

Informations for

non EU/EEA

Citizens

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DEPARTMENT FOR POLITICAL ANTI-RACIST PRACTICE



The department for political anti-racist practice supports students, who are affected by discriminatory legislation.

If you have any questions or difficulties in the procedure of the request for a visa or residence permit in this regard and would like advice and support, please contact me via mail or phone.

You can also get advise concerning many other questions about study, housing and employment and other issues - get in touch either:

per email: oehintiraref@akbild.ac.at

or phone: +43 676 718 36 38

Contact at the department for political anti-racist practice: Lisa Lnenicka

The department for political anti-racist practice offers:

- **legal advice and financial support in cases of emergency**
- **advice on questions related to employment and house-hunting**
- **support at the entry exam of fine arts at the academy**
- **the folder of the department of political anti-racist practice, where you can find necessary information regarding visa and residence, the start of studies, housing, employment and other useful knowledge**
- **creating public through political work**
- **interventions against discrimination within the institution**

Get in touch if you have questions and want to meet during the entry exam for fine arts please make an appointment via mail or phone - if its not answered please do leave a message and a callback number.

The following Information mainly concerns students and applicants for the study of Fine Arts at the Academy, as for other fields of study other regulations apply.

Information to other studyfields, cannot be made in this brief, due to the different legal situation and conditions. If you have any questions to admission requirements and one of the other studyfields - don't hesitate to contact me.

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TUITION FEES

Since summer semester 2013 the Academy of Fine Arts collects tuition fees in amount to 363.36€ per semester for students from Austria or other EU or EEA member states and 726.72€ per semester from other countries students.

All students who pay tuition fees can apply for a socialstipendium of the Academy and get them returned the following semester. You can find more Information about the social stipend and scholarships on the Academys website.

ENROLMENT/REGISTRATION AT THE STUDY DEPARTMENT

Schillerplatz 3, Mezzanin, Room M3

Opening hours: Mo-Fr, 9:00 – 12:00

For the registration two passport photos and a valid ID are needed.

At registering you receive a transfer form (a payment slip) for the student union (ÖH) fee and other fees.

Only after a completed payment of these it is possible to get a password for the AkademieOnline system.

With this you will be able to enrol for courses currently on offer.

After the payment of the fee the enrolment confirmation and the „Studienbuchblatt“ will be issued by the study department

REGISTRATION FOR COURSES AT THE ACADEMY ONLINE SYSTEM

All courses can be found on the Akademie Online webpage (also without a previous registration for the system).

The webadress is: <https://campus.akbild.ac.at> , there's also a link at the website of the Academy.

To register for courses and to cancel, a password is required, which you get after payment of the charges by the Studydepartment.

The username for the login is your student number and r, e.g. : r0412345

GERMAN COURSES AND PROOF OF LANGUAGE SKILLS

For artistic studies it's not required to prove german language at B2 level, but students of Fine Arts still have to prove german language skills to an extent in order to follow the seminars, lectures and the ZKF. This proof, which can also be given through a personal talk, must be provided by beginning of third semester.

The Institute of Fine Arts at the Academy offers german courses for different levels, for detailed information please visit the Academy Online System. Quite a lot of courses are held in english language and some lecturers are willing to do their courses in english if language barriers exist.

The course catalog and all the detailed information about the courses you can find short time before beginning of the new semester.

REGISTRATION ACCORDING TO THE REGISTRATION LAW

GENERAL INFORMATION

Nationals of all countries must register their domestic residence within three days from arrival at the registration office (Meldeamt) in Vienna at the municipal district office (Magistratische Bezirksamt)] of the respective residence district.

Addresses and opening hours of the municipal district offices (Magistratische Bezirksämter):

<http://www.wien.gv.at/mba/mba.htm>

Documents needed:

- Certificate of registration (Meldezettel): The certificate of registration has to be signed by the landlord of the accommodation (for instance: Student dormitory) as well as by the tenant.
- Travel document (for instance passport)
- Birth certificate

Forms are available also at the Magistrate, for instance here:

<http://www.help.gv.at/Content.Node/documents/meldez.pdf>

When you have been granted a study place and you already have a certificate of registration (Meldezettel) you are able to apply for the student self-insurance („Studentische Selbstversicherung“) - this is necessary for the residence permit

You can find the application form for the student self-insurance at the website of Viennese health insurance „Wiener Gebietskrankenkasse (WGKK)“ : <http://www.wgkk.at>

INFORMATION FOR CITIZENS OF SWITZERLAND AND EEA COUNTRIES

Besides the registration according to the registration law within 4 months of your stay you have to register with the competent municipal authority (Magistratsabteilung 35, Bezirkshauptmannschaft), if you are going to stay in Austria for more than 3 months.

