

Guide Application and admission

Master programmes | UAS BFI Vienna

Everything you need to know about
your admission procedure

Application and deadlines | Preparations | Admission
test and interview | Study fees | Start of studies

**My Future.
My Studies.**



Studying at Vienna's leading UAS
with a focus on economics and business



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Dear applicant!

We are pleased that you intend to apply or have already applied to the University of Applied Sciences BFI Vienna! This comprehensive overview guides you through the admission procedure from your registration in the application portal to your admission to your chosen degree programme.

If you have any further questions, please contact our Infopoint:

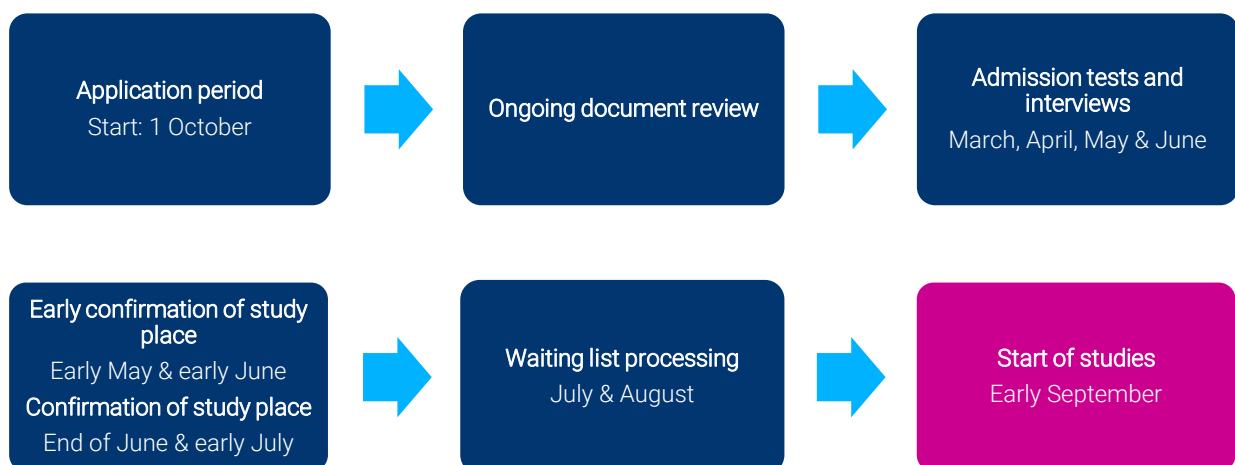
E-mail: info@fh-vie.ac.at

Tel: +43 1 720 12 86

We wish you the best of luck for your admission procedure!

Your University of Applied Sciences BFI Vienna

1. Timeline



2. Application deadlines

The application portal is open for you from **1 October**.

All information about the application deadlines can be found on our [website](#).

3. Registration on the application portal

⚠ TO DO

After registering on our [application portal](#) you will be emailed your personal **access code**. Remember to check your spam folder if you have not received your access details immediately.

Should your personal data change during the admission procedure, please inform our staff at the Infopoint at info@fh-vie.ac.at or call +43 1 720 12 86.

4. Deposit

If you have met your **admission requirements** in a **third country (Non-EU, Non-EEA)** and if you are a **third-country national** you will be charged a deposit of EUR 200,- during the submission of your application. This deposit will count towards your student fee in the first semester if you are admitted as a student to one of our degree programmes. If you decide not to study at the University of Applied Sciences BFI Vienna, we will refund your deposit after the admission procedure has been completed in autumn. Please refer to our general terms and conditions on deposits [here](#).

5. Application for your desired study programme

TO DO

Re-enter the [application portal](#) with your application details. Now you can select your desired degree programme – several are also possible. Please complete all fields and upload the documents listed. All mandatory documents are marked in red. If documents relevant for admission are still missing at the time of application (e.g. your bachelor or diploma certificate), then upload the last educational document available to you (e.g. current transcript of records). Please indicate in your CV when you expect to receive the access-relevant certificate and submit it immediately via the application portal as soon as you have it.

Required documents for applications to master programmes:

- ✓ CV
- ✓ Passport photo
- ✓ Passport
- ✓ Secondary school-leaving certificate ¹ or university entrance qualification exam ¹ or subject-relevant apprenticeship diploma plus certificate of a vocational school ¹ or graduation from a school for intermediate vocational education (BMS) ¹
- ✓ Bachelor or diploma certificate ¹
- ✓ Transcript of records ¹

Once you have completed all the data on the application portal and uploaded your documents, submit your application, please. This is done separately for each degree programme you have chosen in the **menu item "Overview"**.

