



### **Tuition fees:**

**No tuition fees are required for the Summer Semester in 2012.**

This applies both for regular students as well as for non-degree students, and does not depend on one's nationality. To continue one's studies, therefore, it is only necessary to pay the ÖH (Austrian National Union of Students) fee of € 17. (Exception: students in a university course must pay a course fee, if and when this has been prescribed.) Thus, it is not necessary to make an application to have the tuition fees waived for the Summer Semester 2012.

The basis for the dispensation of the previous legal requirements concerning tuition fees was determined by the Constitutional Court.

The situation for the Winter Semester in 2012/13 is still unclear. The current status of discussion can be derived from the media. As soon as a definitive decision about the levying of tuition fees has been made, we will inform you about this on our homepage.

### **REGISTRATION PROCEDURE**

**Place:** Palais Meran, Studienabteilung, Leonhardstraße 15, Parterre Rm. 16

1) Pick up the folder containing forms in the Brandhofgasse 21, Parterre Rm. E.10 and fill out the forms.

Students who already have been admitted to an Austrian university must be sure to indicate this, since they keep their old student registration numbers.

2) Insert the data in the preliminary registration (Studierendenvoranmeldung)

<http://online.kug.ac.at> – Studium – Studierendenvoranmeldung

You have to upload a digital photo (max 500 Kilobyte, 204x270 Pixel, Format: JPG, GIF, TF or PNG) for the new KUGcard = student identity card.

3) Documents and supporting materials: All entering students must submit the GREEN FOLDER with all of the forms completely filled out. In addition your passport must be submitted.

Students who were already accepted at another Austrian university for this field of studies must in addition submit written confirmation of their withdrawal.

4) Applications for **ordering student transportation cards for travel between the place of residence and the institution of learning** will be confirmed at the Registrar's Office (the prerequisite is regular studies; or students who receive Austrian family support)

5) **Students whose mother tongue is not German must submit evidence of having passed an exam in German within the deadline set by their respective study fields.** In most fields this exam takes place after the 1st or 2nd semester. In the fields of Musicology, Electrical Engineering – Sound Engineering, Music Education and IGP this takes place before studies begin! For students at KUG a relevant German course has been set up ([www.vgu.at](http://www.vgu.at)). Successful participation in this course serves as proof of the necessary knowledge of German. **Deadlines can be obtained at the Registrar's Office or can be found on KUGonline.**

### **Important Notice!**

6) **Also after the admission registration, every student must report the continuation of his/her study for each further semester!!!**