For the confirmation of registration you have to pay 15 €(additional fees may occur). If the registration is not requested, an administrative penalty may be imposed.

The competent authority in Vienna:

Magistratsabteilung 35 (MA 35) Fachbereich Einwanderung Referat 5.0 - EWR

1120 Wien, Arndtstraße 67, Stiege 1, 1. Stock

Telefon +43 1 4000 35338

Fax +43 1 4000 35310

E-Mail: 50-ref@ma35.wien.gv.at

INFORMATION FOR NON-EU/EEA CITIZENS - RESIDENCE PERMIT FOR STUDENTS

For a stay lasting longer than 6 months persons from so-called third countries need a (quota-free) residence permit for students (Aufenthaltsbewilligung Studierende)

Students with entry exams:

Students who don't need a visa to enter Austria, can attend the entry exam and after having passed it successful, they apply for the residence permit at the Austrian immigration authorities (Aufenthaltsbehörde - Magistratsabteilung 35).

For the residence permit (Aufenthaltsbewilligung) should be applied for at least one month before the end of the permitted visa-free stay.

Students who do need a visa for Austria must personally put in an application for the residence permit at the Austrian representation (Embassy) at the country of origin with the conditional note of authorization („bedingter Zulassungsbescheid“/“ bedingte Zulassungsbestätigung“) of the university.

Since the processing of the application must be awaited abroad, and this unfortunately often extends over several months, the application should be submitted not later than 3 months before the date of entrance examination.

In the case that the residence permit is granted, the student will get a visa D issued at the embassy, to enter Austria. To get the residence permit, the successful passing of the entry exam has to be proved. The representative authority issues a visa D valid for 4 months.

After you have passed the entry exam you will have to present the final note of authorization (Zulassungsbescheid) to the Austrian immigration authorities as well as proof of funding and accommodation. After this you will be granted the residence permit. The residence permit has to be picked up within the validity period of the visa.

DOCUMENTS FOR THE RESIDENCE PERMIT FOR STUDENTS

Personal application for the residence permit is to be addressed to the responsible Austrian representation (embassy, consulate).

Advice: Citizens who don't need a visa for Austria can also apply for the residence permit personally after the arrival in Austria at the responsible immigration authorities.

Documents needed:

- completed and signed application form (obtainable at the Austrian representations and on the website of the Federal Ministry of the Interior, BMI)
- copy of a valid travel document
- birth certificate
- current passport photo sized between 3,5 x 4,5 cm
- copy of the criminal record (in countries where obtainable)
- note of authorization/confirmation of admission of the Austrian educational institution (Zulassungsbescheid)
- proof of sufficient funds for living for the period of stay, however maximum for one year in advance:

for students until 24 years of age EUR 481,75 per month [2015]

starting from 24 years of age EUR 872,31 per month [2015]

In this funds for living above, fixed costs (rent, alimony,..) up to EUR 278,72/month are included. If living expenses are higher, additional funds must be proved. the proof can be provided with a savings account book (Sparbuch) issued by an Austrian bank, a proved purchase of travellers cheques

- a letter of indemnity (Haftungserklärung) by a person living in Austria is permissible
- proof of the legal right to an accomodation in Austria, for instance a contract of tenancy (Mietvertrag), an agreement of stay with the student dormitory (Benützungsvereinbarung), a confirmation of accomodation (Wohnrechtsvereinbarung>ortsübliche Unterkunft)
- Proof of rent and living expenses
- (travel) health insurance valid in Austria with a minimum coverage of EUR 30.000 for the period between the arrival in Austria until completion of the student insurance in Austria

The fee for the initial issue of residence permit for students is EUR 120,00

Additional fees are possible.

Fingerprints:

By application for a residence permit (initial application and renewal) from all people older than 6th Years fingerprints are taken.

Notice: The residence permit entitles students to travel through and to stay in other Schengen States for a maximum period of 3 months.

