

# Checklist Documents: Online Application for Admission Procedure

(Section 11 University of Applied Sciences Studies Act, FHStG)

A complete upload of the documents (certificates) listed below is absolutely necessary to enable the processing of your online application to the admission procedure. After positive completion of the admission procedure and conclusion of the educational contract, the original documents have to be submitted personally. Explanations regarding the documents can be found on page 2 of this checklist.

- 1) Passport<sup>1)</sup> (proof of identity)
- 2) Proof of language proficiency<sup>2)</sup> (German, other languages if required)
- 3) Proof of technical admission requirements<sup>3)</sup>

## 3a) Bachelor programmes

### General university entrance qualification

- Austrian school leaving certificate<sup>4)</sup> (including Secondary School Vocational Certificate = Berufsreifeprüfungszeugnis) or
- Austrian Qualification to Study Certificate (Studienberechtigungsprüfungszeugnis)<sup>5)</sup> or
- Foreign certificate<sup>6)</sup> which is equivalent<sup>7)</sup> to an Austrian school leaving certificate, secondary school vocational certificate or qualification to study certificate due to:
  - International agreement<sup>8)</sup> or
  - Nostrification<sup>9)</sup> or
  - Decision of the head of the study programme of the domestic study programme (in individual cases)
- or certificate of completion of at least 3 years of study at a recognised domestic or international post-secondary educational institution (including diploma supplement)<sup>10)</sup>

### Relevant professional qualification<sup>11)</sup>

- Apprenticeship diploma or
- VET school certificate (Berufsbildende Mittlere Schule, BMS) or
- Other training/educational certificate (e.g. health profession except medical studies, German qualification to enrol in a university of applied sciences)

## 3b) Master programmes

- Completion of a relevant UAS bachelor degree programme<sup>12)</sup> or
- Completion of a bachelor programme equivalent to a relevant UAS bachelor degree programme<sup>13)</sup> (including diploma supplement)

## 3c) Diplomatic certification

- Regarding certificates drawn up by non-Austrian authorities: exemption, apostille or full diplomatic certification including translation<sup>14)</sup>

- 4) Study programme-specific documents (e.g. letter of motivation, project work, etc.)

### 1) Passport

Applicants must prove their identity by uploading the copy of a valid passport. If the applicant makes credible that a passport cannot be uploaded within a reasonable time period or only with great difficulties, the St. Pölten UAS accepts other proofs of identity: 1) a passport expired no more than five years ago or 2) proof of citizenship or 3) a driver's licence or 4) an identity card or 5) a residence permit in accordance with the Austrian Asylum Act (AsylG) or the Austrian Settlement and Residence Act (SRA).

### 2) Language Proficiency

Section 4 para. 4, last sentence [University of Applied Sciences Studies Act](#) – FHStG.; cf. Ministry of Education, Science and Research (BMBWF) – Admission on the basis of foreign secondary school leaving certificates ([Zulassungsempfehlung ausländische Reifezeugnisse](#)), page 4. In particular, the following documents are accepted as proof of sufficient knowledge of the German language: German as subject in the school leaving examination process, completion of a German-speaking secondary school, completion of compulsory schooling up to 9th grade at a German-speaking school, completion of a German study programme of at least 3 years at a recognised domestic or international post-secondary educational institution (university, private university, university of applied sciences, university of education), Austrian language certificate – certificate B2, Goethe Institute: Goethe certificate B2, pre-studies programme (e.g. at the universities of Vienna, the universities and higher educational institutes of Graz, Montanuniversität Leoben) – supplementary German examination, certificate of German language examination from a university (according to Section 28 General University Study Law – AHStG, Federal Law Gazette (BGBl.) no. 177/1966, as amended), German as a foreign language examination with completion of level 4 or higher in all parts, German language certificate of the Standing Conference of the Ministers of Education from the federal states of Germany (BRD), German language examination for University Entrance of Foreign Applicants (DSH), Language Centre of an Austrian university, private university, university of education – B2.

