

## WELCOME TO KUNSTUNIVERSITÄT GRAZ

You have passed your entrance exam and now you want to start your studies at KUG?  
For a successful start of your studies at KUG in the upcoming Summer Term, you will need some important information, which we have compiled for you here – please read the information carefully!

### ADMISSION PROCEDURE

**Regular admission period: 10 – 27 February 2020**

**Exception:** Admission period for Musicology: **7 January – 5 February 2020**

**Place of admission:**<sup>1</sup> **Registrar's Office**, Palais Meran, Leonhardstraße 15, 8010 Graz, ground floor (room 16)

**Opening hours for admission: MON-THU: 9.00 a.m. - 12.00 noon plus THU: 2.00 p.m. - 3.30 p.m.**

*Please note the following procedure (which depends on your chosen Degree Programme):*

**- Admission WITH entrance exam:** As you have already applied online for the entrance exam and therefore we have your data already stored in our system, you can come in person to KUG right away after passing the entrance exam during the admission period: First please pick up the **Green Folder** from the employees from the **Welcome Center**, MON - THU: 9.00 a.m. - 12.00 noon plus THU: 2.00 p.m. - 3.30 p.m., **Venue: Lichtenfelsgasse 21, 8010 Graz, ground floor**) and fill out all forms completely. When filling out the forms the employees of the Welcome Center will be happy to assist you!

**- Admission WITHOUT entrance exam:** (applies to: Musicology – *Please mind: For Musicology the admission period ends already on 5 February 2020!* – as well as Incoming-Students or Concurrently Enrolled Students): First of all you have to **do the online-registration on your own** on: [online.kug.ac.at](http://online.kug.ac.at) (see [information sheet](#)). As mentioned, please do the registration for an applicant account as well as the application for the chosen Degree Programme!), after this, you can pick up the **Green Folder** (as mentioned above) in order to be able to do the admission at the Registrar's Office!

#### **Short instruction for the online-registration:**

- Register for an applicant account in KUGonline
- Log in with your user data
- In your Business Card: „Applications“ -> „Enter new application“ ->
- Fill in the Online Application

#### **- Applies to EVERYONE:**

After you have filled in all the forms in the **Green Folder**,<sup>2</sup> you can hand them in at the Registrar's Office. Hand in your supporting materials only when they are complete! Incomplete materials cannot be processed. This means that you will have to come again once more!

At the Registrar's Office the admission will take place then. In the course of the admission you will also receive your **KUGcard** at the Registrar's Office (only if you have uploaded a photo via KUGonline!).

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<sup>1</sup> If you plan to study in Oberschützen, you can do the admission directly at the [Institute of Oberschützen!](#)

<sup>2</sup> **HINT:** Please fill in all forms accurately, completely and legibly and do not forget to sign the forms! You are responsible personally for the accuracy of all the information you insert onto the forms! All documents must be supplied either in the original or in officially verified copies. Foreign-language documents have to be authenticated and officially translated into German language.

For the admission please take your

- **Valid identity card** (photo ID, e.g. passport) with you and
- If available<sup>3</sup> your **high school graduation certificate** (foreign-language certificates have to be officially translated into German/English language and if applicable you will need a diplomatic [legalization](#) for the foreign documents!)
- [German language certificates](#) must also be presented in the **original**.
- **Austrian citizens** must also provide their **social security number**.
- If you have already studied at a public Austrian university or University College of Teacher Education, you must also announce your **student's registration number** ("Matrikelnummer").
- **Concurrently Enrolled Students** from other universities have to take their **current enrolment log** from their university with them in addition.
- Students who have already been accepted **at another Austrian university for the same field of studies** have to submit a written confirmation of their **withdrawal** additionally.

In the course of the admission you will receive your **payment form** at the Registrar's Office, in order to be able to pay the **ÖH student union fee and/or tuition fee**.<sup>4</sup>

As soon as you have paid these fees (be aware that it may take 3 to 10 days before the sum is transferred from your bank to KUG!) you will automatically receive an email to your private email-address and from then on you can register for your courses via KUGonline.<sup>5</sup>

**Take note: Registration for courses via KUGonline is only possible until 3 March 2020!**

The list of courses (incl. the exact requirements about the prerequisites for being admitted to them) can be viewed in up-dated form at [online.kug.ac.at](http://online.kug.ac.at).

**Please mind:** Even if you have made the initial admission, you will have to report the continuation of your studies for each further semester by paying the ÖH student union fee and, if applicable, the tuition fee!

## FURTHER IMPORTANT INFORMATION

For information about **social health insurance** see below → "[ÖGK](#)" ("Österreichische Gesundheitskasse")

For ordering your [student pass](#) for **traveling by public transport between the place of residence and the institution of studying** your application form will be confirmed on request at the Registrar's Office (prerequisite: degree programme student; mind the age limit!). You will get your student pass (e.g. "top ticket for students") at the Mobility and Sales Center ("Mobilitäts- und Vertriebscenter"), Jakominiustraße 1, 8010 Graz or online in the Graz Linien [ticket shop](#).

