

FAQ RESIDENT PERMIT FIRST TIME APPLICATIONS

When should I start my application?

Please start your application as soon as possible after you received your acceptance form admission.

How long does it take for my resident permit to be granted?

At the moment the MA35 is overwhelmed and you will have to be patient for your resident permit to be prepared. It is normal for resident permit applications to last 2 or 3 months. It will take longer if the MA35 needs additional documents or you do not have enough funds on your bank account.

Can I work with my student resident permit?

Your permit as a “student” is a residence permit only. You are not permitted to work without an additional work permit issued by the labor office called “AMS”. For you as a student, the labor office can issue a work permit (in case you have found an employer) for 20 hours / week maximum unless your university confirms that it is mandatory to work more hours = compulsory internship. The application needs to be done by your employer.

I need a visa to enter Austria how should I submit my resident permit application?

You are required to submit your application at the Austrian embassy in your home country / country of residence. You will need to make an appointment at the embassy, submit the application personally and take fingerprints. List of Austrian embassies: <https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

I am applying for a resident permit with my family. Where do I find information on the process?

Please have a look [here](#).

Where can I find a list of documents to submit?

Please refer to the [CEU Website](#) or the [Website of the MA35](#).

I am missing a document but have my appointment at the embassy soon. Should I still submit my documents even if something is missing?

Prepare your documents carefully and make sure your application documents are complete and ready. Do not submit the application at the embassy or MA35 if your documents are not 100% complete.

How much does the application cost at the embassy?

You will be required to pay an application fee at the embassy (approx. €140 in local currency)

What happens after I submitted my resident permit application at the embassy?

The AT embassy will check your documents and forward them by diplomatic post to Vienna to the authority called MA35 (Magistratsabteilung 35). The authority MA35 is responsible for checking the documents and granting the permit.

As soon as the authority MA35 in Vienna has decided to grant you the permit, they will inform the Austrian embassy in your home country / country of residence. The embassy will then be entitled to issue a one-way-entry visa called "D VISA ABH AT" for Austria. With this entry visa, you are welcome to come to Vienna and pick up your permit.

How much money do I need to show the MA35?

Please have a look at this guide. Make sure to read it fully and closely because most mistakes happen here.

My parents are supporting me, can I show their bank account instead of my own bank account?

No, you need to show the money in a bank account in YOUR OWN NAME.

I am applying for a resident permit for me and my husband. Can the money be in my husband's bank account?

No, if you are the main applicant the bank account needs to be in your name.

My parents gave me money to be able to study at CEU? How can I prove where this money is coming from?

You will need to provide a written declaration from your parents / or legal guardian stating that they are financially supporting you and that the funds are solely at the student's disposal. AND a declaration from yourself. We can provide you with a template

The money I am showing the MA35 I inherited from my deceased grandmother. How can I prove that to the MA35?

You will need to provide an inheritance confirmation (legalized and translated) AND death certificate (legalized and translated)

The money I am showing comes from my previous work. How can I prove that to the MA35?

You need to provide written declaration where the funds are coming from and 2: additionally, e.g., copies of your work contracts, copies of the last 6 pay stubs and additionally copies of your bank account showing the transfer of the monthly salaries. We can provide you with a template for the declaration.

For my appointment to collect the residence permit, the MA35 requires one current enrolment confirmation from CEU called "Studienbestätigung" and "Studienblatt". How can I get this confirmation?

This is the certificate of enrollment which you can get from the Registry after the 6th of September when you completed your onboarding and have handed in your matriculation form.

I don't have enough money to show to the MA35. Is there any other possibility for me to get a resident permit without showing the full amount of money?

The only alternative is for a person residing in Austria to sponsor your stay in Austria.

In this case a declaration of liability called "[Haftungserklärung](#)" is required. You will need to fill out the form "Haftungserklärung" and get it notarized by an Austrian notary. A notary from another country cannot be accepted by the authority.

With a declaration of liability, a person or organization declares that, in respect of the person applying for the residence permit, she / he is liable for: the requirements of accommodation and the related means of subsistence and the costs incurred by a local or regional authority in enforcing a return decision, residence ban, expulsion order, deportation, for custody pending deportation or for the use of less severe measures, as well as under the welfare / minimum social security scheme or a federal or provincial law implementing the Grundversorgungsvereinbarung (Agreement on basic care and maintenance) under article 15a of the Bundes-Verfassungsgesetz (Federal Constitutional Law, B-VG) for foreign nationals who are in need of assistance and protection.

