



Visa and Residence Troubleshooter
AY 2020/21

Version: 07/27/2020

Contents

0. Preface – Visa and Residence Permit Application during COVID-19	3
1. First Time Applicant.....	4
a. Third Country Nationals: 90-day Visa Free Entry	4
b. Third Country Nationals: Visa Required.....	6
c. Applicants with Refugee Status from Other EU Member States	10
d. EU/EEA Nationals	12
2. Extension of the Residence Permit “Student”	14
3. Explanation of Document Requirements.....	16
a. Legalization of Documents	16
b. Certified Translation.....	17
c. Biometric Passport Photo	17
d. Proof of Adequate Accommodation.....	18
e. Health Insurance Covering all Risks	18
f. Proof of Sufficient Financial Means.....	19
g. Residence Registration Slip (<i>Meldezettel</i>)	20
i. How to Obtain Documents Issued by CEU.....	20
4. Frequently Asked Questions	20
5. Helpful Links.....	21
6. Annex	23

This handbook serves as a troubleshooting document and guide for the Austrian residence permit application procedure for CEU students who are:

- First-time applicants for a residence permit in Austria.
- EU/EEA citizens registering their residence in Austria.
- Displaced persons with refugee status in another European country.
- Students who need to renew their residence permit.

Disclaimer: Visa and residence permit applications can only be processed by the local Austrian immigration authorities. CEU is not allowed to apply for a Visa or Residence permit on behalf of students, nor are we legally entitled to make inquiries with relevant authorities on the student's behalf.

Procedures are subject to change. Please check the [CEU admissions pages](#) and the homepages of the [Austrian Ministry of the Interior](#) and the [Austrian Ministry of Foreign Affairs](#) (Ministry for European and International Affairs), as well as the [Vienna Immigration Office MA35](#) for regular updates!

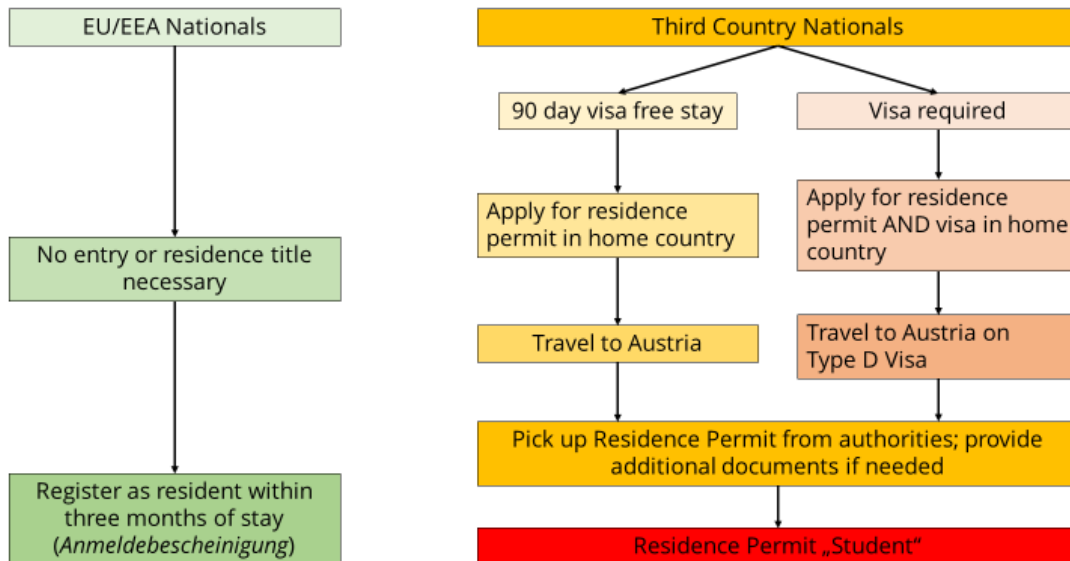
0. Preface – Visa and Residence Permit Application during COVID-19

Please check the [CEU COVID-19 information sites](#) regularly for updates regarding visa and residence permit applications on both admissions pages for undergraduate and graduate students.

