

CHECKLIST APPLICATION DOCUMENTS BACHELOR'S DEGREE PROGRAM

You need to provide the following documents in order to apply using the online application tool. Please have these ready in **digital form** before you start the application process:

- ☐ **Curriculum vitae** in tabular form (we recommend [Europass](#))
(permitted file format: pdf)

Digital version/scan of the following documents:

- ☐ **Passport or ID Card:** Citizenship must be recognizable (permitted file format: pdf)
- ☐ **School leaving certificate:** all pages incl. stamp, signature, and date of issue (permitted file format: pdf)
- ☐ a copy of your latest **annual school report** if you do not have the final certificate yet (permitted file format: pdf)
- ☐ 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; permitted file format: pdf)
- ☐ 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:

- ▶ If you do **not have** an **Austrian national insurance number**, the online application tool will generate a replacement number during the application process.
- ▶ Please upload all required documents in the online application tool and make sure that all documents are **complete and legible**.
- ▶ For **educational documents issued abroad**, please refer to the [translation and legalization regulations](#). Please upload the document in the original language and the translation (permitted file format: pdf).
- ▶ 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 upload the proof (residence permit; permitted file format: pdf).