Here you can find application forms concerning settlement and residence:

http://www.bmi.gv.at/cms/bmi_niederlassung/

More Information to documents and forms concerning right of residence you can find also here:

<http://www.wien.gv.at/verwaltung/personenwesen/einwanderung/aufenthalt/formular.html>

DOCUMENTS FOR THE RENEWAL OF THE RESIDENCE PERMIT FOR STUDENTS

Personal application for the renewal of the residence permit is to be addressed to the Austrian immigration authorities (Aufenthaltsbehörde „MA35“). The application for renewal of the residence permit should be submitted at least one month before the old permit expires.

Notice: Very important! The renewal of the residence permit has to be made before expiration of the validity, if the application is submitted after, it is classified as a first application and has to be brought in from abroad!!

Documents needed:

- completed and signed application form (obtainable at the Austrian representations and on the website of the Federal Ministry of the Interior, BMI)
- copy of a valid travel document
- birth certificate
- current passport photo sized between 3,5 x 4,5 cm
- proof of sufficient funds for living for the period of stay, however maximum for one year in advance for students until 24 years of age EUR 481,75 per month [2015]
starting from 24 years of age EUR 872,31 per month [2015]

In this funds for living above, fixed costs (rent, alimony,..) up to EUR 278,72/month are included. If living expenses are higher, additional funds must be proved. The proof can be provided with a savings account book (Sparbuch) issued by an Austrian bank, a proved purchase of travellers cheques

- a letter of indemnity (Haftungserklärung) by a person living in Austria is permissible
- proof of the legal right to an accommodation in Austria, for instance a contract of tenancy (Mietvertrag), an agreement of stay with the student dormitory (Benützungsvereinbarung), a confirmation of accommodation (Wohnrechtsvereinbarung>ortsübliche Unterkunft)
- Proof of rent and living expenses
- health insurance valid in Austria / student insurance in Austria
- Confirmation of continuing studies
- Proof of academic success from the university („Studienerfolgsnachweis“), typically of successfully completed tests to the extent of 8 hours per week or 16 ECTS credits per academic year

If there are unavoidable and unforeseen reasons, the residence permit can be renewed despite the lack of academic success for an individual assessment.

The fee for the renewal of the residence permit for students is EUR 120,00

Additional fees are possible.

The residence permit is as a rule issued for further 12 months (Exceptions: shorter validity of the travel document, shorter period of validity applied for).

If you want to leave Austria before the completion of the renewal of the residence permit, the authority may attach to a reasoned request, a fee-based confirmation to the travel document that entitles you to re-enter Austria

Be careful: This is not a valid Schengen Visa!

RESIDENCE PERMIT FOR STUDENTS - FAMILY MEMBERS („FAMILIENGEMEINSCHAFT“)

If family members of students want to come along to Austria (spouses, minor unmarried children, including adopted children and stepchildren), then they need each request for a residence permit „Familiengemeinschaft“ to enter. The residence permit can be issued if the general requirements are complied and quota places are available.

In addition to the valid residence permit for students, following documents have to be enclosed in original and copy for every person:

- copy of a valid travel document
- birth certificate
- current biometric passport photo sized between 3,5 x 4,5 cm
- proof of the legal right to accommodation (a contract of tenancy, assignment for the right of use of accommodation, evidence of ownership)
- Proof of citizenship of the Austrian leading together or the not entitled to free movement EEA or Swiss citizen
- health insurance valid in Austria
- Proof of sufficient funds for living for couples in total of 1.307,89 Euro / month, additional 134,59 Euro/ month per child [Stand 2015]
- Proof such as marriage certificates, certificates of registered partnerships, divorce, dissolution of partnerships, adoptions, about relationships, or death certificates must be provided.
- Evidence of any loan burden (eg by a current extract from the evidence of a nationally recognized credit organization)
- At initial application for residence permit family members, or permanent residence permit, German language skills at level A1 have to be proved already at the level of application.
- The initial application must include a criminal record from the country of origin, not older than 3 months applies to people aged 14 years.

Spouses and registered partners have to be already aged 21 at the application.

RESIDENCE PERMIT FOR STUDENTS AND EMPLOYMENT

With the residence permit for students you have (limited) access to the labor market, if provided, that the education „as the primary purpose of residence“ is not affected.