Due to the current COVID-19 shutdowns in Austria and the world, there may be delays in booking appointments at embassies and consulates. Please keep checking your local Austrian Representation office for updates on working hours and changes to procedures. You can find your nearest Austrian Representation office by clicking [here](#) and choosing your country of residence from the dropdown menu.

Students from countries with 90-day visa free entry to Austria may apply for their residence permit in person in Vienna. Due to the current COVID-19 pandemic, the only way you can apply is in person at Vienna Immigration Office MA35, as many embassies remain closed. When applying in person, please ensure that all necessary documents and supplemental documents are included in your application to avoid delays. To find out if you are from a country with the right to 90-day visa free entry to Austria, please check the “Visaliste (English)” link on [the website of the Ministry of the Interior](#) to determine if you qualify for 90-day visa free entry.

1. First Time Applicant



a. Third Country Nationals: 90-day Visa Free Entry

Please check the [website of the Austrian Ministry of the Interior](#) to find out if you have the right to a 90-day visa free stay. Click on “Visaliste (Englisch)” to see if you need to obtain a visa before entering Austria and the Schengen Area.

If you qualify for 90-day visa free entry to Austria, it is still advisable to apply for the Residence Permit “Student” in your country of residence, as soon as you have collected all of the required documents for the application.

You also have the option of applying in person upon arrival to Austria. If you choose to apply in person upon arrival to Austria and shortly before the start of the semester, it is **extremely** important to have **all** required documents, copies, Apostilles/Legalization certificates and translations ready for a complete application. It is equally important to apply as soon as you arrive. An incomplete application can cause significant delays in the application process and may result in you exceeding your 90-day visa free stay, upon which you will need to leave the Schengen Area for 6 months.

Please note that Austrian Representations abroad are only authorized to accept but do not process applications for Residence Permits. After having checked whether the submitted documentation is complete, the original documentation is forwarded to the competent authority in Vienna (MA 35), where it is processed and finalized. The Austrian authority takes on average 90 days to process an application. Delays can occur depending on the

documentation submitted, complexity of the case, and season of the year, or an incomplete application. **Austrian authorities recommend CEU students apply in June.**

Checklist – Documents Required for Residence Permit “Student”

Please see Section 3 of this document for further information on document specifics.

Make copies of all your documents. Additionally, it is generally advisable to make an extra copy of all your documents to keep for yourself while the application is in progress.

- [Completed Application Form](#)
The Application Form (available only in German) must be filled out online. The application can be filled out in English. Once you have completed the application, a PDF document will be created. You must print out the PDF, sign it, and submit it in person at your nearest Austrian Representation office.
- Birth Certificate or equivalent document
 - **! Apostille/Legalization required**
- If applicable
 - **! Apostille/Legalization required**
 - Marriage Certificate
 - Civil Partnership Certificate
 - Divorce Certificate
 - Certificate of dissolution of a civil partnership
 - Adoption Certificate
 - Documents proving family relationships
- Police Clearance Certificate (Certificate of Good Conduct) from your country of residence
 - **! Apostille/Legalization required**
 - *You can request this document at your local police station or relevant authority.*
- Biometric Passport Photo not older than 6 months
- Valid Passport and equivalent travel document, valid for at least another year at the time of application
- Proof of adequate accommodation, including the monthly rent/fee
- Health insurance covering all risks
- Proof of enough means of subsistence
- Confirmation of admission for visa and residence permit purposes from CEU (*Zulassungsbescheid*)
- Fee of EUR 120

Application Instructions

Please apply in person. If you are applying at the MA 35 office in Vienna, you can only make an appointment by phone. If you are applying at an Austrian representation office in your country of residence, please check their website for appointment reservation procedures. You can find contact information below:

- [Austrian Representation in your country of residence](#)
- [Vienna City Office for Immigration, 1.2 Erstantragszentrum](#)
1200 Vienna, Dresdner Straße 93, Block C
Opening Hours: Mon, Tue, Thu, Fri 08:00am-noon, Thu also 03:30pm-05:30pm
Due to high demand, we advise you arrive one hour before the office opens!
Email: 12-ref@ma35.wien.gv.at
Phone: +43 1 4000 35371
Fax: +43 1 4000 9935360

Where to Collect the Residence Permit “Student”

