**Students from the countries mentioned below can apply in Vienna, Austria for the Residence Permit Student:**

**A – C**

Albania\*), Andorra, Antigua and Barbuda, Argentine, Australia, Bahamas, Barbados, Belgium, Bosnia and Hercegovina\*), Brazil, Brunei, Bulgaria, Canada, Czech Republic, Chile, Costa Rica, Colombia, Croatia, Cyprus,

**D-G**

Denmark, Dominicana, El Salvador, Estonia, Finland, France, Georgia \*), Germany, Greece, Grenada, Guatemala,

**H-L**

Honduras, Hungary, Iceland, Ireland, Israel, Italy, Japan (6 months), Latvia, Liechtenstein, Lithuania, Luxemburg,

**M-N**

Macedonia\*), Malaysia, Malta, Mauritius, Mexico, Moldova \*) Monaco, Montenegro\*), Netherlands, New Zealand, Nicaragua, Norway,

**P-S**

Panama, Paraguay, Peru, Poland, Portugal, Romania, San Marino, Serbia\*), Seychelles, Singapore, South Korea, Spain, Slovakia, Slovenia, St. Christopher and Nevis, Sweden, Switzerland,

**T-V**

Taiwan\*\*), United Kingdom, United States of America, Ukraine \*), Uruguay, Vatican, Venezuela

\*) biometrical Passport
\*\*) passport with ID Number required

Students from the above mentioned country can stay up to 3 months visa-free in Vienna. During this time, Lauder Business School will support you in the application process.

In **3 Steps** to your Residence Permit Student (Aufenthaltsbewilligung Studierender)

**Bring all requested documents (in original + translation +copies) with you to Vienna and apply directly in Vienna at the respective authority.**

1. **Meldezettel**

*“Residential registration is mandatory in Austria. Any person establishing his/her residence in Austria is obliged to register with the respective competent authority within three days of establishing a residence.”* This means, once you have found an apartment, you need to inform the Austrian authorities about your residency.

Responsible authorties are:

* **Gemeindeamt** or **Magistrat** in other cities than Vienna
* and **Magistratisches Bezirksamt** in Vienna
1. **Insurance – see checklist below**
2. **Application for Residence permit Student @ the MA 35 in Dresdner Straße 93, 1200 Vienna**

**Checklist:** Lauder Business School is not applying on behalf of the student for any permits. The application has to be done in person by the student. The checklist is for personal use.

Print out and tick of ☑what you already have.

|  |  |
| --- | --- |
| Yes | missing |
| Application form available at LBS or at the MA35 office in Vienna |  |  |
| Valid passport  |  |  |
| Birth certificate (+apostille + certified translation) |  |  |
| Passport-sized photograph (EU-standards, not older than 6 months) |  |  |
| Police clearance (certificate of good conduct not older than 3 months+apostille+certified translation) |  |  |
| Letter of admission issued by Lauder Business School |  |  |
| Proof of sufficient financial means.→for **Students with a Scholarship from the Jewish Heritage Fund** →SCHOLARSHIP LETTER→for all other **students up to 24 years**: 🡪€ 491,43 per month (€ 5897,16 for 12 months) including € 284,32 rent per monthif your rent is higher, you have to proof to the MA35 that you have the money.→ for **students over 24 years**: 🡪€ 889,84 per month (€ 10.678,08 for 12 months); including € 284,32 rent per month; if your rent is higher than € 284,32 you have to proof to the MA35 that you have the money. |  |  |
| How to proof financial means?→**Scholarship letter**, if you have been granted a scholarship→**Bank account**, **savings book** (from parents, own)→Savings book at an Austrian Bank or in your home country, but it has to be accessed from Austria.  |
| Proof of accommodation:→Meldezettel from the Lauder Business School →rental contract from lessor, rental contract from a hall of residence for students | Yes | missing |
|  |  |
| € 120 for the fee.If you have applied in your home country, you probably have paid a part of the fee. In this case you only have to pay the balance due of the fee (e.g. if you have paid €60,00 then you have to pay €60,00) |  |  |
| Valid Health insurance in AustriaYou will need a valid health insurance for the entire duration of your stay in Austria. **The WGKK is offering a student health insurance for 56, 74 €/month.** Lauder Business School does not apply for any insurances, the student has to apply in person once he/she gets to the school. |  |  |

In case you have a valid national health insurance in a country that has concluded a health insurance agreement with Austria (at the moment these are the following countries: Bosnia and Herzegovina, Macedonia, Montenegro, Serbia and Turkey), you have to bring along the A3 form, which is available from your national health insurance carrier. This form you have to exchange for forms that entitle you to medical treatment in Austria (Krankenscheine, "Krankenkassenschecks") at the relevant Austrian health insurance carrier (Gebietskrankenkasse).