

## CHECKLIST APPLICATION – ALL DEGREE PROGRAMS

### Choosing your degree program and preparing the application

- ☐ 1. Find **information** regarding the degree programs on the FHWien website: <https://www.fh-wien.ac.at/en/>
  - ☐ Read up on the admissions procedure on our website at “Study > Application”: <https://www.fh-wien.ac.at/en/study/application/>
  - ☐ Attend the info events of the degree programs and education fairs to learn more
  - ☐ TIP: Sign up for the FHWien der WKW newsletter
- ☐ 2. Prepare **application documents**:
  - ☐ Checklist application documents Bachelor’s Degree Program: [Bachelor Checklist](#)
  - ☐ Checklist application documents Master’s Degree Program: [Master Checklist](#)
  - ☐ Check the correct name, language and type of the degree program: [Overview of BA and MA degree programs](#)

### Starting the application

- ☐ 3. **Register** on the website of FHWien der WKW: [www.fh-wien.ac.at/en/](http://www.fh-wien.ac.at/en/)  
Instructions for the application tool: [Instructions for the application tool](#)
  - ☐ Fill in and complete the application form
  - ☐ *Applies only to applicants who are third-country nationals:*  
Submit the € 200 deposit, else the registration will not go forward. Find more information on our website: <https://www.fh-wien.ac.at/en/study/application/program-costs/>
- ☐ 4. Upload **application documents**:
  - ☐ If documents are not complete, please submit appropriate documents when requested

**Note:** Please pay attention to the deadlines for applying: <https://www.fh-wien.ac.at/en/study/application/deadlines/>

### Admission and online admissions test

- ☐ 5. Once you have been admitted to the admissions procedure, register for the **online admissions test** and **pick a date**. There is a limited number of test dates. Please pick a date immediately.
  - ☐ **Applications for Bachelor’s degree programs:** No preparation is necessary.
  - ☐ **Applications for Master’s degree programs:** Find information on how to prepare for the test on the website: <https://www.fh-wien.ac.at/en/study/application/admissions-procedure-master/>

- ☐ 6. Take the **online admissions test** on your chosen date.
  - ☐ Find information regarding the online admissions test on the website:  
<https://www.fh-wien.ac.at/en/study/application/info-page-admissions-test/>
  - ☐ More detailed information can be found in the [FAQ on the online admissions test](#)

Please note: Pay close attention to all the information provided to you regarding the online admissions test to make sure the test can be performed correctly and assessed accordingly.

### Degree program specific admissions procedure

- ☐ 7. In case you are informed after the first ranking that you may take the **degree program specific test**: **Choose a date in the application tool.** There is a limited number of dates. Choose a date immediately.
- ☐ 8. You will receive information regarding the preparation for the **program specific test** via email. You can also visit the site of the respective degree program on the website of FH Wien der WKW for more information.
- ☐ 9. Come to the **degree program specific admissions procedure** well-prepared on the chosen date.

Please note: Pay close attention to all the information provided to you regarding the program specific admissions test to make sure the test can be performed correctly and assessed accordingly.

### Offer for a place to study

- ☐ 10. If you receive an **offer for a place to study (non-binding!)** following the ranking, you will have to **confirm your place within 4 days**, so the reservation for your place to study will remain valid.
- ☐ 11. Next, the mandatory **study-related fees** (tuition fee, ÖH's studying fee and special fee) have to be paid within **7 days**, else the reservation for your place to study will expire.
  - ☐ Information regarding fees is found on our website:  
<https://www.fh-wien.ac.at/en/study/application/program-costs/>

Please note: The student fee for the first semester is valid as a deposit in case you do not take up the place to study and is therefore non-refundable.

☐ *Applicable only to third-country nationals:*  
Persons who fall under the Regulation on Eligible Groups of Persons (more on the subject: <https://www.fh-wien.ac.at/wp-content/uploads/2019/12/Die-Personengruppenverordnung-D-und-EN.pdf> and [legal basis](#), legal basis in German only) or who have a residence title other than "Students" are subject to the same contribution regulations as EU and EEA and Swiss citizens. Please enclose the relevant documentary evidence in your application documents now at the

latest. Find more information on our website: <https://www.fh-wien.ac.at/en/study/application/program-costs/>.

- ☐ 12. Once receipt of the payment of the relevant fees has been confirmed, you will receive a **preliminary admission to your place to study**. You can pick a **date for enrollment** immediately thereafter. There is a limited number of dates available. Please pick your date immediately.

☐ Enrollment is a requirement for you to start studying.

**Note that the preliminary admission to your place to study is granted on the condition that the learning agreement will be signed upon enrollment.**

Please note: If you don't pick an enrollment date, your place to study will expire.

- ☐ 13. **Get enrolled** on the date chosen and sign your learning agreement.

☐ Prepare all the necessary documents for enrollment. Enrollment can only be completed once all the required documents have been presented.

Please note: Your place of study will expire if you do not get enrolled.

**Important note: The admission to your place to study only becomes binding once you have signed the learning agreement during enrollment.**

- ☐ 14. Attend **classes**:

☐ You will be able to access your class schedule in FH Wien Online in August or following your enrollment.

Please note: If you do not attend classes, your place to study will expire.

☐ Please check the learning platform Moodle timely to see whether any activities of your degree program take place before the start of classes.

## Waiting list

☐ Check your inbox for emails regularly. Applicants may be moved up from the waiting list up until mid-October. Once you receive the preliminary admission to your place to study, take the necessary steps starting in item 10.