

FAQ RESIDENT PERMIT FIRST TIME APPLICATIONS

This is a collection of questions we frequently receive from students on the topic of residence permits. Should your question not be answered here please feel free to write to studentcenter@ceu.edu for answers and clarifications.

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First things first

When should I start my application?

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

Where to start?

- First, familiarize yourself with the process of the application [here](#).
- Second, find out if you can enter Austria [visa-free](#).
- Third, find out if you need to legalize your [documents](#).
- Fourth, students who need a visa to enter Austria should contact their [local Austrian embassy/consulate](#). Please note that some embassies have long waiting periods. We thus advise you to contact your embassy as soon as possible and prepare your documents during the waiting period.

Which authority is responsible for issuing residence permits?

In Vienna, the MA35 (Magistratsabteilung MA35) is the relevant authority for issuing residence documents. MA35 is a municipal department of the city of Vienna.

How much does the application cost?

The total fee for a residence permit is EUR 160. Often you will have to pay part of it when submitting the application (at the MA35 or embassy) and part of it when picking up the residence permit.

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

Once your application is filed, the MA35 processes it within 2 or 3 months. It will take longer if the MA35 needs additional documents, or you do not have enough funds in your bank account. Please make sure you submit all requested documents to avoid lengthy procedures.

Can I enter visa-free?

Find out if you can enter Austria [visa-free](#).

What does it mean that I can enter visa-free?

If you can enter visa-free, you can submit your application at the immigration authority in Austria. Please make sure to collect all your documents before entering Austria as time is limited.

I need a visa to enter Austria where should I submit my residence 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. Please check out the [list of Austrian embassies](#).

Do I need to legalize my documents?

Please have a look at [this document](#) which explains this process in more detail.

I got an appointment at the embassy, and it is many months in the future. What can I do?

You can try and get an appointment by contacting the embassy frequently and ask if anyone canceled their appointment. Unfortunately, CEU cannot help you to get an appointment at the embassy.

Requested Documents

Where can I find a list of documents to submit?

Please refer to this [OEAD checklist](#) or the [Website of the MA35](#). If you'd like someone to check your documents, please write to us at studentcenter@ceu.edu.

Is there an English version of the application form?

No, the [application form](#) is only available in German. But here you find an [explanation in English](#).

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. We recommend you do not submit your application if your documents are not 100% complete.

Where do I get the confirmation of health insurance?

You will be able to sign up for FeelSafe health insurance starting on the 1st of June. Once you signed up you will receive a confirmation of health insurance within 3 working days via email. If you need an updated confirmation of health insurance at a later point, you may submit your request here: [Request confirmation - FeelSafe](#)

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](#)".

Money Makes the World Go Round

What is the "proof of sufficient means"?

The MA35 wants to see that you can support yourself in Austria. You will have to show money for 12 months in advance. How much money you need to show depends both on your age and the rent you are paying in Vienna. Please have a look at [this guide](#). Make sure to read it fully and closely and contact us with specific questions.

I am receiving a stipend. How to prove this to the MA35?

On your Certificate of Acceptance CEU lists all financial details. Later in the process, this information is stated on the Certificate of Enrollment. Your stipend is accepted as proof of sufficient means.

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.

My parents are supporting me, how can I prove this?

In addition to the bank statement in your name, 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 your disposal. AND a declaration from yourself. We can provide you with a template.

I am supporting myself with an inheritance. How to prove this to the MA35?

In addition to a bank statement in your name, you will need to provide an inheritance confirmation (legalized and translated) AND death certificate (legalized and translated)

The money comes from my savings. How can I prove this to the MA35?

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

My money is in a foreign bank account. Is this acceptable?

Yes, the MA35 accepts foreign bank statements as long it is in the applicant's name and the money is accessible from Austria.

How long do I need to keep the money in my bank account?

Until you received the residence permit. The MA35 will want to see a current bank statement on the day you pick up your residence permit.

Is there an alternative to showing money in my bank account or a stipend?

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 authorities.

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 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 need 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 offense to make a false declaration of liability. Only one declaration of liability is admissible.

After you file your application

What happens after I submit my application at the embassy?

The AT embassy will check your documents and forward them by diplomatic post to Vienna to the immigration 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.

What happens after I submit my application at the MA35?

The MA35 will process your application and contact you if they need additional documents. Make sure you receive letters at your registered address. The MA35 sometimes asks for the same documents multiple times. After the MA35 has all documents, they will give you an appointment to pick up your card. Please keep your [90 day visa-free](#) time in mind. If you have less than 1 month left and still have no appointment to pick up your card, contact the Student Center.

I entered visa-free and filed my application. Can I travel outside the Schengen area?

If you want to travel or go home for some time (e.g. winter break) you should inform the MA35 of your travel plans. This way they will not give you an appointment during this time. Also inform them once you are back.

How can I calculate the last day of my visa-free stay?

Please use this [calculator](#) to determine the last day of your visa-free stay.

Where do I get a "Studienbestätigung" and "Studienblatt"?

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

Which documents do I need to pick up my residence permit?

At the appointment to pick up your resident permit you will need:

- Your certificate of enrollment (which you will be able to get after the 6th of September and after you submit 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)

- Cash to pay the remainder of the fee.
- Copy of your Visa D

Do I need to show the full amount of money to the MA35 when I pick up my residence permit? I already had to pay rent ect.

When you pick up your card the MA35 will want to see a bank statement no older than three days with the full amount of money they originally asked to see. If you have expenses such as deposits and rent before you pick up your resident permit card, it cannot be paid with the money the MA35 requires for your proof of sufficient funds.

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

Since your CEU health insurance starts on September 1st the MA35 will not issue a residence permit before that date. 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.

Can I travel inside the Schengen area with my residence permit?

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 180 days.

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 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 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!

What shall I do if I don't understand the email from the MA35 (in German)?

Send it to the CEU [Student Center](#). We will translate it for you.

Once you arrive

What is the Meldezettel?

Right after you arrive in Vienna, you need to register your address this is called "Meldezettel". This should be done within the first 3 days.

Without the 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 another 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.

Can I register my Meldezettel via E-Mail?

You can send the signed Meldezettel form and a copy of your passport to the Meldeamt. Find the contact details [here](#).

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

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

Which documents do I need to submit for the Meldezettel?

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

Where can I get the Meldezettel form?

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

Work

Can I work with my student residence 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). Your employer needs to apply for this work permit for you.

Residence Permit for Family Members

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

Please have a look [here](#).

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.