The declaration of liability must be notarized by an Austrian notary or an Austrian court and must be **valid for at least five years**. Proof of capacity to bear any applicable costs must be provided at the time the declaration is made. It is an administrative offence to make a false declaration of liability. Only one declaration of liability is admissible.

I will be living with family members/ friends in Austria. How can I prove that I have accommodation in Vienna?

If you do not rent a place but live at a friend's or family member's place, please fill out a "private rental agreement" in German called "[Wohnrechtsvereinbarung](#)".

What do I need to do after I arrive in Vienna to pick up my resident permit?

Right after your arrival in Vienna, you need to do your address registration called "Meldezettel" within the first 3 days.

Meldezettel you will not be able to pick up your final residence permit.
<https://www.wien.gv.at/english/living-working/registration/>

Please note that your address must be in VIENNA and not in other region of Austria such as Lower Austria etc., as MA35 can only process your application if your address is in Vienna. If your address is in e.g., Lower Austria, MA35 will not be responsible for your application and it will be forwarded to another authority causing huge delays.

Please contact the MA35 as soon as you arrive in Vienna to get an appointment. At the appointment you will need to bring:

- Your certificate of enrollment (which you will be able to get after the 6th of September and after you submitted your matriculation form),
- the “Meldezettel” (you can get an appointment here [Meldewesen - Online-Terminreservierung - Beabsichtigter Zeitraum \(wien.gv.at\)](#))
- Confirmation of appointment (“Einladung”)
- a current bank account statement in your name with enough funds on it (no older than three days)
- A passport that is valid for 12 months
- Proof of an Austrian health and accident insurance covering all risks in Austria and valid in Austria (no older than 7 days)
- 60 EURO
- Copy of your Visa D

What is the earliest day I could get my resident permit?

In order to pick up your resident permit you need to submit a certificate of enrollment. A CoE is only issued after you completed the onboarding process, submitted the matriculation form and the academic year started.

When I first arrive in Vienna, do I have only three days to fill out the Meldezettel and register in the municipality office, or can it take longer than three days?

You will have to get an appointment at the Meldeamt. Sometimes there are no appointments available in the first three days. Please take care of your registration as early as possible as other things depend on having a Meldezettel (such as picking up your resident permit or getting the student ticket for public transportation).

How can I get an appointment with the Meldeamt to get a Meldezettel?

You can get your appointment for your Meldezettel [here](#).

Is there any other document I have to submit when registering with Mendezettel, apart from my ID and the signed form of Mendezettel?

As a non-EU citizen you must bring your passport and the signed Meldezettel form.

Can I do this process online, for example, to download Mendezettel and send it to my dorm office for signature, and then send it to the municipality office with my scanned ID via e-mail?

You can only do this online if you have an online signature which is used to ID you in Austria when taking care of bureaucratic processes. Otherwise, it will be necessary for you to get an appointment.

How can I get the Mendezettel form; is it available online for download, or should I get it only when I am already in Vienna?

You can find it here: [Meldezettel](#)

With my resident permit can I travel to other countries in the EU?

During its validity period your "Residence Permit – Student" entitles you to travel through or stay in other Schengen countries for a maximum duration of 90 days within a time period of 180 days.

How do I figure out if and how I need to legalize my documents?

Please have a look at this documents which explains this process in more detail.

[Guide_to_Entry_and_Employment_for_International_Students_Legalisation.pdf \(oead.at\)](#)

I have handed in my application at the embassy but not heard from the MA35 in over a month. Should I be worried?

It takes time for your application to arrive in Vienna at the MA35. The documents have to physically reach the MA35 before they start processing your application. No reason to be worried. If the MA35 needs any additional documents they will be in touch with you. Please be patient as the MA35 is overloaded with applications and the big influx of E-Mails asking about the status is slowing the MA35 only down.

Since the authority does not give any updates during the process, we will, unfortunately, also be unable to give you updates. We kindly ask you to be patient. As soon as the authority grants you a permit, they will contact you or us, and we will come back to you right away. Thank you for your patience!