### **Next Welcome Information Day**

The Welcome Information Day for all freshmen of KUG always takes place **only at the beginning of each Winter Term**. You are welcome to attend the next Welcome Information Day. All information (as well as the exact date, which usually will be in September) will be available in time at the Welcome Center as well as on [www.kug.ac.at/WID\\_Programme](http://www.kug.ac.at/WID_Programme).

If you have any questions about starting your studies, you can always contact the team of the [Welcome Center](#). The [ÖH-KUG](#) is also available for all your questions after your admission to the study programme.

### **Further general information concerning starting your studies will be provided here:**

- **Consultation for freshmen:** Information is available at the [Welcome Center](#)
- **A helpful guide to "How to Study at KUG"** ("Studieren an der KUG"): <http://study.kug.ac.at>
- **Consultation for enrolled students of KUG:** Please consult the Student Union [ÖH-KUG](#)

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<sup>3</sup> Submission of the **high school diploma certificate** is required in any case for the following fields of study at KUG: **Electrical Engineering and Audio Engineering, Musicology and Teacher Training Programme**

<sup>4</sup> **Information** about the **ÖH student's union fee and/or tuition fee** is available on the website: <https://www.kug.ac.at/en/studies-further-education/studies/costs-grants-allowances.html>.

<sup>5</sup> **HINT:** KUGonline was implemented to serve course registration and the whole examination system at KUG. **This means that registering for courses, in addition to the personal discussion with your teachers, must be carried out also via this programme without exception! Without registering via KUGonline, you will not be able to receive a transcript!**

**Students from Non-EU/EEA Countries** will receive a confirmation that they have passed the entrance exam via email from the Registrar's Office (on request only: [admission@kug.ac.at](mailto:admission@kug.ac.at)!). This confirmation will be required for the residence permit!

**Students from EU/EEA countries and Switzerland** have to apply for an [EU-registration certificate](#) ("Anmeldebescheinigung") within 4 months after their immigration to Austria in addition to their registration of residence ("Meldezettel"). Information and [application forms](#) are also available on our [website](#) as well as in the Welcome Center.

### **Information for Students whose mother tongue is not German:**

In order to be able to study at KUG, depending on the chosen Degree Programme, a **specific level of German<sup>6</sup> language competency is expected** from applicants whose mother tongue is not the language of instruction of the chosen Degree Programme. Therefore you will have to submit a **proof of your German language competency** on the one hand already **at the time of application/admission** to the study programme as well as on the other hand **until a determinate deadline, which is specified in the respective curriculum**, at the latest.<sup>\*</sup> [Here](#) you can find further information about the required German language competency at KUG.

**\*Please mind:** If you do not submit a proof of the required German language competency **in time**, you will not be able to be admitted or to continue your regular studies!!!

### **What you need after admission: German course / German test of the University Preparation Programme Graz ("Vorstudienlehrgang" / "VGUH"):**

For students of KUG a relevant German course has been set up at the VGUH.

- The preliminary course of studies is held at **Neubaugasse 10/1, 8020 Graz, Austria**
- Contact: T: +43 316 83 14 96, E: [office@vguh.at](mailto:office@vguh.at), <https://vorstudienlehrgang.at/en/>
- Opening hours: MON-FRY: 9.00 - 11.00 a.m. plus WED 12.30 - 2.30 p.m.
- **PLEASE MIND:** Please register online on [public.vguh.at](http://public.vguh.at)
- The **German language course fee** for the Summer Term for regular students has to be paid **not later than 17 February 2020**; details can be found on the website of the VGUH! ATTENTION: For students who attend the VGUH course in advance in preparation for their regular studies (applies to: Musicology, Electrical Engineering - Audio Engineering) other tariffs and semester hours apply (see homepage of VGUH!)
- The **mandatory placement test** for the Summer Term will start from **12 February 2020** on. For further information please consult the website of the VGUH.
- The fee for the test is **€ 30** and must be paid until the respective date mentioned on the website.

 **HINT:** Contact service at ÖH-KUG concerning German courses/tests: [deutschtutorium@kug.ac.at](mailto:deutschtutorium@kug.ac.at) - please contact the responsible student employee via this email-address in case you have to learn German and submit a proof of your German language competency for continuing your studies! **NOTE:** Further information can be found [here](#).