- [Vienna City Office for Immigration, 1.2 Erstantragszentrum](#)
1200 Vienna, Dresdner Straße 93, Block C
Opening Hours: Mon, Tue, Thu, Fri 08:00am-noon, Thu also 03:30pm-05:30pm
Due to high demand, we advise you arrive one hour before the office opens!
Email: 12-ref@ma35.wien.gv.at
Phone: +43 1 4000 35371
Fax: +43 1 4000 9935360

b. Third Country Nationals: Visa Required

Please check the [website of the Austrian Ministry of the Interior](#) to find out if you need a visa to enter Austria and the Schengen Area.¹ Click on “Visaliste (Englisch)” to see if you need to obtain a visa before entering Austria.

If you need a visa to enter the Schengen Area, you must apply for the Residence Permit “Student” at the Austrian Representation in your country of residence. You will then be notified about the approval of your residence permit via mail sent to the home address stated in your application form.

¹ The Schengen Area comprises of 26 European states. Having abolished all passport and border controls, the area functions as a single jurisdiction with a common visa policy. Member states of the Schengen area are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

Once your residence permit has been granted, you must apply for a Visa D in your country of residence. This visa will allow you to enter Austria and collect the Residence Permit in person from Vienna Immigration Office MA35.

We urge you to apply for the Residence Permit "Student" as soon as you have collected all required documents for the application, translations, apostilles/legalizations, and photocopies. You must apply in person.

*Please note that Austrian Representations abroad are only authorized to accept but do not process the applications for Residence Permits. After having checked whether the submitted documentation is complete, the original documentation is forwarded to the competent authority in Vienna (MA 35), where it is processed and finalized. The Austrian authority takes on average 90 days to process an application. Processing times can vary depending on the documentation submitted, complexity of the case, and season of the year. If your application is missing any key documents, know that it may result in significant delays. **Austrian authorities recommend CEU students apply in June.***

A **Visa D** entitles you to enter and stay in Austria. It can be granted for a duration of **91 days and up to 6 months**. Holders of a Visa D also enjoy freedom of movement to other Schengen Area countries for up to 90 days within a time period of 180 days if they fulfil the general entry conditions.

Checklist – Documents Required for Residence Permit "Student"

Please see Section 3 of this document for further information on document specifics. Make copies of all your documents. Additionally, it is generally advisable to make an extra copy of all your documents to keep for yourself while the application is in progress.

- [Completed Application Form](#)
The Application Form (available only in German) must be filled out online. The application can be filled out in English. Once you have completed the application, a PDF document will be created. You must print out the PDF, sign it and submit it in person at your nearest Austrian Representation office.
- Birth Certificate or equivalent document
 - **! Apostille/Legalization required**
- If applicable
 - **! Apostille/Legalization required**
 - Marriage Certificate
 - Civil Partnership Certificate
 - Divorce Certificate
 - Certificate of dissolution of a civil partnership
 - Adoption Certificate
 - Documents proving family relationships

- Police Clearance Certificate (Certificate of Good Conduct) from your country of residence
 - **!** *Apostille/Legalization required.*
 - *You can request this document at your local police station or relevant authority.*
- Biometric Passport Photo not older than 6 months
- Valid Passport and equivalent travel document, valid for at least another year at the time of application
- Proof of adequate accommodation, including the monthly rent/fee
- Health insurance covering all risks
- Proof of enough means of subsistence
- Confirmation of admission for visa and residence permit purposes from CEU (*Zulassungsbescheid*)
- Fee of EUR 120

Application Instructions

You must apply in person. Please set up an appointment by contacting the [Austrian Representation in your country of residence](#).

Where to Collect the Residence Permit "Student"

[Vienna City Office for Immigration, 1.2 Erstantragszentrum](#)

1200 Vienna, Dresdner Straße 93, Block C

Opening Hours: Mon, Tue, Thu, Fri 08:00am-noon, Thu also 03:30pm-05:30pm

Due to high demand, we advise you arrive one hour before the office opens!

Email: 12-ref@ma35.wien.gv.at

Phone: +43 1 4000 35371

Fax: +43 1 4000 9935360

Checklist – Documents Required for Visa D

Please see Section 3 of this document for further information on document specific.

