

INFORMATION

for asylum seekers, recognised refugees and
people eligible for subsidiary protection



You are an asylum seeker or a recognised refugee or are eligible for subsidiary protection and wish to study, continue your studies or attend a German course at FH JOANNEUM? We will show you how.

We will provide you with the best possible support to enable you to study at FH JOANNEUM.

1. You want to enrol on a Bachelor's or Master's degree programme?

This requires the following steps:

STEP 1 Submit your application

The first step is the same for anyone wishing to enrol on one of our Bachelor's or Master's programmes: you need to submit an application. The application deadlines can be found on our website at www.fh-joaanneum.at

A complete set of application documents for a Bachelor's course includes:

- 1.** a completed and signed Application Form of FH JOANNEUM (please download from the relevant programme pages at www.fh-joanneum.at/studium)
- 2.** a signed letter of application
TIP: Please state your motivations and reasons for your choice of studies and mention any previous experience you may have in your chosen field.
- 3.** a signed curriculum vitae (CV)
Please remember to mention and include proof of any relevant additional qualifications you may have.
- 4.** a copy of your school-leaving certificate (or proof of university entrance qualification)
- 5.** a copy of your final school report
- 6.** a copy of your citizenship certificate or passport
- 7.** a representative collection of samples of your work (binder, portfolio) if you are applying for the Information Design or Industrial Design programme
- 8.** for German-taught programmes: proof of proficiency in German (ÖSD diploma, TestDAF or Goethe Certificate Level B2 or higher)
- 9.** for English-taught programmes: proof of proficiency in English (IELTS, TELC, TOEFL or FCE Cambridge certificate Level B2 or higher).

A complete set of application documents for a Master's course includes:

- 1.** a completed and signed Application Form of FH JOANNEUM (please download from the relevant programme pages at www.fh-joanneum.at/studium)
- 2.** a signed letter of application
TIP: Please state your motivations and reasons for your choice of studies and mention any previous experience you may have in your chosen field.
- 3.** a signed curriculum vitae (CV)
Please remember to mention and include proof of any relevant additional qualifications you may have.
- 4.** a copy of your school-leaving certificate (or proof of university entrance qualification)
- 5.** a copy of documentary evidence of completion of a relevant Bachelor's degree programme or equivalent education
- 6.** a transcript of records for assessing compliance with the admission requirements
- 7.** a copy of your citizenship certificate or passport
- 8.** for German-taught programmes: proof of proficiency in German (ÖSD diploma, TestDAF or Goethe Certificate Level B2 or higher)
- 9.** for English-taught programmes: proof of proficiency in English (IELTS, TELC, TOEFL or FCE Cambridge certificate Level B2 or higher)

Please note:

Both language certificates must be submitted for degree programmes which are taught in German and English. If available, we ask you to enclose any other certificates of education you have obtained. **The application must be submitted together with all translated and legalised documents required.** The translation and legalisation guidelines for documents can be found at www.fh-joanneum.at/guidelines!

The letter of motivation and the CV must be submitted in the relevant language of instruction for all Bachelor's (and Master's) degree programmes. All other application documents (exception: original documents) may be submitted in English or German.

Some Bachelor's and Master's degree programmes request additional application documents. For more information, please go to the relevant programme pages at www.fh-joanneum.at/studium.

If you do not have the required documents or if your documents have not been translated or legalised, you will also need to include the following:

- a description of your education and situation, ideally in the letter of application (qualifications, name of former school, university etc.)
- a list of the documents which you cannot provide
- proof of your successful application for asylum or your current asylum status

If your documents have not been translated or legalised or if you do not have any documents, we will need to find another way of obtaining proof of your educational background. This can be done in two ways:

- **Verification by our Continuing Education and Student Administration department**
Our team seeks to establish the Austrian equivalent of your educational background by using databases and gathering information from the relevant ministry.
- **Verification by the head of degree programme**
The head of the degree programme you are applying for will establish whether your educational background is credible either during an interview or written assessment. If you wish to **start or continue a Bachelor's degree programme** and claim to have completed secondary education in your home country, this verification process will be similar to a secondary school leaving examination in several subjects.

If you are **applying for a Master's degree programme**, an interview or written assessment of your knowledge will take place based on your stated educational background.

Finally, the head of degree programme will compile a report, ideally a positive one. If only specific areas of knowledge are lacking, such as maths, you can catch up by sitting an additional exam.

STEP 2 Take part in the admissions process

If you meet the admission requirements for the chosen degree programme, you can proceed to our admissions process. It does not matter if you are Austrian, European, an international student or an asylum seeker - everyone has the same chances.

CONTACT Course Guidance

Sophie Baumhakil, BSc

T: +43 (0) 316 5453-8832 or +43 (0) 316 5453-8800, E: Sophie.baumhakil@fh-joanneum.at

Personal guidance interviews are available by appointment on Mondays and Thursdays, 9 – 12:00.

2. You want to continue your studies?

Please first send us your **application documents** so that we can check whether you meet the admission requirements for the degree programme of your choice. The head of degree programme will then decide what parts of your prior studies can be credited towards the course and whether you can transfer to a higher semester.

Apply at: bewerbung@fh-joanneum.at

3. Scholarship

Recognised refugees are entitled to apply for a scholarship (student grant).

Contact: Study Grant Authority (*Studienbeihilfenbehörde*) Graz, Metahofgasse 30, 8020 Graz
(Office hours: Mon, Tue, Thu, Fri, 9:00 – 12:00)

T: +43 (0)316 813388-0, E: stip.graz@stbh.gv.at

The relevant forms can be downloaded online at www.stipendium.at.

Information on scholarships:

https://www.stipendium.at/fileadmin/download/PDF/WS14_15/Studf-E_2015.pdf

<http://www.integrationsfonds.at/themen/stipendium/liese-prokop-stipendium/>

4. Participation in German courses for asylum seekers, recognised refugees and people eligible for subsidiary protection

If you want to take part in a free German course you need to prove upon online registration (<https://forms.fh-joanneum.at/refugees/german-courses/>) that you have already been enrolled at a university in your home country. Please note the registration deadlines for the German courses, which can be found online at: <https://www.fh-joanneum.at/international/sprachen/deutsch-als-fremdsprache/anmeldung/>

Following registration, you will receive a confirmation and a link to the mandatory online placement test.

Once you have registered and completed the placement test you will be invited to a mandatory personal interview.

Please note that places on the course are subject to availability. **You will receive the final confirmation of admission by email following online registration for the desired courses.****

Please also note that it is NOT possible to register in person at one of our International Offices!

If you have further questions please contact daf@fh-joanneum.at.

An overview of the German courses offered by FH JOANNEUM and the registration conditions can be found at: www.fh-joanneum.at/daf

Contact: German as a Foreign Language
T.: +43 (0)316 5453 8852
daf@fh-joanneum.at