

# Checklist for the first application for a “Student Resident Permit” for students with visa-free entry to Austria



## Direct application in Austria for students with visa-free stay in Austria

All students from third countries (these are all countries which are not members of the EEA or Switzerland) need a “Student Residence Permit” in order to study in Austria. If you are a third country national of one of the following countries, you do not need a visa to enter and to reside in Austria for up to the maximum period stated below. Thus, you can enter Austria without a visa and apply for a residence permit directly in Vienna at the respective authority.

- **Albania** 90 days\*
- **Andorra** 3 months
- **Antigua and Barbuda** 3 months
- **Argentina** 3 months
- **Australia** 3 months
- **Bahamas** 3 months
- **Barbados** 3 months
- **Bosnia and Herzegovina** 90 days\*
- **Brazil** 3 months
- **Brunei** 90 days
- **Canada** 3 months
- **Chile** 90 days
- **Colombia** 90 days
- **Costa Rica** 3 months
- **Dominica** 90 days
- **El Salvador** 90 days
- **Georgia** 3 months\*
- **Grenada** 90 days
- **Guatemala** 3 months
- **Honduras** 90 days
- **Hong Kong** (holders of a “Hong Kong Special Administrative Region” and “British National Overseas” passport only) 90 days
- **Israel** 3 months
- **Japan** 6 months (only applies to Austria!)
- **Kiribati** 90 days
- **Republic of Korea (South)** 90 days
- **Macau** (holders of a “Regiao Administrativa Especial de Macau passport only) 90 days
- **Macedonia** 3 months\*
- **Malaysia** 3 months
- **Marshall Islands** 90 days
- **Mauritius** 3 months
- **Mexico** 3 months
- **Micronesia** 90 days
- **Moldova** 3 months\*

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- **Monaco** 3 months
- **Montenegro** 3 months\*
- **New Zealand** 3 months
- **Nicaragua** 3 months
- **Palau** 90 days
- **Panama** 3 months
- **Paraguay** 3 months
- **Peru** 90 days
- **Samoa** 90 days
- **San Marino** 3 months
- **Solomon Islands** 90 days
- **Serbia** 3 months\*
- **Seychelles** 3 months
- **Singapore** 3 months
- **St. Christopher and Nevis (St. Kitts and Nevis)** 90 days
- **St. Lucia** 90 days
- **St. Vincent and the Grenadines** 90 days
- **Taiwan** (holders of passports that include an identity card number only) 90 days
- **Timor-Leste (East Timor)** 90 days
- **Tonga** 90 days
- **Trinidad and Tobago** 90 days
- **Tuvalu** 90 days
- **Ukraine** 3 months\*
- **United Arab Emirates** 3 months
- **United States of America** 3 months
- **Uruguay** 3 months
- **Vanuatu** 90 days
- **Vatican State** 3 months
- **Venezuela** 3 months

\*) only for holders of a biometric passport

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## Preparing your application for a “Student Residence Permit”

Bring all requested documents mentioned in the checklist below (legalized original + legalized translation + copies) with you and apply directly in Vienna at the respective authority.

### Get your documents legalized and translated in your home country.

Official documents issued by local authorities (e.g. birth certificate, police clearance) need a form of legalization, meaning a confirmation from the issuing authority about the authenticity of the signature on the document. Additionally, they have to be translated to German. Thus, your documents have to be legalized first and then the legalized documents have to be translated (attached to the original document). Then, the translation also needs to be legalized (attached to the original document). Please note the information below regarding the legalization and translation of your documents.

### Apply as soon as possible after your arrival in Austria!

The processing time for residence permits can take up to 90 days. If your period of visa-free stay in Austria expires and you still don't have a valid residence permit in Austria, you'll need to leave Austria and await the outcome of your application in your home country. Therefore, it is highly recommended that you **apply for your residence permit shortly after your arrival in Vienna**. The application has to be done in person by the student at the magistrate 35 (Dresdner Straße 93, 1200-Vienna).

### Prerequisites for your residence permit

Before you can apply for a residence permit, you have to register your Austrian residence and insure yourself. These are prerequisites for your residence permit.

#### 1. Registration of your Austrian residence (“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 of your address in Austria.

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Responsible authorities are:

- **Magistratisches Bezirksamt** in Vienna **and**
- **Gemeindeamt** or **Magistrat** in cities other than Vienna

The required documents for your application are:

- Registration form (available at the responsible authority or at LBS)
- Your passport
- Your birth certificate (+ legalized original + legalized translation)

## 2. Health Insurance

You will need valid health insurance for the entire duration of your stay in Austria.

**The Vienna Regional Health Insurance (WGKK) offers a student health insurance for € 59,57 per month.** You can apply for student health insurance at each WGKK customer center after your arrival. Lauder Business School does not apply for insurance, the student has to apply in person once he/she gets to Vienna.

The required documents for applying for student health insurance at the WGKK are:

- Your registration form of your Austrian residence (“Meldezettel“)
- Your passport
- Your “Studienblatt“
- Your enrollment confirmation

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. You have to exchange this form for forms that entitle you to medical treatment in Austria (Krankenscheine, "Krankenkassenschecks") at the relevant Austrian health insurance carrier (Gebietskrankenkasse).

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## Information about legalization and translation of your documents

### Legalization

Depending on the country of issue, it can be necessary to legalize your official documents, which are issued by local authorities (e.g. birth certificate, police clearance). A legalization serves as a confirmation from an official authority that the signature on an issued document is authentic.

