



## APPLICATION FORM – INTAKE: OCTOBER 2024

### Personal Data

Pronouns:  they/them/theirs  she/her/hers  he/him/his  other \_\_\_\_\_

First & Middle Name (*must match passport*): \_\_\_\_\_

Last Name (*must match passport*): \_\_\_\_\_

Academic Degree(s): \_\_\_\_\_

Date of Birth (DD.MM.YYYY) / Place & Country of Birth: \_\_\_\_\_

Nationality / Passport Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address (Street, Street no., Apt. no, Postal Code, City, Country): \_\_\_\_\_

\_\_\_\_\_

Postal Address for correspondence (only if different from home address): \_\_\_\_\_

\_\_\_\_\_

### Education

#### Secondary School Leaving Certificate (e.g., International Baccalaureate, High School Certificate/Diploma, A-Level)

Date of Issue (DD.MM.YYYY): \_\_\_\_\_

Country of Issue: \_\_\_\_\_

Type of Secondary School Leaving Certificate: \_\_\_\_\_

*Please provide a copy of your Secondary School Leaving Certificate.*

#### Previous University Studies

Have you studied at the University of Applied Arts Vienna?  yes  no

Have you studied at another Austrian university?  yes\*  no

\*If yes, please state your Austrian student registration no.: \_\_\_\_\_

Completed Degree(s) / Field(s) of Study: \_\_\_\_\_

Name of University: \_\_\_\_\_

Date of Graduation / Expected Date of Graduation: \_\_\_\_\_

## English Language Proficiency

English language proficiency according the Common European Framework of Reference for Languages (CEFR):

<https://www.coe.int/en/web/common-european-framework-reference-languages>

A1  A2  B1  B2  C1  C2  native

Have you completed an academic degree where English was the **only** language of instruction?  yes\*  no

\*If yes, please state university and program details: \_\_\_\_\_  
\_\_\_\_\_

Have you completed a test of English language proficiency? (e.g. TOEFL or IELTS)

no      Planned Name of Examination: \_\_\_\_\_

Planned Date of Examination: \_\_\_\_\_

Planned Location of Testing Centre: \_\_\_\_\_

yes      Name of Examination: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Location of Testing Centre: \_\_\_\_\_

Score: \_\_\_\_\_

## Residence Permit / VISA (if applicable)

Where will you submit your residence permit and visa application(s)?

Country: \_\_\_\_\_

City: \_\_\_\_\_

For further information on procedures regarding application for visa and residence permit for Austria visit the following website:

<https://oead.at/en/to-austria/entry-and-residence/>

## Funding (check all that apply)

I will bear the costs myself (supported by myself/my family)

I have applied/will apply for a Vienna Master scholarship\*

I have applied/will apply for an external scholarship (please specify): \_\_\_\_\_

I am partially or fully sponsored by my employer (please specify): \_\_\_\_\_

I am partially or fully sponsored by my home government/university (please specify): \_\_\_\_\_  
\_\_\_\_\_

\*Scholarship Application Deadline: 7 January 2024

## How did you hear about this postgraduate program?

### Online Sources

- humanrightscareers.com  
 Other portals (please specify):

- 
- Social Media (Facebook, Instagram, LinkedIn, etc.)  
 Search Engines, platforms (please specify):
- 

### Print Media

- magazine, newspaper  
 leaflet, brochure, poster

### Networks and Other Sources

- Alumni association  
 University of Applied Arts Vienna

- fair/event

- at recommendation of: \_\_\_\_\_

## Application Checklist

Please sign this application form and attach copies of all documents listed below. Only complete applications sent as one single PDF document will be considered.

1. Application Form (signed)
2. Motivation Letter
3. CV

### Administrative Documents

4. Copy of valid passport
5. Academic transcripts including final grades\*
6. Copy of university diploma/degree certificate\*
7. Proof of English language proficiency  
(For applicants who did not graduate from an academic program taught solely in the English language: 6.5 on the IELTS scale or 100 points on the TOEFL scale)

### Optional Documents

8. Letter(s) of recommendation
9. Scholarship letter stating why a scholarship from the Vienna Master program would be essential for you  
(Scholarship Application Deadline: 7 January 2024)

**\*Academic degrees and final transcripts are considered foreign official documents and must be either in German or English, and if applicable, fully legalized or validated by apostille if issued outside of Austria.** The type of legalization depends on the country the documents were issued in. A list of the required legalization types per country can be found here:

[https://studien.homepage.uni-ak.ac.at/info/BMBWF\\_Beglaubigung\\_Jan2020\\_en.pdf](https://studien.homepage.uni-ak.ac.at/info/BMBWF_Beglaubigung_Jan2020_en.pdf)

## Deadlines

Please e-mail your application to [applied.humanrights@uni-ak.ac.at](mailto:applied.humanrights@uni-ak.ac.at) by your respective deadline (see below).

The Vienna Master receives a high volume of applications from all around the world and has therefore set up several application deadlines and interview rounds. The program highly suggests applying as early as possible since admissions will be sent out after each interview round, resulting in fewer study places available in each subsequent round.

