

Checklist for the first application for a “Student Resident Permit” for students requiring a visa to enter Austria



Application in the home country for students requiring a visa to enter Austria

All students from third countries (these are countries which are not members of the EEA or Switzerland) need a “Student Residence Permit” in order to study in Austria. Students from certain third countries are not allowed to enter Austria without a visa. Therefore, nationals from these countries have to apply in their home country for a “Student Residence Permit”. Applying means submitting all required documents at an Austrian representative authority (e.g. the Austrian embassy) in your home country as soon as you receive your acceptance letter from Lauder Business School.

If you are a national from one of the countries listed below, you have to apply for your residence permit at the Austrian representative authority in your home country.

- Afghanistan, Algeria, Angola, Armenia, Azerbaijan,
- Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi,
- China, Cote d’Ivoire, Cambodia, Cameroon, Cape Verde, the Comoros, Congo, Democratic Republic of the Congo, Cuba, Chad, Central African Republic,
- Dominican Republic, Djibouti,
- Equatorial Guinea, Ethiopia, Ecuador, Eritrea,
- Fiji,
- Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana,
- Haiti,
- India, Indonesia, Iraq, Iran,
- Jamaica, Jordan,
- Kazakhstan, Kenya, Kyrgyzstan, Kosovo, Kuwait, People’s Republic of Korea (North Korea),
- Laos, Lesotho, Lebanon, Liberia, Libya,
- Madagascar, Malawi, the Maldives, Mali, Morocco, Mauritania, Mongolia, Mozambique, Myanmar,
- Namibia, Nauru, Nepal, Niger, Nigeria,
- Oman,
- Pakistan, Palestine, Papua New Guinea, the Philippines,
- Qatar,
- Rwanda, Russian Federation,
- Saudi Arabia, Senegal, Sierra Leone, Somalia, Sri Lanka, South Africa, Sudan, South Sudan, Suriname, Swaziland, Syria, Sao Tome and Principe,
- Tajikistan, Tanzania, Thailand, Togo, Tunisia, Turkey, Turkmenistan,
- Uganda, Uzbekistan,
- Vietnam,
- Yemen,
- Zambia, Zimbabwe

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Preparing your application for a “Student Residence Permit”

Prepare all requested documents mentioned in the checklist below (legalized original + legalized translation + copies) and apply at the Austrian representative authority in your home country.

Get your documents legalized and translated.

Official documents issued by local authorities (e.g. birth certificate, police clearance) need a form of legalization, meaning a confirmation from the issuing authority of 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 following information on the legalization and translation of your documents.

Apply as soon as possible after your admission to Lauder Business School!

Processing residence permits takes a long time. After your application, the Austrian representative authority forwards your application to the magistrate 35 in Vienna for further processing. As you have to await the decision of the magistrate 35 in your home country, it is highly recommended to **apply for your residence permit at least four months before the start of your studies in Austria.**

Health-/Travel-Insurance as a prerequisite for your residence permit

Before you can apply for a residence permit, you have to get travel insurance which is valid in Austria and provides sufficient cover for various illnesses (amount of cover significantly higher than 30.000 € with guarantee of repatriation and rescue costs included).

Please note: **Travel insurances are only accepted as bridgeover until you get a health insurance covering all risks for the entire duration of your stay in Austria.**

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

In case you have 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

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(Krankenscheine, "Krankenkassenschecks") at the relevant Austrian health insurance carrier (Gebietskrankenkasse).

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/>

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,

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Japan,
Kazakhstan, Korea (South Korea),
Latvia, Lesotho, Liberia, Lithuania, Luxemburg,
Macau, Malawi, Malta, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco,
Mozambique, Mexico, Moldova, Monaco,
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.

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 out and tick off what you already have.

| | Yes | missing |
|---|-----|---------|
| Application form available at the Austrian representative authority in your country of residence | | |
| 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"> • for Students with a Scholarship from the Jewish Heritage Fund → scholarship letter • for all other students up to 24 years: → € 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.) • for students over 24 years: → € 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.) | | |

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| <p>How to prove financial means?</p> <ul style="list-style-type: none"> • Scholarship letter, if you have been granted a scholarship • Bank account, savings book (of your parents or yourself) • Savings book at an Austrian Bank or in your home country (but it has to be accessible from Austria) <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"> • for Students with a Scholarship from the Jewish Heritage Fund → scholarship letter • for all other students: rental contract from lessor, rental contract from a hall of residence for students | | |
| <p>€ 175,80 for the fee (Additional fees may occur.)</p> | | |
| <p>Valid Health-/Travel insurance which is valid in Austria and provides sufficient cover for various illnesses (amount of cover significantly higher than 30.000 € with guarantee of repatriation and rescue costs included)</p> <p>Please note: Travel insurances are only accepted as bridgeover until you get health insurance covering all risks for the entire duration of your stay in Austria.</p> <p>The WGKK offers student health insurance for € 59,57 per month for which you can apply after your arrival in Austria.</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> | | |

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What happens next?

The Austrian representative authority forwards your application for further processing to the magistrate 35 in Vienna. The processing takes a long time, please calculate about four months for processing! If the magistrate issues a positive decision, you will be informed by the Austrian representative authority in your home country. Then, you can apply for a visa D in order to enter Austria and pick up your “Student Residence Permit” in Vienna. The Austrian representative authority will issue a visa D with a validity period of four months.

Necessary steps after your arrival in Austria

Prerequisites for picking up your residence permit

Before you pick up your residence permit, you should register your Austrian residence and insure yourself.

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 about your residency.

Responsible authorities are:

- a. **Magistratisches Bezirksamt** in Vienna and
- b. **Gemeindeamt** or **Magistrat** in other cities 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 a valid health insurance for the entire duration of your stay in Austria. **The Vienna Regional Health Insurance (WGKK) is offering a student health insurance for € 59,57 per month.** You can apply for a student health insurance at each WGKK customer center after your arrival. Lauder Business School does not apply for any insurances, the student has to apply in person once he/she gets to Vienna.

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

- a. Your registration form of your Austrian residence (“Meldezettel“)
- b. Your passport
- c. Your “Studienblatt“
- d. 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. 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).

Picking up your “Student Residence Permit”

Make sure that you collect your residence permit from the magistrate 35 (Dresdner Straße 93, 1200-Vienna) as soon as possible (at least during the validity period of your visa). The residence permit has to be picked up in person by the student.

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. If you fail to apply for a renewal before the expiration of your residence permit, you'll lose your legal permit to stay in Austria and you'll have to return to your home country!

The 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.