Always check the [website of the Austrian Ministry of Foreign Affairs](#) (Ministry for European and International Affairs) or consult with the Austrian Representation in your country of residence for any changes unbeknownst to us before submitting your application.

You must enclose photocopies of the following documents with the personally signed application form. Additionally, you will need to show the following original documents:

- [Visa Application Form](#)
- Biometric passport photo not older than 6 months
- Passport
 - at least 2 free pages, not older than 10 years, valid for at least three months beyond the duration of the applied for visa*
- Recording of biometric data in the form of fingerprints
- Copy of the passport data sheet
 - the page on which the photograph is located*
- Proof of the means of transport to Austria
 - reservation OR booking; presentation of a paid ticket is not required*
- Travel, health and accident insurance (minimum coverage EUR 30,000, including repatriation for medical reasons) valid for the Schengen Area.
- Confirmation of admission for visa and residence permit purposes from CEU (*Zulassungsbescheid*)*
- Proof of sufficient financial means to cover living costs
- If applicable:
 - Copies of a previous Schengen visa
- Fee of EUR 150

Where to apply for the Visa D?

[Austrian Representation in your country of residence](#)

c. Applicants with Refugee Status from Other EU Member States

If you have Refugee Status in an EU Member State² other than Austria, you must apply for a Residence Permit "Student" to obtain residence status in Austria. You can apply with your refugee residence status or certificate, even if you do not have all the required documentation listed below. If you do not have one or more of the required documents listed, you will need to make a substantiated claim to explain why you are missing the documents. Please make sure to get a police report from your country of residence and as many of the listed required documents as it is possible for you to obtain.

Checklist – Documents Required for Residence Permit "Student"

Please see Section 3 of this document for further information on document specifics. Make copies of all your documents. Additionally, it is generally advisable to make an extra copy of all your documents to keep for yourself while the application is in progress.

- [Completed Application Form](#)
The Application Form (available only in German) must be filled out online. The application can be filled out in English. Once you have completed the application, a PDF document will be created. You must print out the PDF, sign it and submit it in person at your nearest Austrian Representation office.
- Birth Certificate or equivalent document
 - **! Apostille/Legalization required**
- If applicable
 - **! Apostille/Legalization required**
 - Marriage Certificate
 - Civil Partnership Certificate
 - Divorce Certificate
 - Certificate of dissolution of a civil partnership
 - Adoption Certificate
 - Documents proving family relationships
- Police Clearance Certificate (Certificate of Good Conduct) from your country of residence
You can request this document at your local police station or relevant authority.
- Biometric Passport Photo not older than 6 months
- Valid Passport and equivalent travel document, valid for at least another year at the time of application
- Proof of adequate accommodation, including the monthly rent/fee
- Health insurance covering all risks

² Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

- Proof of enough means of subsistence
- Confirmation of admission for visa and residence permit purposes from CEU
(*Zulassungsbescheid*)
- Fee of EUR 120

Application Instructions

You can apply in person in Vienna. If applying in Vienna, please make an appointment at the MA 35 office by phone. You can also apply at the embassy in your country of residence. You can find contact information below:

- [Austrian Representation in your country of residence](#)
- [Vienna City Office for Immigration, 1.2 Erstantragszentrum](#)
1200 Vienna, Dresdner Straße 93, Block C
Opening Hours: Mon, Tue, Thu, Fri 08:00am-noon, Thu also 03:30pm-05:30pm
Due to high demand, we advise you arrive one hour before the office opens!
Email: 12-ref@ma35.wien.gv.at
Phone: +43 1 4000 35371
Fax: +43 1 4000 9935360

Where to Collect the Residence Permit "Student"

- [Vienna City Office for Immigration, 1.2 Erstantragszentrum](#)
1200 Vienna, Dresdner Straße 93, Block C
Opening Hours: Mon, Tue, Thu, Fri 08:00am-noon, Thu also 03:30pm-05:30pm
Due to high demand, we advise you arrive one hour before the office opens!
Email: 12-ref@ma35.wien.gv.at
Phone: +43 1 4000 35371
Fax: +43 1 4000 9935360

d. EU/EEA Nationals

EU Countries: (Austria), Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

EEA Countries: Iceland, Liechtenstein, Norway

Switzerland is neither an EU nor EEA member, but is part of the EFTA, therefore Swiss nationals have the same rights to live and work in the EU.