### 3) Technical Admission Requirements

Section 4 para. 4 – para. 8 University of Applied Sciences Studies Act (FHStG). It is also permissible to upload a proof of the fact that the respective professional admission requirements are currently being acquired and that professional requirements will be available by 31/10 the latest (e.g. upload of the latest Transcript of Record of a secondary school). In general, the ministerial recommendations, e.g. regarding the admission with foreign certificates and diplomas, on the website of the BMBWF are to be observed [BMBWF / ENIC-NARIC](#).

### 4) Austrian School Leaving Certificate

School Organisation Act (SchOG): secondary school (Allgemeine Höhere Schule, AHS), vocational secondary school (Berufsbildende Höhere Schule, BHS), educational institute for elementary education (Bildungsanstalt für Elementarpädagogik, BAfEP), educational institute for social education (Bildungsanstalt für Sozialpädagogik, BASOP); secondary school vocational examination law ([Berufsreifeprüfungsgesetz](#)).

### 5) Austrian Qualification to Study Certificate

Qualification to study certificate of a university, university of education or university of applied sciences.

### 6) Foreign Certificates

[www.anabin.de](#), BMBWF Admission on the basis of foreign secondary school leaving certificates ([Zulassungsempfehlung ausländische Reifezeugnisse](#)), [BMBWF / ENIC-NARIC](#), [www.aais.at](#)

### 7) Equivalence

Section 4 para. 6 [University of Applied Sciences Studies Act](#) – FHStG: In case the foreign certificates are not equivalent to the Austrian school leaving certificate in terms of content and requirements, the Academic Directors are to stipulate supplementary examinations which are required to achieve equivalence with the an Austrian school leaving examination and are to be taken before admission (remark: to study as an ordinary student).

### 8) International Agreement

Cf. in particular Convention of the Recognition of Qualifications in Higher Education in the European Region, BGBl. III no. 71/1999 (Übereinkommen über die Anerkennung von [Qualifikationen im Hochschulbereich in der europäischen Region](#)).

### 9) Nostrification

Section 75 Austrian School Education Act ([Schulunterrichtsgesetz, SchUG](#)); responsible: [Austrian Federal Ministry of Education](#), Science and Research (BMBWF)

### 10) Recognised Domestic or International Post-secondary Educational Institution

= educational institution that carries out study programmes of at least 6 semesters and wherefore qualification to study is required as an admission prerequisite and which is recognised as a post-secondary educational institution according to the legislation of the state in which it has its registered office. Austria: university ([University Law UG](#), [DUK law](#)), university of applied sciences ([FHStG](#)), private university ([PUG](#)), university of education ([HG](#)); abroad: [www.anabin.de](#), [BMBWF / ENIC-NARIC](#). To verify the status of the post-secondary educational institution, additional proof of further certificates such as diploma supplement, curriculum or school leaving examination certificate may be required.

### 11) Relevant Professional Qualification

The relevant professional qualifications (including additional examinations) are listed in the accreditation certificate of the relevant study programme. Regarding qualifications which are not mentioned (e.g. qualifications obtained abroad such as German higher education entrance qualification), the decision is up to the respective Academic Directors. First-semester students with the relevant professional qualifications have to present proof of the stipulated additional examinations either before starting the study programme or until a certain date, in any case before the beginning of the second year of study.

### 12) Relevant UAS Bachelor Degree Programme

The professional relevance is described in the respective accreditation certificate. To verify the professional relevance, additional proof of further certificates such as diploma supplement, curriculum or school leaving certificate may be required.

### 13) Equivalent Bachelor Degree Study Programme

In particular, equivalence relates to the requirements and overall extent of the study programme (180 ECTS, duration of 3 years) of an Austrian bachelor degree programme of a university of applied sciences.

### 14) Diplomatic Certification

For documents which serve as proof of professional admission requirements (school leaving certificate, university diploma), a diplomatic certification (apostille or full diplomatic certification) in addition to a translation (in case the language of the certificate is neither German nor English) may be required. For additional information see: list for diplomatic certification ([Beglaubigungsliste Hochschulwesen](#)). In case of non-Austrian applicants from third countries, an invitation to the admission procedure in Austria may be required in order to obtain the permit of residence in Austria (see: [Austrian Exchange Service](#)).