>>For students who have not completed graduate degree or a bachelor's degree employment is possible, but 10 hours per week must not be exceeded

>>Students who have already completed a graduate degree or a bachelor's degree, may work up to 20 hours per week

(since July 1st 2011 for both the „Arbeitsmarktprüfung“ is dropped)

Notice: A work permit (Beschäftigungsbewilligung) must in any case be obtained, even in the case of a minimal employment. The employer must apply for the work permit at the labour market service (Arbeitsmarktservice AMS). **The work permit is valid only for a specific job and only for one year after which it has to be renewed. Let your employer show you the work permit in the beginning of your employment.**

For certain activities, a work permit is not necessary, but it should always be checked in particular cases, as work situations can often be very complex. So please take advice before you take up employment.

For certain activities, no work permit required:

- For scientific activities in research and teaching, in the development and appreciation of the arts and in teaching the art (eg. student assistants,..)
- Activities within the framework of EU educational and research programs (e.g.Erasmus,..)
- Activities exercised through a contract for work (Werkvertrag) - only if a person is not employed on „employee-like“ manner and an „economic independence“ is given. (VwGH 1. 7. 2010, 2010/09/0105) The independent work contractor is in this case not bound to fixed working hours or a workplace, is however obliged to take care of the payment of taxes and the registration for social insurance him/herself when necessary.
- For activities relating to a independent contractor agreement (freier Dienstnehmervertrag), which „does not constitute an employment relationship“. (it is crucial that the service is provided, „ in personal autonomy and independence“, „a subordination does not exist“ („keine Weisungsgebundenheit“), independent contractors „are not bound to certain work periods“ and „an ability for her,- or himself to take control and to change the workflow at any time“ is given). (VwGH 25. 2. 2010, 2009/09/0287)

There are exceptions not only for certain activities, but also for several groups of people - **more detailed information regarding employment and residency permit for students is best to be obtained during counselling.**

COUNSELLING CENTRES & USEFUL INFORMATION

LEGAL ADVICE

Counselling Center for migrants <http://www.migrant.at/> Labour market/employment counselling facility

1010 Wien, Hoher Markt 8/4/2/2

Telephone accessibility

Tel.: 712 56 04 Fax: 712 56 04 DW 30

Counselling times:

Monday, Tuesday, Wednesday, Friday 09.00 - 13.00 H

Thursday: 15.00 - 19.00 H

Counselling only by appointment

helping hands

Taubstummengasse 7-9, Ground floor 1040 Wien

Telephone: +43-1-310 88 80 10 Fax.: +43-1-310 88 80 37

email: info@helpinghands.at

helping hands counsels on questions concerning the residence and settlement law, law on the employment of foreign workers, with related matters – and when necessary – on the asylum law and the few clauses that are supposed to prevent discrimination

We request urgently to make an appointment either by telephone or by email.

Office Hours: Mo 9.30 - 17.30 Uhr; Di, Mi, Do 9.30 - 13.30 Uhr

helpinghands onlineforum:

<http://www.auslaender.at/forum/>

WOMEN'S COUNSELLING

Counselling Center for migrants <http://www.migrant.at/> women's counselling

Marc-Aurel-Straße 2a / 2 / 10, 1010 Wien

Öffentliche Verkehrsmittel:

U1 + U3 Stephansplatz, U4 Schwedenplatz, Bus 2A + 3A Hoher Markt

Orient Express

Counselling, education and cultural initiative for women - Service point for women

Counselling is free of charge and anonymous

Schönngasse 15-17 / Top 2, A-1020 Wien

Tel.: ++43 (1) 728 97 25

Fax: ++43 (1) 728 97 25-13

<http://www.orientexpress-wien.com>

office@orientexpress-wien.com

Peregrina - Education, counselling and therapy centre for immigrants

Währingerstr. 59, 1090 Wien

Tel: 01/ 408 33 52 or 01/ 408 61 19

Fax: 01/ 408 04 16-13

email: information@peregrina.at

- Legal and social counselling
- Education counselling
- Psychological counselling and therapy
- (PC-supported) German courses with an accompanying childcare
- Realisation of temporary projects
- Austrian language diploma: Preparation courses and acceptance of exams
- Education and PR-work related to migration, xenophobia, antiracism workshops
- Networks and lobbying

free and anonymous counseling for women and girls starting from 16 years of age

in Arabic, Armenian, Bosnian, German, English, French, Kinyarwanda, Kirundi, Croatian, Serbian, Turkish.

An appointment by telephone is requested.

