

The following documents<sup>1</sup> and forms must be submitted in the ORIGINAL:

- valid (= validity date!) travelling document (passport or equivalent) or certificate of citizenship together with an official photo ID,
- explanatory certificate if the documents submitted do not feature the same name throughout,
- proof of general and special university entrance qualification for admission to degree programmes,
- current enrolment sheet if a student number was already assigned by another university/teacher training colleges,
- certificate of transfer if you were already admitted to the programme registered for at another Austrian university, also if this admission was not recent,
- any previous student number assigned by an Austrian university or teacher training colleges (including universities with an art orientation, **but not universities of applied sciences – “Fachhochschulen”**) must in any case be maintained and documented, also if this number was not assigned recently.

**PRE-REGISTRATION VIA INTERNET** - not necessary if you are or were already enrolled at Kunstuni Linz.

If there is no passport photo saved, please upload as described below.

- Go to <http://www.ufg.ac.at/Zulassung-zum-Studium.5246.0.html> and fill in the application for admission to study at Kunstuniversität Linz (**please use upper/lower case**). If you have a **social insurance number**, please enter this number, answer the questions regarding the **education statistics** and import a **digital passport photo**. If you have no student number yet, you will then be assigned an identification number. Any previous student number must in any case be stated and documented.

**Omission to state your previous student number will entail an administrative fee of €10.--.**

*(student number of universities of applied sciences and private universities are not considered university student numbers!)*

- During the official admission period, go to the Administration and Examination Department with the above documents and the pre-registration printout or identification/student number,
- we will then check the data submitted by you,
- for the student card the digital passport photo submitted during your online pre-registration will be used.

### **PAYMENT OF TUITION, STUDY AND ÖH MEMBERSHIP FEES**

- For payment of the **tuition fee for university** courses, an invoice with a payment slip will be sent to you,
- the **ÖH membership fee**<sup>2</sup> and/or **study fee**<sup>2</sup> you pay with the handed payment slip.  
Starting with the **second semester**, you will receive no payment slip anymore; please get fee-related information from your ufg account.
- Roughly one week after the correct transfer of the required sum, you can print out your study confirmation after activating the PIN code for ufg online and pick up your student card at the Administration Department.
- If incorrect account data were transmitted during payment, please send an e-mail to the PSK tracking unit ([rc.nachforschung\\_inland\\_ba-fi@bawagpsk.com](mailto:rc.nachforschung_inland_ba-fi@bawagpsk.com)) requesting the correct allocation of your study and/or ÖH membership fee and specifying the following data: bank and bank routing number, account holder, account number, amount, student number, name, address. If possible, also submit the payment slip. After a few days, please check your ufg account to see whether your data were correctly allocated to allow you continuation of your programme.

### **KUNSTUNI LINZ ACCOUNT / E-MAIL ADDRESS ASSIGNED BY KUNSTUNI LINZ OBLIGATORY**

- As soon as the study / ÖH membership fee has been received in our bank account, you will receive a preliminary PIN code by E-mail that allows you to access your account with Kunstuniversität Linz. Internet address: [https://ufgonline.ufg.ac.at/ufg\\_online/webnav.ini](https://ufgonline.ufg.ac.at/ufg_online/webnav.ini).

**PIN activation** with student number and date of birth.

Your **ufg-E-mail address** will be generated. It is to be used **obligatory**.

**Further registrations in ufg online:** username= m+student number (e.g. m0875999).

**PIN forgotten** - [UFGOnline.Support@ufg.ac.at](mailto:UFGOnline.Support@ufg.ac.at)

<sup>1</sup> All documents must be submitted in the original or as certified copies. Documents in languages other than German must be accompanied by authorised German translations. Originals and translations must correspond to the legal certification requirements.

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