

Important information regarding the transition to Vienna (2020/2021)

Annex 1: Supporting documents for an Austrian Visa/residence permit

1. **Passport** that is valid through to the end of the study period. You will need to submit a photocopy as part of your application, and present the actual passport at your embassy appointment
2. Completed **application form** (to be signed only in front of Immigration authorities). Here is the English [translation](#) to help you fill the form out correctly
3. Passport-sized **photograph** that must meet [ICAO standards](#) (color photograph, size 3.5 x 4.5 cm)
4. **Proof of sufficient financial means** for one year to cover living costs:
 - Students under 24 years of age: 533.85 EUR/month
 - Students aged 24 or older: 966.65 EUR/month
 - Examples of accepted proof: scholarship and/or bank statement of the last 6 months (including payments into the account, payment orders, etc.) and/or bank statement of the account of parents or other sponsors of the last 6 months and proof of employment of the parents or other sponsors.

Continuing students with financial aid from CEU will receive a confirmation document indicating the amounts CEU covers for them in terms of accommodation, health insurance and monthly stipends, which should be used as proof. Should the financial aid offered by CEU be less than the required amount, students will need to show they have the funds to cover the difference.
5. **Proof of accommodation** in Austria, for example rental agreement, accommodation contract with a student dormitory. If, as is likely, your rent exceeds 299.95 EUR/month, students will need to **prove that they have sufficient funding to cover the costs**. CEU will provide such proof for all students who receive housing from the university. The Dean of Students office will also strive to help continuing students to secure accommodation in Austrian student dormitories if needed.
6. **Proof of [health insurance](#)** covering all risks in Austria. CEU will provide such proof for all students.
7. **Notification/confirmation of admission** to CEU Private University in Vienna. CEU will provide such a to all students as soon as their programs receive accreditation in Austria. We expect that all students whose program is delivered in Austria will receive notification from us by the end of July, at the latest.
8. **Birth certificate** or equivalent. You will need to submit a photocopy as part of your application, and present the original at your embassy appointment (see *annex 3*, below)
9. **Police clearance certificate** from country of origin (see *annex 3*, below). A certificate from Hungary will also be required if you submit your application to the Austrian embassy in Budapest.

Annex 2: Legalization and translation of official foreign documents

This process is rather complex and we do recommend that you begin asap.

Legalization and translation of documents in Austria is a two-step process. First, all foreign documents have to be legalized by *Apostille* or by full Diplomatic Legalization. [This link](#) gives full information on both processes. Following this step, all foreign documents must be translated into German by an authorized translator.

There are exceptions to this process. Please click the links below to see which category your country may fall in:

- The [countries on this list](#) are subject to legalization by Apostille only.
- Full Diplomatic Legalization is required for these [countries](#).
- [Some European countries](#) have been exempted from the legalization process.
- The Austrian authorities have suspended the legalization of documents [issued by these countries](#). This means that **original documents** should first be passed through the internal legalization procedure within these countries and the last authority should be the **Ministry of Foreign Affairs**. The Vienna State Government finally will determine if the documents are genuine, substantial accurate and correct.

Annex 3: Birth certificate and Police clearance/criminal record check

Please begin arranging your birth and police clearance certificates well in advance, as in some countries this process can take several months.

- Birth certificate: you will need to ask the authorities in your home country for an official document certifying the record of your birth/related information such as time, location and parentage.
- Police clearance/criminal record check: you will need to obtain from the relevant authorities an official document confirming that you have no past criminal record in your home country. A Hungarian criminal record will also be required if you submit your application to the Austrian embassy in Hungary. Please follow [this link to see](#) how the document is referred to in your home country.

All police clearance certificates in support of residence permit applications for Austria must have been issued *less than three months* before the date of application submission, and may have to be legalized or apostilled, depending on the country of issuance and must be translated into German by any translation office.