

International Applicants' Checklist

To do...	When
Before you come	
<p>As an applicant I have either applied on-line or sent my application form to the Administration of the relevant program at Carinthia University of Applied Sciences (CUAS). My application included:</p> <ul style="list-style-type: none"> • Hard copy of completed application form with colored photo • Curriculum Vitae • A letter of motivation • Certified copy of secondary (School leaving Certificate) and tertiary* (BA or equivalent) qualifications • Certified copy of transcript of academic records for all university courses taken* • Copy of all relevant additional qualifications • Copy of results of English language proficiency test (TOEFL, IELTS or equivalent) • Copy of a valid passport • A summary (min. 400 words) of the bachelor thesis* • Two Letters of recommendation • Financial Statement (applicable to non-EU/EEA citizens) <p><i>*- applies to the applicants for the masters degree programs</i></p> <p>When filling in the application form I used block letters. The documents have my signature. I provide translated copies of my in German or English. The translation was done by a sworn and officially accredited translator. My translated documents were legalized by the Austrian diplomatic representation. Detailed information regarding the legalization of foreign documents is to be found on the website of the Austrian Federal Ministry of Science and Research or the Legalization list of foreign documents in Higher Education.</p>	<p>by April 15 (for non-EU-citizens) by June 15 (for EU-citizens)</p>
I was contacted by the program director in order to make an appointment for the Interview.	
I received an email from Administration including: <ul style="list-style-type: none"> • Admission Letter including the document "Acceptance of study place" • Instructions on how to pay the tuition fees and/or the student union fee 	
I have transferred the tuition fee as well as the membership of the Austrian National Union of Students to the bank account of Carinthia University of Applied Sciences.	
I sent the confirmation form together with a bank receipt back to the Administration of the relevant programm.	within 1 month after receiving the Acceptance of study place if not given other deadlines
<i>For non-EU citizens:</i> I applied for the residence permit for Austria in my home country.	
<i>For non-EU citizens:</i> In order to get the residence permit I needed a confirmation of my accommodation arrangements so I contacted the International Office of CUAS and asked for help with organizing accommodation for the period of my stay.	
<i>For non-EU citizens:</i> I received the residence permit and the entrance visa for Austria.	
<i>For non-EU citizens:</i> I informed the International Office of CUAS about my arrival date.	

After your arrival		
	I arrived in Carinthia and moved into my accommodation.	
	I signed the agreement with the landlord, paid the deposit and the rent for the first month.	
	The landlord signed the "Meldezettel". I took the "Meldezettel" and my passport and I registered at the "Meldeamt" within 3 days after my arrival.	Within 3 days after my arrival
	I went to the university administration in order to enroll.	
	I introduced myself to the International Office and international Coordinator of the relevant School.	
	I filled in the Insurance form Gebietskrankenkasse (GKK) and visited the GKK in order to obtain the health insurance. <i>Please note beginning from 1 July 2011 the health insurance for students by the KGKK costs EUR 50.-/month.</i>	
	Within 3 days after my arrival I visited the "Meldeamt" and within 3 months from being granted the visa I reported at the local authority (either "Magistrat" or "Bezirkshauptmanschaft") in order to apply or pick up the residence permit for Austria.	Within 3 months after my arrival
	I opened the bank account, etc.	
	I am a CUAS student.	
Before departure		
	I have informed "Meldeamt" of my departure.	
	I have paid the last rent and received my deposit back.	
	I have paid all of my open bills (telephone, electricity...).	
	I have closed my bank account.	