The **United Kingdom** left the European Union on January 31, 2020. Until the end of the so-called "transition period" on December 31, 2020, the UK remains subject to EU law. Therefore, the same immigration rules apply to UK nationals as to EU/EEA citizens until December 31, 2020. Prospective students who are UK nationals must obtain a Registration Certificate. The Certificate remains valid for the entire duration of their studies and as long as they continue to reside in Austria.

If you are a UK citizen and have further questions regarding residence in Austria, please contact the [British Embassy Vienna](#).

Citizens of EU and EEA countries as well as Switzerland and the UK need to obtain an **"Anmeldebescheinigung" (Registration Certificate)** to reside in Austria. The application for the Registration Certificate can only be filed once you have settled in Austria within the first four months of your arrival. The document states that you are in Austria to pursue studies at a university.

The Registration Certificate does not need to be renewed but must be cancelled before leaving the country for good.

You must apply in person for the Registration Certificate at your principal residence. In the case of CEU students, this is Vienna's Immigration Office MA35, Division EEA (See section: Where to Apply for an Extension of the Residence Permit "Student", further down in this document for the locations of immigration offices that are designated to districts in Vienna). All documents must be submitted in original along with a copy. You must apply in person.

Checklist – Documents Required for the Registration Certificate

Please see Section 3 of this document for further information on document specifics. Make copies of all your documents. Additionally, it is generally advisable to make an extra copy of all your documents to keep for yourself while the application is in progress.

- [Application Form \(Antrag\)](#)
- Certificate of Enrollment (*Inskriptionsbestätigung*)
- Notice of admission to CEU (*Zulassungsbescheid*)
- Residence Registration Slip (*Meldezettel*)
- Valid Passport
- Proof of enough means of subsistence
- Proof of health insurance
- Fee: at least EUR 15

Additional charges may apply, depending on the country of origin of your documents.

- If applicable: marriage certificate
- Certified Translation of all documents that are not in German or English.
- Copies of all documents and translations

Where to apply?

Due to high demand, it is advisable to arrive approximately an hour before the office opens.

- [Vienna City Office for Immigration MA 35, Division 5.0 EEA](#)
1120 Wien, Arndtstraße 67, Stiege 1, 1. Stock
Opening Hours: Mon, Tue, Thu, Fri 08:00am-12:00am, and Thu 03:30pm-05:30pm
Waiting times can be very long. We advise you to arrive an hour before opening hours to ensure faster processing.
Phone: +43 1 4000-35021.
Email: 50-ref@ma35.wien.gv.at

2. Extension of the Residence Permit "Student"

The Residence Permit "Student" is granted for one year. If you already possess an Austrian Residence Permit "Student" and you need to renew it, please follow the instructions below and always [check the website of Vienna Immigration Office MA35](#) for updates or changes unbeknown to us. Applications for renewal must be submitted one month before it expires at your local MA35 office.

Checklist: Documents Required for Extension of the Residence Permit

Please see Section 3 of this document for further information on document specifics.

Make copies of all your documents. Additionally, it is generally advisable to make an extra copy of all your documents to keep for yourself while the application is in progress.

- Proof of academic success from CEU/Transcript showing grades and credit hours obtained. (*Studienerfolgsnachweis*)
- Certificate of Enrollment (*Studienbestätigung*)
- Extract from the files of an officially recognized credit reference agency. Example: [Kreditschutzverband – KSV 1870 Information GmbH](#)
- Only if applicable:
 - **!** *Apostille/Legalization required*
 - Birth certificate
 - Marriage certificate
 - Civil partnership certificate
 - Divorce certificate
 - Certificate of dissolution of a civil partnership
 - Police Clearance Certificate (Certificate of Good Conduct) from your country of residence
 - Declaration of Liability (*Haftungserklärung*)

Where to Apply for an Extension of the Residence Permit "Student"

At the local representation of Vienna Immigration Office MA35 responsible for your residence district:

MA 35 outpost 4.1 for Districts: 1, 4, 5, 6, 7, 8 & 9

1080 Wien, Friedrich-Schmidt-Platz 3,
Ground Floor
T: (+43 1) 4000 DW 01035
Fax: (+43 1) 4000 99 01030

Email: 41-ref@ma35.wien.gv.at

Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

MA 35 outpost 4.2 for Districts: 2, 21 & 22

1020 Wien, Meiereistraße 7, Sektor E, 1.
Floor, Room 109
T: (+43 1) 4000 DW 02035
Fax: (+43 1) 4000 99 02030
Email: 42-ref@ma35.wien.gv.at
Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

MA 35 outpost 4.3 for Districts: 3, 11 & 20

1200 Wien, Winarskystraße 12, Ground
Floor
T: (+43 1) 4000 DW 20713
Fax: (+43 1) 4000 99 20700
Email: 43-ref@ma35.wien.gv.at
Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

MA 35 outpost 4.4. for Districts 12, 13, 15 and 23

1130 Wien, Hietzinger Kai 1, Stiege 1, 1.
Floor
T: (+43 1) 4000 DW 13035
Fax: (+43 1) 4000 99 13030
Email: 44-ref@ma35.wien.gv.at
Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

MA 35 outpost 4.5 for Districts 10 & 14

1130 Wien, Hietzinger Kai 1, Stiege 1, 1.
Floor
T: (+43 1) 4000 DW 13708
Fax: (+43 1) 4000 99 13700
Email: 45-ref@ma35.wien.gv.at
Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

MA 35 outpost 4.6 for Districts: 16, 17, 18 & 19

1160 Wien, Richard Wagner Platz 19, 1.
Floor
T: (+43 1) 4000 DW 16035
Fax: (+43 1) 4000 99 16030
Email: 46-ref@ma35.wien.gv.at
Opening Hours: Mon, Tue, Thu, Fri
08:00am-noon, Thu also 03:30pm-
05:30pm

3. Explanation of Document Requirements

a. Legalization of Documents

Before you have your foreign documents translated, they must be legalized. This is a formal act which confirms the genuineness of a signature and the capacity in which the person signing the document has acted, and, as required, the genuineness of a seal or stamp as well. This act eventually also confirms the identity of the issuer of the official document. Please note that the original document must bear this legalization. Austrian authorities do not accept legalized copies of documents.

We advise you to enquire with the relevant authorities of the country (including the Ministry of Foreign Affairs) where your documents were issued, whether and in what form documents must be legalized and translated.

There are three types of document legalization:

- **Exemption from legalization**, if the issuing country is an EU Member State or Austria has concluded a bilateral agreement with the issuing country (*note that documents still need to be translated*);
 - EU Member States: Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.
 - Countries with a bilateral agreement: Bosnia and Herzegovina, Macedonia, Montenegro, Norway, and Serbia.
- **Legalization by Apostille**, if the issuing country is a member of the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents;
 - You can check if the country issuing your document is a signatory state [here](#).
 - Always check your country's details in case there is an objection from Austria preventing the convention from entering into force.
 - Apostilles are stamps or labels that must be affixed to the document in a uniform way by local authorities. Apostilles are usually done at the office of the Ministry of Foreign Affairs.
- **Full Diplomatic Legalization**, in all other cases.
 - Please enquire with your Ministry of Foreign Affairs regarding the legalization process.
 - The national legalization procedure of the issuing country must be followed, whereby the final legalization is carried out by the local Ministry of Foreign Affairs. The procedure varies from country to country, but the last authority always must be the Ministry of Foreign Affairs in the country.

- The document must then be ('overlegalized') legalized by the Austrian Representation in the country that has issued the document.
 - In some countries (e.g. Pakistan), an additional document review procedure will be carried out by trusted lawyers of the Austrian representative authority, which can take up to several months, depending on the individual case.
- *Please note: The original document must bear the legalization by the Ministry of Foreign Affairs of the respective country and by the Austrian diplomatic representation (embassy, consulate, honorary consulate) in the respective country.*
- **Suspension of Legalization Requirements:** The Austrian Ministry of Foreign Affairs has 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 will then determine if the documents are genuine, substantially accurate and correct.

b. Certified Translation

A distinction must be made between translation and legalization of documents. Documents in languages other than German and English are often only accepted by the Austrian authorities if they have been translated by a sworn and court-certified interpreter (translator).