5.1 Application status

Check your application status in the application portal under the **menu item "Overview"**:

Application received: Your application has been sent successfully.

¹ Complete document and colour scan, please.

Application being processed: Your application will be processed by our staff, which may take varying amounts of time due to the documents and varying levels of completeness on the one hand and the number of applications received simultaneously on the other.

Admitted to the admission test (Appointment booking from March): You submitted your application between **October and February**, it is (provisionally) complete, you meet the admission requirements, or we have informed you that you still have to submit documents (e.g. if your school-leaving exam date is still in the future). You will receive further information on the admission test by e-mail from **March** onwards.

Admitted to the admission test: You submitted your application between **March and May** and it is (provisionally) complete, you meet the admission requirements or we have informed you that you still have to submit documents (e.g. if your school-leaving exam date is still in the future). You will receive further information on the admission test from us immediately.

Admission test completed: You have taken the admission test and have been included in our ranking for study place allocation.

Study place confirmation: We will confirm your study place by e-mail. As soon as the education contract is sent to you ([see chapter 9](#)), your status on the application portal changes to "Study place confirmation".

5.2 Applicants with foreign documents and international degrees

Please have any documents not issued in German or English translated into one of these two languages by an **authorized translator** and upload the translation on the application portal together with the original document. Depending on the state that issued your documents you may need different legalizations. ["The Legalization List for Higher Education"](#) of The Austrian Federal Ministry of Education, Science and Research provides all detailed information on which form of legalization your documents require.

If you have any questions regarding specific admission requirements for holders of foreign school leaving or degree certificates, or international certificates, please contact our [Admission Office](#). We will inform you about the supplementary examinations you are required to take. You must sit these examinations in addition to the standard admission procedure and before the start of the degree programme at the UAS BFI Vienna.

Required language level

For our degree programmes offered in German you require German language competence level [CEFR-level C1](#) and English language competence level **B2**.

For the degree programmes offered in English you require English competence level **C1**. German language competence is not necessary for these programmes.

You need not produce certificates as evidence of your language skills; those skills will be ascertained by us during the admission procedure. If necessary, you will have to take a supplementary exam in German or English.

5.3 Bridging courses

If you generally meet the admission requirements but lack **a few ECTS credits** you can make up for these in selected [bridging courses](#). In this case, you will be invited by the degree programme ECTS coordinator to register for one or more bridging courses.

5.4 Applicants with special needs

We highly value a barrier-free access to the institution and our degree programmes. If you want us to accommodate your special needs during your admission procedure, remember to contact our Gender and Diversity Officer [Mag.^a Marion Roßhap](#) in time before your admission test, please.

6. Your master programme admission procedure

The admission procedure for master programmes consists of an online admission test and an oral part, which may be an interview, presentation or other appropriate form.

6.1 UHStat 1 form

Before you can book an appointment for our admission test, you need to complete the [Statistik Austria UHStat 1 form](#) and upload the confirmation of sending to our [application portal](#) under the **menu item "Documents"** and the **field "UHStat 1"**.

The UAS BFI Vienna is legally obliged to ensure that this data is collected from its applicants for the Federal Ministry of Education, Science and Research prior to their participation in the admission test.

Attention: In the UHStat 1 form, it is mandatory to provide an **Austrian social security number** (or a **substitute code**). If you do not have an Austrian social security number, please apply for a substitute code on our application portal under the **menu item "Personal data"**. We will create the code for you within our business hours and you will find it under the **menu item "Admission test"** once it has been created. You will be able to complete the UHStat 1 form with this substitute code.

6.2 Choose your admission test date



TO DO

As soon as we have checked your application and you meet the admission requirements, we will invite you to the admission test. Your status under the **menu item "Overview"** will change to **"Admitted to the admission test"** for the respective degree programme. The test takes place on several dates in the summer semester. From March onwards, we will inform you by e-mail that you can now book your test date **yourself** within seven days.

Please note: This deadline may be shortened if you have only applied by the end of the application period!

Again, you can book your test date via the application portal under the **menu item "Admission test"**, where you can also see your booked date (for each degree programme). Cancellation or change of

test date is not possible. Please contact our Infopoint at info@fh-vie.ac.at or +43 1 720 12 86 in good time if you have to postpone an already fixed date for urgent reasons.

If you have not booked a date for the admission test within the specified period, we regret that we will not be able to consider your application any further and you will be eliminated from the admission procedure.