There are three forms of legalization:

1. No legalization needed because the countries have an agreement on the acceptance of each other's documents.
2. Apostille
3. Diplomatic or consular legalization (full legalization)

**Please note:** For detailed information about the legalization procedure, please have a look at our website: <https://www.lbs.ac.at/apply/documents/>

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### AD 1. The following countries are exempt from any kind of legalization:

Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Finland, France, Germany, Hungary, Italy, Liechtenstein, Macedonia, Montenegro, The Netherlands, Norway, Poland, Romania, Sweden, Serbia, Slovakia, Slovenia

### AD 2. An apostille is required for the following countries:

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Azerbaijan, Australia, the Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia, Botswana, Brazil, Brunei, Cape Verde, Chile, China, Colombia, Costa Rica, Denmark, Dominica, Ecuador, El Salvador, Estonia, Fidschi, Georgia, Greece, Grenada, Guatemala, Guyana, Honduras, Hong Kong, India, Ireland, Iceland, Israel, Japan, Kazakhstan, Korea (South Korea), Latvia, Lesotho, Liberia, Lithuania, Luxemburg, Macau, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Mozambique, Mexico, Moldova, Monaco,

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Namibia, New Zealand, Nicaragua, Niue,  
Oman,  
Panama, Paraguay, Peru, Portugal,  
Russia,  
Samoa, San Marino, Sao Tome and Principe, the Seychelles, St. Christopher and Nevis, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Swaziland, Switzerland, Spain, South Africa,  
Tonga, Trinidad and Tobago, Turkey,  
Ukraine, Uruguay, USA, UK,  
Vanuatu, Venezuela,  
Cyprus

## **AD 3. Diplomatic or consular legalization**

For all countries not mentioned above, a full legalization for official documents is required. Please contact the Austrian Embassy or Consulate in your home country for more information. Territories that are former colonies of Spain, Portugal, France or UK have special conditions.

### **Translation**

After the documents have been legalized, they need to be translated to German.

**Please note: Translated documents will only be accepted if they have been legalized beforehand!**

The translation has to be performed by a **court sworn translator**.

A **notarized translation** is also possible. In order to notarize a translation, the translator must personally attend a Public Notary’s office, where he/she swears in front of the Notary that he/she is a professionally qualified translator and that the translation is to the best of his/her knowledge accurate. The notary will stamp and authorize the translation. Notarized documents incur additional legal costs and are often charged per document.

**If your legalized documents have not been translated in Austria (which is the most usual case), the translation also needs to be legalized.**

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## Checklist of required documents for your application

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 at the magistrate 35 (Dresdner Straße 93, 1200-Vienna).

You have to present all original (legalized) documents and original (legalized) translations of your documents as well as copies of all documents and translations.

The checklist is for personal use. Print the checklist out and tick  the documents you already have.

	yes	missing
Application form available at LBS or at the MA35 office in Vienna		
Valid passport (Please note: The additional copy of your passport must contain all pages, thus the page with the passport details as well as all pages with annotations and stamps.)		
Birth certificate: legalized original + legalized translation		
Passport-sized biometric photograph (not older than six months)		
Police clearance (certificate of good conduct not older than three months): legalized original + legalized translation		
Letter of admission issued by Lauder Business School		
Proof of sufficient financial means for a period of 12 months <ul style="list-style-type: none"> <li>• for <b>Students with a Scholarship from the Jewish Heritage Fund</b> → scholarship letter</li> <li>• for all other <b>students up to 24 years:</b> → € 515,30 per month (€ 6.183,60 for 12 months) including € 294,65 rent per month (If your rent is higher, you have to provide proof to the MA35 that you have the necessary funds.)</li> <li>• for <b>students over 24 years:</b> → € 933,06 per month (€ 11.196,72 for 12 months); including € 294,65 rent per month. (If your rent is higher, you have to provide proof to the MA35 that you have the necessary funds.)</li> </ul>		

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<p>How to prove financial means?</p> <ul style="list-style-type: none"> <li>• <b>Scholarship letter</b>, if you have been granted a scholarship</li> <li>• <b>Bank account, savings book</b> (of your parents or yourself)</li> <li>• Savings book at an Austrian Bank or in your home country (but it has to be accessible from Austria)</li> </ul> <p>Please note: You also have to prove the origin of your financial means. Thus, for example please also present statements of the bank accounts, employment contracts etc. of your sponsor (e.g. your parents).</p>		
<p>Proof of accommodation:</p> <ul style="list-style-type: none"> <li>• Registration form of your Austrian residence (“Meldezettel”)</li> <li>• for <b>Students with a Scholarship from the Jewish Heritage Fund</b> → scholarship letter</li> <li>• for all other students: rental contract from lessor, rental contract from a hall of residence for students</li> </ul>		
<p>€ 175,80 for the fee (Additional fees may occur.)</p>		
<p>Valid Health insurance in Austria for the entire duration of you stay in Austria</p> <p><b>The WGKK offers a student health insurance for € 59,57 per month.</b></p> <p>Lauder Business School does not apply for health insurance, the student has to apply in person once he/she gets to Vienna.</p>		

## What happens next?

The processing of applications for residence permits can take a long time (up to 90 days). The magistrate will inform you of the outcome and – if positive – invite you to pick up your residence permit.



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**Important: The residence permit is issued for 12 months (unless your passport expires earlier) and has to be renewed regularly. The renewal can be done in Vienna three months prior to the expiration date but not one day after the expiration.**

This information in this checklist has been collated to the best of our knowledge; however no responsibility is taken for the correctness of this information and the student bears full responsibility for informing him-/herself of the current legal regulations.