We advise you to enquire at the relevant Austrian Representation in the country where your documents were issued whether and in what form documents must be translated. You can also enquire at your local Austrian authority for translation recommendations.

Please submit your documents for translation only AFTER you have had them legalized by Apostille or Full Diplomatic Legalization.

c. Biometric Passport Photo

According to [Vienna Office for Immigration MA35](#) biometric passport photos submitted with the application for a Residence Permit must meet the following specifications:

- Color photo
- No more than six months old
- Upright
- Size: 45 millimeters x 35 millimeters
- Light and uniform background color.

- The photo may show only the person in question, the head should fill about two thirds of the picture, distance between the eyes no less than 8 millimeters, full front view of the face.

d. Proof of Adequate Accommodation

Proof of adequate accommodation can be provided by submitting a lease or rental agreement. This document must include the monthly rent or running costs, as well as the address of the accommodation.

Here is how to obtain proof of accommodation for all BA and MA students eligible for housing in the dorms. Please see our website for further housing information and fees:

<https://www.ceu.edu/info-prospective-students/accommodation>

- **BA Students:** You will receive an email from housing@oead.at with a provisional accommodation confirmation that you can use as your proof of accommodation in Vienna. The document you receive is solely for the purpose of applying for the residence permit and visa. You will not need to pay a deposit to obtain the document, but you will have to pay the deposit at a later time to finalize your room reservation. CEU will inform you when to start booking your room. Instructions for room reservation will be included in the email from Oead.
- **MA Students with Housing Provided by CEU:** You will receive an email from housing@oead.at or housing@zoom.co.at depending on the dorm you are staying at, with a provisional accommodation confirmation that you can use as your proof of accommodation in Vienna. The document you receive is solely for the purpose of applying for the residence permit and visa.
- **MA Students Paying for Their Own Accommodation:** Please ask your host, landlord, or dorm for a copy of the rental contract showing the monthly rental fee.
- **PhD Students:** Please ask your host, landlord, or dorm for a copy of the rental contract showing the monthly rental fee.

e. Health Insurance Covering all Risks

An original letter from your insurance company confirming coverage in Austria is recommended.

CEU is working with FeelSafe, a private insurance company, and will cover insurance costs for all students in the Academic Year 2020/21. You must register for the insurance by following the instructions provided in the "CEU FeelSafe Health Insurance Guide." Please see the leaflet in the Annex at the bottom of this document. Important: Please do not start registering before June 8, 2020.

f. Proof of Sufficient Financial Means

Students need to prove that they can afford life in Austria. Students must prove the following funds for a year in advance. The funds must be in a savings or bank account in the applicant's name and the account needs to be accessible from Austria. The amount of annual financial means available is related to the costs of accommodation. If the cost of accommodation exceeds EUR 299.95 per month, students must provide proof of additional funds to cover the price of the accommodation.

Category	EUR/Month	EUR/Year
Students under 24 years of age	533.85	6,406.20
Students over 24 years of age	966.65	11,599.80
Married Couples	1,472.00	17,664
Per Child	149.15	1,789.80

Proof can be provided by submitting the following documents:

- Financial aid confirmation from CEU.
- Scholarship confirmation from another source of funding.
- A bank statement from the last six months.
- Confirmation of regular payments made to the bank account.
- Certificate of employment with salary information and pay slips from the last six months
- Students who are financially supported by their parent or a legal guardian will need to include the certificate of employment with salary information and pay slips (at least 6 months of pay slips and bank statements) of their parent or legal guardian. In addition to the pay slips and bank statements, parents or legal guardians who are financing the student need provide a written declaration stating that they are financially supporting the student and that the funds are solely at the student's disposal.
- Students who are supporting themselves will need to provide a written declaration of where their funds are coming from (e. g. students who have saved money while working can state so in the written declaration).
- If the stay in Austria is sponsored by someone residing in Austria, a Statement of Financial Liability/declaration of guarantee (*Haftungserklärung*) is required. You will need to fill out the Haftungserklärung [Form](#). Please see further information on the [government website](#) if this applies to you.

Please ensure that the bank account is in your name and accessible within Austria.