EDUCATIONAL GUIDANCE AND SEARCH ENGINES CONCERNING FUNDING FOR EDUCATION, JOBS AND HOUSING

Perspektive – advisory centre for recognition (of certificates etc) and further education

Nordbahnstraße 36, Stiege (Staircase) 1, 3. floor (left from the lift) 1020 Wien

U1 and U2 „Praterstern“ or Schnellbahn (S-train) „Wien Nord“

Email: perspektive@migrant.at or ast.wien@migrant.at

Counselling only by appointment

Registration by telephone or in person

Tel.: 01/ 58 58 019 Fax: 01/ 58 58 019 DW 13

Counselling times:

Monday, Tuesday, Wednesday 09.00 - 12.00, Thursday: 14.00 - 16.00 Uhr

Language vouchers of the city of Vienna

(Wiener Sprachgutschein):

http://www.startwien.at/cms/view/content?p_id=5-wiener-sprachgutscheine

(Viennese language vouchers) for funding language courses

General education funding:

<http://www.kursfoerderung.at/>

<http://www.bildungsfoerderungen.at/>

Looking for work, jobs:

<http://www.schwarzesbrett-oeh.at/jobs/>

<http://www.jobwohnen.at/>

<http://www.unijobs.at/>

<http://www.studentjob.at/>

<http://www.jobsaustria.at/jobs>

SOCIAL AND HEALTH ISSUES

Amber-Med (Diaconia and Red Cross):

Treatment of not-insured patients, medicaments free of charge (with ID/certificate of registration [Meldezettel], only for a prescription!)

Oberlaaerstrasse 300-306, 1100 Wien

Tel.: ++43/ 1/ 589 00-847

Email: amber@diakonie.at

<http://www.amber-med.at/>

Hospital of the Barmherzigen Brüder:

Treatments without health insurance certificate (Krankenschein). In the depot of the Red Cross medicaments are distributed free of charge for a prescription. However particularly in the case of unusual medicaments a previous telephone inquiry is recommended as the depot normally only has a limited selection of medicaments in stock.

Johannes von Gott-Platz 1, 1020 Wien

Tel.: (01) 21 121-0

www.barmherzige-brueder.at/

Counselling Centre Courage:

Psychosocial, medical and legal advice, crisis intervention, social work

Free and anonymous counselling with an emphasis on same-sex and transGender ways of life

Counselling: Monday- Friday, 3pm -8pm

Please make an appointment: Monday - Thursday 9am – 3pm

Tel.: 585 69 66

www.courage-beratung.at

A-1060 Wien; Windmühlgasse 15, Stiege (Staircase) 1, Tür (Door) 7

EMAIL: info@courage-beratung.at / Fax: (01) 585 69 61

HOUSING AND FLATSHARE

<http://www.schwarzesbrett-oeh.at/wohnen/>

<http://www.wg-gesucht.de/>

<http://www.jobwohnen.at/>

<http://oesterreich.kijiji.at>

Housing offers Wiener Wohnen (Gemeindewohnungen) - requirements and registration:

Servicecenter Wiener Wohnen - Guglgasse 7-9 (Ecke Paragonstraße)

Open: monday , tuesday, thursday & friday 8.00 am to 7.00 pm and wednesday 8.00 am to 12.00 noon

<https://www.wienerwohnen.at/interessentin.html>

Serviceline: 05 75 75 75

long-term residents and recognised refugees can apply as well

CARITAS@HOME-Startwohnungen:

The first home department (Startwohnungsreferat) procures first homes (Startwohnungen) to persons of non-Austrian nationality

Lienfeldergasse 75-79

1160 Wien

Tel. 01/310 98 08

email: auslaenderstartwohnungen@caritas-wien.at

CONTACTS AND INFORMATION TO STATE/MUNICIPAL OFFICES AND AUTHORITIES

<http://www.bmeia.gv.at/>

<http://www.bmi.gv.at>

<http://www.help.gv.at/>

<http://www.wien.gv.at/amtshelfer/>

Counselling centre for migrants - Forms, Laws, Addresses:

<http://www.migrant.at/aktuell-rechtliche-infos-2006/richtsaetze-2008/richtsaetze-2008.html>

Federal legal information system (RIS):

Legislation, Federal and state law, community law, EU law, edicts, judicature in an electronic databank: <http://www.ris.bka.gv.at/>

DEPARTMENT FOR POLITICAL ANTI-RACIST PRACTICE