages incl. stamp, signature, and date of issue
- a copy of your latest **annual school report** if you do not have the final certificate yet
- if applicable, certificates according to „[Studieren ohne Matura](#)“ (BMS certificate, proof of the final apprenticeship examination (= “Lehrabschlussprüfungszeugnis”), proof of additional examinations or confirmation of registration to the exams/courses)
- If the foreign school leaving certificate has already been officially recognized by another Austrian institution please let us know and send written proof of it, please add transcripts of already taken supplementary exams too.

Please note:

- ▶ Make sure that your application is **complete**.
- ▶ Do not bind your documents (no stapling, folders).
- ▶ For educational documents issued abroad, please refer to the [translation and legalization regulations](#). Add the document in its original language and the translation.
- ▶ The deposit is based solely on your citizenship. If you are citizen of a third country and are eligible for an exception to the cost regulation for tuition fees (see info at www.fh-wien.ac.at/en/study/application/program-costs/), please enclose the proof (residence permit).

Last CHECK:

- ▶ Are your copied documents **complete and readable**?
- ▶ Please pay attention to the [deadlines](#) and hand in the documents either personally at the Service Point (if possible due to the current Covid-19 situation, please check our website in advance) or send your completed application documents by POST to

FHWien der WKW, Service Point,
Password: BEWERBUNG
Währinger Gürtel 97, 1180 Wien