

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



Students from the countries mentioned below need a Residence Permit Student in order to be able to study in Austria. You can apply in Vienna, Austria for the Residence Permit Student:

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, Denmark, Dominicana, El Salvador, Estonia, Finland, France, Georgia \*), Germany, Greece, Grenada, Guatemala, Honduras, Hungary, Iceland, Ireland, Israel, Italy, Japan (6 months), Latvia, Liechtenstein, Lithuania, Luxemburg, Macedonia\*), Malaysia, Malta, Mauritius, Mexico, Moldova \*) Monaco, Montenegro\*), Netherlands, New Zealand, Nicaragua, Norway, Panama, Paraguay, Peru, Poland, Portugal, Romania, San Marino, Serbia\*), Seychelles, Singapore, South Korea, Spain, Slovakia, Slovenia, St. Christopher and Nevis, Sweden, Switzerland, 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.

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



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 authorities are:

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

## 2. Insurance – see checklist below

## 3. Application for Residence permit Student @ the MA 35 in Dresdner Straße 93, 1200 Vienna

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



Official documents which are issued by local authorities need a form of legalization, meaning a confirmation from the issuing authority about the authenticity of the document.

There are 3 forms of legalization:

1. No legalization needed because the countries have an agreement about the acceptance of each other’s documents.
2. Apostille
3. Diplomatic or consular legalization

---

AD 1. The following states are exempted 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. Apostille for countries like:

Albania, Andora, Argentina, Australia, Belarus, Belize, Brazil, Chile, China, Colombia, Denmark, Ecudaor, El Salvador, Georgia, Greece, Honduras, Ireland, Island, Israsel, Japan, Kasachstan, Lativa, Lithuania, Luxemburg, Marokko, Mexico, Moldova, Monaco, New Zealand, Panama, Paraguay, Portugal, Switzerland, Spain, South Africa, Turkey, Ukraine, Uruguay, Venezuela, USA, UK, Cypres, etc. (this list is not complete, please contact the Austrian Embassy in your home country for more information)

AD 3. Diplomatic or consular legalization

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.

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



The legalization of the document is the first step; the second step is the **TRANSLATION!**

## 1. certified translation:

- it has been performed by a professional qualified translator, and accurately reflects the original. Each page must be stamped & signed by the translation provider. Some translation companies also provide a Certifying Letter – look after this – it’s the translation’s legal provenance and may be asked for. The most common of these processes is apostilling under the Hague Convention.

## 2. Notarized translation:

- To notarize a translation the translator must personally attend a Public Notary’s offices, where they will swear before the Notary that they are a professionally qualified translator and that the translation is to the best of their knowledge accurate. The Notary will stamp and authorize the translation. You will need to ask for a duplicate. Notarized documents incur additional legal costs and are often charged per document.

## 3. Legalised translation:

- made by a sworn court translator may be required for court or civil cases. The apostille is required also.

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



**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 <b>Students with a Scholarship from the Jewish Heritage Fund</b> →SCHOLARSHIP LETTER →for all other <b>students up to 24 years</b> : →€ 502,24 per month (€ 6.026,88 for 12 months) including € 288,87 rent per month if your rent is higher, you have to proof to the MA35 that you have the money. → for <b>students over 24 years</b> : →€ 909,42 per month (€ 10.913,04 for 12 months); including € 288,87 rent per month; if your rent is higher than € 288,87 you have to proof to the MA35 that you have the money.		
How to proof financial means?		

# Checklist for the first “Resident Permit Student” application for students with visa-free stay of 90 days in Austria



→ <b>Scholarship letter</b> , if you have been granted a scholarship → <b>Bank account, savings book</b> (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 Austria You will need a valid health insurance for the entire duration of your stay in Austria. <b>The WGKK is offering a student health insurance for € 58,39 /month.</b>  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).

**Important: The permit is issued for 12 months and has to be renewed regularly.**

**The renewal can be done in Vienna 3 months prior to the expiration date.**