

# How to apply for a master degree programm

(Information for International Students)

## ADMISSION AND APPLICATION

### General prerequisites

- At least a BSc or BA degree (or equivalent) in a field of science relevant to the specific program applied for (see program outline)
- A minimum TOEFL score of 550 (paper-based test) or 213 (computer-based test) or 79-80 (internet-based test) or equivalent or IELTS score of 6.5 or equivalent, if your native language is not English. The **Carinthia University of Applied Sciences** has the **TOEFL code number: 8728**.
- Bachelor students from Carinthia University of Applied Sciences need a minimum of "B" (Basis CEF C1) or an entrance examination in English on the bases of the Council of Europe – Common European Framework with a minimum of CEF C1

Students must fulfil all of these minimum requirements in order for their application to be considered.

Under each individual master degree program (program outlines) you will find information about the master specific prerequisites.

Students who are in their last year of study in a BSc or BA (or equivalent) degree program may also apply for admission. They must graduate before July 1<sup>st</sup>, or provide an official letter from the home university stating that they will have completed all the requirements of the degree program before this date. The admission will be based on a transcript of the student's academic record and detailed information of course content, relevant research conducted by the student and the expected date of graduation.

The ACADEMIC MASTER COMMITTEE assesses all applicants based on their academic record, relevant work experience and entrance examination (interview).

### Admission Office

For more information about admission to the international master degree programs at Carinthia University of Applied Sciences, please contact the International Office: [international@fh-kaernten.at](mailto:international@fh-kaernten.at) or the program director of the relevant master degree program.

## APPLICATION PROCEDURE

The application and all required documents have to be sent to the International Office of Carinthia University of Applied Sciences!

Please note: **Study places are limited. Submit your application as soon as possible!**

Documents, which have to be submitted in German or English (please note that non-EU-applicants have to hand in more documents as required for visa application, see required documents on application form):

- A completed and signed application form with photo
- A copy of valid passport
- A certified copy of the BSc Diploma (or equivalent) or a certified English translation thereof (verified by the Austrian embassy in the home country – signature and stamp)
- A certified copy of the transcript of academic records for all university courses taken or a certified English translation thereof (including a list of marks and grades, preferably in ECTS)
- Detailed description of completed courses and project work
- A summary (min. 4000 words) of the bachelor thesis report or another relevant research paper (including the postal or e-mail address and telephone number of the academic supervisor)
- The results of the English language proficiency test (TOEFL or IELTS)
- A letter of motivation/purpose explaining why the applicant wishes to enrol in the chosen master degree program and an indication of the value to the applicant's profession (one page maximum)
- A Curriculum Vitae or brief personal history (one page maximum)
- Two Letters of Recommendation

Incomplete applications will not be considered. Type or use block letters when filling in the application form. All documents must be attested true copies. An attested copy of the original must accompany all translations. The use of forged documents will lead to a cancellation of the application.

## ADMISSION PROCEDURE

The **ACADEMIC MASTER COMMITTEE** of Carinthia UAS evaluates the application based on an individual assessment of the applicant's academic record, relevant work experience and structured interview (via phone, video-conferencing or skype-technology). A point-system is used (see selection criteria in the program outlines) for the selection of master students.

The program director gets in touch with the applicant as soon as possible if the applicant is invited to an interview (for phone interview: date and place - at Austrian embassy or partner institution of Carinthia UAS in the applicant's home country; for skype interview: date).

Depending on their prior work and/or study experience, it may be possible for students to be exempted from certain elements of the study program, which can reduce the length of the study period.

The "Letter of Acceptance/Admission" together with the confirmation form (including the data for transfer of the tuition fee of the first semester) and an information sheet of visa required documents is sent to the student by the International Relations Office via e-mail (pdf-file) and in origin via DHL. This LoA may be used by the student to apply for a scholarship in the home country. Together with a copy of "Financial Statement", the LoA is needed for the visa application at the Austrian embassy of the home country. Specific visa requirements and information are available at the Austrian embassy of the home country. Information on required documents also is send on demand by the International Relations Office. The Austrian embassy at the home country of the admission student will be informed about his/her acceptance to the international master degree program at Carinthia UAS by the International Relations Office. **Attention: New Visa Regulation in Austria since January 1<sup>st</sup>, 2006 (further information: [www.oead.at](http://www.oead.at)).**

**Visa procedures** should be started in time, because they take **minimum two months**.

The confirmation form with the proof of payment of the tuition fee of one semester (copy of bank receipt) has to be sent to the International Relations Office. The payment (actually present in our bank account) and confirmation form must be received within one month after the letter of acceptance has been received via DHL. If this is not the case, the study place will be open for students on the reservation list.

As soon as the financial obligations have been satisfied, the International Relations Office will assist all international students with obtaining housing at the degree program's locations (Klagenfurt, Villach). In Austria, everyone is required to have liability and health insurance. If requested by the international student, the Carinthia UAS organises a comprehensive insurance policy. This policy costs approximately 23,- Euro per month.

When all admission, tuition payments and visa requirements have been fulfilled, students should send their fully completed arrival data (arrival time, place of arrival, transportation) per e-mail to the International Office of Carinthia UAS. Students are expected to arrive in time, so they can settle in and follow an introduction program prior to the start of the academic year. Students will be formally enrolled at Carinthia University of Applied Sciences after their arrival.

**Important!**

**Application deadline for the selection process is April 15, 2008. Applicants will be informed about admission till April 30, 2008.**

**In case study places are still available after April 30, 2008, applications will still be possible until September 15, 2008, or at least as long as study places are available. In this case suitable candidates are selected from the applications in chronological order (i.e. in the order that the applications arrive in).**

**Applicants from non-EC countries needing a visa are strongly recommended to apply for the selection process before April 15, 2008. It is the students' responsibility to obtain the visa in time. Carinthia University of Applied Sciences reserves the right not to register students arriving later than 4 weeks after semester start.**