6.3 Access details for your admission test and your sample test

TO DO

Within **24 hours** of booking your appointment for the admission test, you will find your access data for the online portal of the test in a green box under the **menu item "Admission test"** on the application portal. You can use these to log in at any time and take a sample test. This serves to check the technical functionality, does not reflect any questions from the admission test and will not count towards its result. We recommend that you take the sample test in any case!

You can find all information on the necessary technical requirements for the sample and admission test [here](#). You will need a **laptop or PC with a camera and microphone** (tablets or mobile phones are not suitable) and the **Chrome browser**. If required, IT support is available at support@e-learning-consulting.com or +43 1 361 97 67 17.

6.4 How to prepare for your admission test

TO DO

For optimal preparation, you will find **individual preparation guides** for the admission test in each of our master programmes on our website from around the end of January. A course from external providers is not necessary!

Once you have taken the test, you will be informed by the staff of the degree programme about **time, duration, content, and form** of the second (oral) part of the admission procedure. The online admission test is assessed at **60%**, the oral part at **40%**.

6.5 Taking the admission test

TO DO

On the day you choose for the admission test, you will have **24 hours** to complete all parts of the test, starting at **0:00** and ending at **23:59 CEST**. This gives you maximum flexibility to take the test with as little stress as possible. If your test comprises several sections, you can take a break between individual test sections. Once a test section has been started, you can no longer interrupt it. Make sure that the camera of your laptop or PC is turned on during the test and that you are clearly visible and recognizable.

Please note that we can only rank you for a study place if you have completed all the required test sections. Should you encounter any **technical problems** during the admission test, IT support is

available from 8:00 to 20:00 CEST at support@e-learning-consulting.com or +43 1 361 97 67 17. In your own interest, please report all technical problems to IT support immediately!

All applicants who have taken the test will then be invited to an interview.

6.6 Admission interview

After the admission test, the oral part takes place as an **interview**, a **presentation**, or in **another suitable form**. You will be informed of all details and requirements in due time. The total number of points achieved in the test and the admission interview, determine your place in the ranking list for a place on the programme.

After both parts of the admission procedure have been evaluated, your status on the application portal will change to **"Admission test completed"**.

7. Online info sessions

TO DO

Each degree programme offers online info sessions on several dates throughout the year. You can find the dates on our [website](#) by navigating to the degree programme(s) you are interested in.

Here, you can find out about **content**, **structure** and **career prospects** of the degree programme in direct communication with those responsible for it, and to find out whether it is the right one for you. Please use this opportunity to get to know the degree programme and its team and to clarify any questions you may have!

8. Study place information or place on the waiting list

We inform our best applicants at an early stage that we would like to offer them a place on the degree programme (**early May or early June**). Even if you do not receive a study place confirmation, you still have a chance to study at the University of Applied Sciences BFI Vienna: The final ranking will be made at the **end of June/beginning of July** and all applicants will be informed by e-mail about their admission or a place on the waiting list at the latest. Please give us quick feedback if you accept an offered place or if we can release it to other applicants on the waiting list.

9. Your education contract

TO DO

Your education contract including all attachments as well as information on transferring the student fee and the Austrian Students Union fee ("ÖH-Beitrag", [see chapter 10](#)) will be emailed to you a few days after we have confirmed your place. Your status on the application portal will change to **"Study place confirmation"**. After signing your education contract, scan it in its entirety and upload it via a link that you will receive from us. Your place is confirmed when the signed education contract has been uploaded and the tuition fee has been transferred by the deadline. You have **14 days** to do this.

10. Student fee and Austrian Students Union fee

The student fee amounts to **EUR 363.36** per semester and the Austrian Students Union fee ("ÖH-Beitrag") to **EUR 22.70** per semester. This applies to Austrian as well as to international students. Participation in the admission procedure incurs no fees.

11. Starting your studies

You will receive all details regarding **enrolment**, **student account** and the **first semester** (start of studies, timetable etc.) from your programme coordinator in good time before the start of studies. The winter semester starts in **early September** for master programmes.

You must bring and present your **original admission certificates** (certificates, e.g. bachelor certificate or diploma supplement) to your first administration meeting. You will also receive your **student ID card** here. International certificates must be presented to Admission Office staff. You will be emailed on this in the course of the summer.

12. Data protection

For information on the processing of your personal data, please refer to the application portal of the University of Applied Sciences BFI Vienna or [here](#).



University of
Applied Sciences
BFI Vienna

Wohlmutterstrasse 22
1020 Vienna
Austria

+43 1 720 12 86
info@fh-vie.ac.at
www.fh-vie.ac.at