

# How to Be Admitted to a Study Programme

You need to provide the following ORIGINAL documents<sup>1</sup> and forms for the admission procedure:

- Valid passport, personal ID card, or a driver's license combined with a proof of your citizenship
- Proof of an Austrian social insurance number (e.g. e-card), for Austrian citizens only
- High school diploma\*/ secondary school\*/ university entrance certificate\* (e.g. Austrian "Reifeprüfungszeugnis", German "Abitur", IB Diploma, containing all pages. This document is compulsory for the study programmes BA Architecture, BA Industrial Design, BA Cultural Studies)
- German language certificate (B2) for the study programmes Architecture (BA, MA), Industrial Design (BA, MA) and Cultural Studies (BA) [https://kunstuni-linz.at/fileadmin/media/zentrale\\_verwaltung/studien\\_und\\_pruefungsabteilung/zulassungspruefung/Na chweisDeutsch.pdf](https://kunstuni-linz.at/fileadmin/media/zentrale_verwaltung/studien_und_pruefungsabteilung/zulassungspruefung/Na chweisDeutsch.pdf)
- Bachelor's degree certificate\* and a Diploma Supplement in order to enrol for a Master's programme
- Certificate proving the change of your name if the name in your passport or on your ID card does not match the name on your documents (e.g. marriage certificate)
- Deregistration certificate if you are coming from another Austrian university and want to enrol for the same subject at the University of Arts Linz
- Certificate proving your Austrian student number ("Matrikelnummer") if you have been registered at an Austrian university, or a college of higher education (in the case of a „Fachhochschule“ only after 2017/18)

\* IMPORTANT: Applicants for the study programmes

- Architecture (BA), Industrial Design (BA), Cultural Studies (BA) and
- all Master programmes

who did not acquire their graduation in Austria, might have to provide additional entrance requirements/ legalisations in order to begin their study programme. This requires the student's office to verify your documents in advance. Therefore, we highly recommend sending your documents BEFOREHAND to [studien.office@ufg.at](mailto:studien.office@ufg.at). You can find more information on our homepage at <https://kunstuni-linz.at/Start-ins-Studium.5246+M52087573ab0.0.html>

Please also note the following requirements regarding the legalisation procedure of foreign documents: [https://www.ufg.at/fileadmin/media/zentrale\\_verwaltung/studien\\_und\\_pruefungsabteilung/zulassung\\_zum\\_studium/E-Legalization\\_of\\_Foreign\\_Documents\\_in\\_Higher\\_Education.pdf](https://www.ufg.at/fileadmin/media/zentrale_verwaltung/studien_und_pruefungsabteilung/zulassung_zum_studium/E-Legalization_of_Foreign_Documents_in_Higher_Education.pdf)

**Pre-Registration** - not necessary if you are or were already enrolled at the University of Arts Linz.

Applicants who have passed an entrance exam/ interview in the past 20 months, or had an entrance interview and were asked to submit their information in our UFGonline system, or are being admitted based on a cooperation agreement (e.g. Erasmus), or want to attend individual courses and do not want to enrol in a graduate programme, or are co-registering at our university need to create an account for applicants in our UFGonline and have to submit their personal information at "My Applications": <https://ufgonline.ufg.ac.at/>

Please note capitalisations and spelling! Please only state your Austrian social security number. Applicants with a citizenship other than Austria can receive a substitute number during the admission procedure.

If this is your first time registering at an Austrian University/ higher education institute and you do not have an enrolment number yet, our university will issue you an enrolment number. **If you already have an Austrian enrolment number, you must state it during your admission procedure. Failing to do so, will result in an administrative fee of € 10,--.**

## Admission to the Study Programme

Applicants need to finish the enrolment procedure during the admission period in person at the student's office. Please bring the aforementioned documents to your appointment. There, we will check your original documents and the data you submitted during your pre-registration and we will use the picture you provided during your pre-registration for your student's card. Afterwards, you will receive a payment form for the tuition fees.

## Austrian Student Union Fee and Tuition Fee

Please transfer the Austrian student union fee<sup>2</sup> and/ or tuition fee<sup>2</sup> and make sure to state the reference number on your payment form, otherwise we cannot link your payment to your account. From the second term onwards, you will find the

payment details in your UFGonline Student's account at "tuition fees". Here you will also see the reference number for the current term.

### **Your UFGonline Student's Account and E-Mail Address form the University of Arts Linz**

After receiving your Austrian student union fee/ tuition fee, you will receive a PIN code to your e-mail address in order to activate your UFGonline Student's account. Here you can access all the data necessary for your study programme, as well as your enrolment confirmation and other documents.

You will also receive a UFG e-mail address which you are obliged to use. Please note the university will use this e-mail address to communicate with you, so you are expected to check it regularly. If necessary, you can forward these e-mails to a different e-mail address.

After activating your UFGonline Student's account, you can log-in using m+your enrolment number as your user name (e.g. "m0875999").

Should you forget your password, please contact our support department at [UFGOnline.Support@ufg.ac.at](mailto:UFGOnline.Support@ufg.ac.at)

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<sup>1</sup> The documents must be submitted as originals or certified copies. Documents in languages other than German need a German or English translation in addition. The original documents and the translations need to meet the legal requirements regarding legalisations.

<sup>2</sup> To be paid at one university only.