Remember: If your rent exceeds EUR 299.95 a month, you will need to provide the sufficient proof of financial means to cover the amount of your rental costs.

g. Residence Registration Slip (*Meldezettel*)

You must register your residence in Vienna with the local authorities within the first three days of arrival. If you switch your flat during your stay, you must register at your new flat and de-register from your old one.

To register your residence, you must visit one of the 19 [Residence Registration Service Centres \(Meldeservice\)](#) (German) or the [Central Residence Registration Service \(Meldeservice - Zentrale Meldeauskunft der MA 62\)](#) (German) in person.

Required Documents for Registering your Residence

- [Completed residence registration form](#)
! This form must be signed by you AND your landlord
- Valid travel document

i. How to Obtain Documents Issued by CEU

Confirmation of Acceptance for Residence Permit Application: Sent to you via email by the Admissions Office in the first two weeks of June, and for some graduate programs, in July (depending on the [accreditation schedule](#)). For further questions, please email: admissions@ceu.edu

Certificate of Enrollment: Can be requested after arrival to the campus and successful matriculation. For questions, please email the Student Records Office, at registry@ceu.edu.

Proof of Academic Success/Transcripts: Request this from the Student Records office, at registry@ceu.edu.

You can write to studentlife@ceu.edu if you have questions about obtaining the aforementioned documents.

4. Frequently Asked Questions

Q: You state that I need a (Austrian national) Visa D to travel to Austria to collect my residence permit. Can I also apply for a (Schengen) Visa C if there is no Austrian Embassy in my country of residence?

A: Yes, a visa that will allow you to travel into Austria to pick up your residence permit will work.

Q: Can I apply for a visa, travel to Austria, and apply for the residence permit in Austria if I qualify for 90-day visa free entry?

A: You do not need to apply for a visa if you qualify for 90-day visa-free entry into Austria. If you do require a visa for entry, you need to apply for a residence permit first at your local Austrian Embassy.

It may be possible to submit an application in Austria after entry with a visa that has been lawfully acquired for purposes other than the domestic application, provided that the domestic application was not the (hidden) reason for the visa application.

[For all COVID-19-related questions, please check the designated CEU pages](#)

5. Helpful Links

Austrian Government, Registration Certificate EU/EEA citizens:

https://www.oesterreich.gv.at/themen/leben_in_oesterreich/aufenthalt/4/2/Seite.120810.html

Austrian Government, Visa Info:

<https://www.help.gv.at/Portal.Node/hlpd/public/content/355/Seite.1209011.html>

Austrian Ministry of Foreign Affairs (Ministry for European and International Affairs), Austrian Representations worldwide: <https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

Austrian Ministry of Foreign Affairs (Ministry for European and International Affairs), Document Authentication: <https://www.bmeia.gv.at/en/travel-stay/documents-and-authentications-apostille/>

Austrian Ministry of Foreign Affairs (Ministry for European and International Affairs), Entrance and Residence in Austria: <https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entrance-and-residence/>

Austrian Ministry of the Interior, list of visa countries:

https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Visumpflichtige_Laender/sta-rt.aspx

CEU Student Transition Visa Info:

https://www.ceu.edu/sites/default/files/attachment/basic_page/141/importantinformationregardingtransition.pdf

European Commission, Migration and Home Affairs, Schengen Visa:

https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa_en

OeAD, Registration Certificate EU/EEA citizens: <https://oead.at/de/nach-oesterreich/einreise-und-aufenthalt/anmeldebescheinigung-studentin/>

OeAD, Residence Permit – Student: <https://oead.at/en/to-austria/entry-and-residence/residence-permit-student-no-mobility-programme/>

Vienna Immigration Office MA35, Limited Leave to Remain for Students:
<https://www.wien.gv.at/english/e-government/documents/residence/limited-leave/student.html>

Vienna Immigration Office MA35, Registration Certificate EU/EEA citizens:
https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/ewr/bescheinigungen/studierende_r.html

Vienna Immigration Office MA35, Registration Certificate EU/EEA citizens:
<https://www.wien.gv.at/english/administration/civilstatus/pdf/confirmation-of-registration.pdf>

6. Annex

Translated residence permit application form. The following translation is for guidance purposes only and not for use. You must apply using the German-language application provided by the authorities.

CEU FeelSafe Health Insurance Guide.