

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-joanneum.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).

If available, we ask you to enclose any other certificates of education you have obtained.

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)

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!

Please note:

- Application documents for German-taught degree programmes must be submitted in German (with the exception of copies of original documents).
- Application documents for English-taught degree programmes must be submitted in English (with the exception of copies of original documents).
- Application documents for degree programmes that are taught in German and English (with the exception of copies of original documents) can 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.

➔ **University Preparation Programme:**

If your knowledge of German is not sufficient and you cannot provide a B2 certificate you may attend the **University Preparation Programme (VGUH) in Graz** as an extraordinary (non-degree) student provided that you meet the admission requirements for the selected degree programme. The courses start at the beginning of March and at the beginning of October.

In this case, please enclose a **completed and signed application form for the University Preparation Programme** with the application documents listed above. The form can be downloaded from www.fh-joanneum.at/vorstudienlehrgang

To start at the beginning of March 2017 you need

to apply for a degree programme by 9 January 2017 at the latest.

To start at the beginning of October 2017 you need

to apply for a degree programme by 1 June 2017.

In parallel to the University Preparation Programme applicants may also attend the **German courses at FH JOANNEUM** from level A2 free of charge. These courses are offered as semester courses (end of February to end of June and end of September to end of January). Participation in the intensive courses (3 weeks at the beginning of September / 3 weeks at the beginning of February) is possible subject to availability of places.

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

Contact: Mag. Christoph Hofrichter

T: +43 (0) 316 5453 8822, E: christoph.hofrichter@fh-joanneum.at

You may also take a TOEFL test at FH JOANNEUM to prove your proficiency in English.

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

Mag.^(FH) Petra Lomšek

T: +43 (0) 316 5453-8831 or +43 (0) 316 5453-8800, E: petra.lomsek@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 who do not apply for a FH JOANNEUM degree programme

If you wish to attend a German course or the intensive course (in February and/or September) without applying to a FH JOANNEUM degree programme you need to prove that you have been enrolled at a university in your home country when registering for the course. If you are unable to provide such evidence you will be invited to an interview and an assessment test. Please note that the number of places on the course is subject to availability. Following registration, you will receive a confirmation and a link to the mandatory assessment test. You will be notified by email once you have been accepted on the course.

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

Please register here: <https://forms.fh-joanneum.at/refugees/german-courses/>

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

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