### **Social Health Insurance for Students ("ÖGK" etc.)**

- If you are insured e.g. under your parents' plan, you do not have to worry about insurance. This applies to students from Austria and students from other EU-countries with an European insurance card, if this is also valid in Austria → Information about this is also available at our [website!](#)
- In all other cases, please personally consult the **ÖGK**, which you will find at Josef-Pongratz-Platz 1, 8010 Graz (or. in the case of Oberschützen: ÖGK Steinamangerer Straße 30, 7400 Oberwart)
- The current **monthly fee** is **€ 61.43** ("[Self-insurance for students](#)")
- This fee **must be paid regularly; otherwise the insurance will be cancelled!** Continuing the insurance later comes at a very high cost (about € 200 monthly)!
- **Students from Non-EU/EEA countries take note:** Without insurance you will not be able to receive a residence permit for Austria!
- Self-insurance for students is possible for all Degree Programme students as well as for Non-Degree Programme students taking Preliminary Courses (regardless of nationality).
- **Students who are taking a University Course** (e.g. Elementary Music Education, Music Therapy, Postgraduate University Courses) are **not entitled** to the self-insurance for students at ÖGK!

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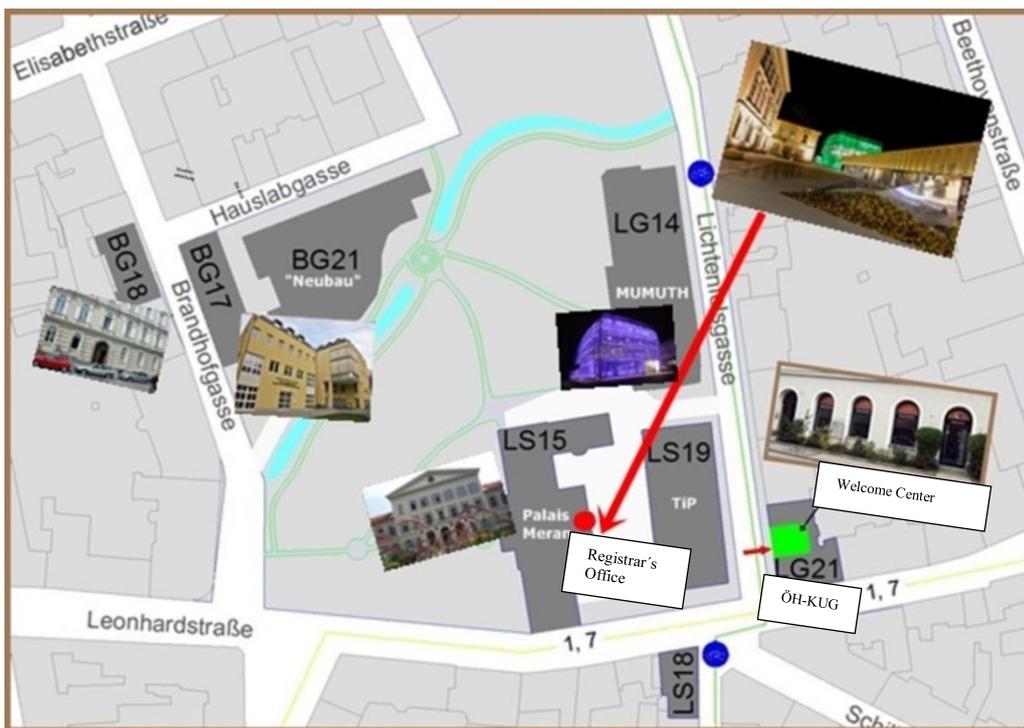
<sup>6</sup> If curricula of study programmes specify English as the language of instruction or if the knowledge of English language is defined as a prerequisite for admission, the following regulations refer to the English language (see [decree of the Rectorate of KUG as at 9 January 2019](#) – German only!).

- **For students from non-EU/EEA countries, who are taking University Courses** and who have no prior insurance periods within the EU/EEA, the available insurance will therefore cost a lot in the first 6 months. You must register for private health insurance immediately after arriving in Austria and, in addition, pay into the official insurance company (incl. waiting period)!!  
Possible pre-insurance periods in an EU member state must be demonstrated with the respective form. This proof is issued by health insurers in the respective EU/EEA member state (pre-insurance periods: 6 weeks before the application or in the last 12 months through 26 weeks – then no waiting period, where applicable).  
**Furthermore please mind:** Basically it is not ensured, whether you can receive a residence permit student for university courses!!!
- **Students in Master's Programmes take note:** If you received your Bachelor's Degree longer than 30 months ago, you are **not entitled** to the self-insurance for students at ÖGK!
- If you have questions concerning alternative insurance options for Non-EU/EEA students (which are also recognized for the residence permit!), please contact the Welcome Center **in time!**  
HINT: An alternative option e.g. is provided by [FeelSafe](#).

**❗ If you have any further questions concerning starting your studies at KUG, please consult the employees of the [Welcome Center](#)!**

**❗ After your enrolment please do not hesitate to contact the employees of the [Student Union \(ÖH-KUG\)](#), if you have any further questions!**

**For better orientation on the campus:**



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