**First Deadline:** 7 January 2024  
(This is also the deadline for visa-seekers\* and scholarship applicants.)

**Second Deadline:** 3 March 2024

**Third Deadline:** 5 May 2024

\*A visa-seeker is defined as someone who requires a Visa D for entry into Austria.

# Declaration

I hereby apply for the postgraduate program "Vienna Master of Arts in Applied Human Rights" (Master of Arts, 4 semesters, full time) starting in the winter term 2024/25. The tuition fee for the Vienna Master of Arts in Applied Human Rights is € 24,500, excluding students' union fee for 4 semesters. In the Vienna Master of Arts in Applied Human Rights, two semesters of tolerance are granted with no additional fees. Starting with the 7th semester, students must pay an extension fee of approx. € 750 per semester. This additional tuition fee includes the student union fee, and is subject to periodic adjustments. The tuition fee is exempt from value-added tax. Travel, accommodation, insurance, residence permit and visa (for applicants without an EU citizenship) and subsistence expenses are not covered by the tuition fee. All bank charges incurred for remitting the tuition fee are borne by the applicant.

Admission to the program is subject to the applicant's qualification, motivation, timely application and limited places (max. 30 students). The basis is the curriculum as published in the University Gazette in its respective valid edition.

After the selection process and once I receive the admission offer by the Vienna Master of Arts in Applied Human Rights, I have 4 weeks to accept or defer the admission offer. After 4 weeks of non-communication (opt-out mechanism), the offer is considered to be accepted and all elements of this declaration are binding through my signature below. Rejection of the offer in the given time frame is free of charge. If I am not contacted within 3 weeks after the interview, I will actively approach the program management by e-mail addressed to [toapplied.humanrights@uni-ak.ac.at](mailto:toapplied.humanrights@uni-ak.ac.at).

Once the admission offer is accepted, my application is binding and I will take full responsibility bearing the tuition fee of € 24,500. After the acceptance of the Program's offer by the student, an official acceptance letter will be issued and the first installment of € 4,000 is due immediately. It covers the administrative fee and is not refundable. The spot is secured once the administrative fee is paid. The second installment of € 13,000 is due by 1 September 2024 and the third installment of € 7,500 is due by 1 September 2025. Invoices will be sent out in due time by the program.

Upon acceptance of admission and payment of the first installment, I am granted to defer my entry by one year in case of unexpected life changes affecting my physical and/or psychological ability to undertake a postgraduate program, such as grave illness, pregnancy, accidents, death of a close relative and financial loss. Reasons for deferring are only accepted in written form.

*If you have received a part tuition-fee waiver, only the remaining costs apply. If you have received a full tuition-fee waiver, you are exempt from the incurring fees.*

Cancellation of the application has to be submitted in writing no later than 1 June 2024:

- after the final acceptance of the student and before 1 June 2024, the cancellation fee amounts to € 6,000.
- if an application is not cancelled in due time (before 1 June 2024), the cancellation fee amounts to 100% of the tuition fee.
- any paid tuition fee, regardless of the amount will not be refunded if the applicant withdraws after 1 June 2024.

In case I am required to apply for a visa and residence permit, I am herewith declaring that I will take care of all necessary arrangements in a timely manner before the start of the course. I am aware that the time between my visa application and the receipt of the Austrian visa and residence permit can take up to several months.

The Head of Program reserves the right to cancel the Program for compelling reasons before its start. In this case, all tuition fees paid are refunded. The Head of Program reserves the right to make necessary changes to the curriculum, to change the venues and make organizational changes at short notice. The Head of Program reserves the right to vary or reverse any decision regarding admission or enrollment made on the basis of incorrect or incomplete information.

I agree to the processing of my personal data mentioned above by the University of Applied Arts Vienna for the purpose of information mailings. My personal data will not be transferred to third parties. My personal data will be erased as soon as the purpose of the processing activity has been fulfilled and if no other statutory storage period applies. I hereby declare that I have been informed and am fully aware of my rights as a data subject (right to be informed/right to rectification/right to erasure, etc.) pursuant to articles 12-21 of the General Data Protection Regulation. I hereby declare that I am giving my consent freely. I have also been informed that I have the right to withdraw my consent at any time informally with future effect, and without any negative consequences for me. I can withdraw my consent by contacting the University of Applied Arts Vienna at: University of Applied Arts Vienna, Oskar-Kokoschka Platz 2, 1010 Vienna, or by sending an e-mail to [applied.humanrights@uni-ak.ac.at](mailto:applied.humanrights@uni-ak.ac.at). The University of Applied Arts Vienna and any processors will erase all relevant personal data stored as soon as they receive my withdrawal of consent.

Date, Place: \_\_\_\_\_ Signature: \_\_\_\_\_

**I declare that the information given on this application is true and complete. By signing this form, I agree that I have read, understood and agree to all information provided in this application form.**

Date, Place: \_\_\_\_\_ Signature: \_\_\_\_\_