

# INFORMATION

for refugee prospective students



You are a refugee and want to study at FH JOANNEUM, continue your studies or attend a German course? We will show you how.

We will provide you with the best possible support to enable you to study at FH JOANNEUM.

# 1. You want to start a Bachelor's or Master's degree programme

This requires the following steps:

**STEP 1:** Register and apply online at [www.fh-joanneum.at/en/studies/online-application/](http://www.fh-joanneum.at/en/studies/online-application/)

The first step is the same for anyone wishing to enrol on one of our Bachelor's or Master's programmes with us: you must apply to us online. Please refer to [www.fh-joanneum.at/en/](http://www.fh-joanneum.at/en/) for the application deadlines.

**A complete set of application documents for a Bachelor's programme includes:**

1. a letter of motivation. List your motives and reasons for wanting to study as well as your experience in the respective field.
2. a curriculum vitae. Please do not forget to mention or provide evidence of any relevant additional qualifications.
3. a school leaving certificate (or proof of university entrance qualification).
4. a final school report.
5. a passport or proof of citizenship.
6. a representative collection of work samples (portfolio) if you are applying for the Information Design or Industrial Design programme.
7. for German-taught programmes: proof of proficiency in German (ÖSD diploma, TestDAF or Goethe certificate Level B2 or higher)\*.
8. for English-taught programmes: proof of proficiency in English (IELTS, TELC, TOEFL or Cambridge Certificate FCE Level B2 or higher)

**A complete set of application documents for a Master's programme consists of:**

1. a letter of motivation. List your motives and reasons for wanting to study as well as your experience in the respective field.
2. a curriculum vitae. Please do not forget to mention or provide evidence of any relevant additional qualifications.
3. a school leaving certificate (or proof of university entrance qualification).
4. documentary evidence of completion of a relevant Bachelor's degree programme or equivalent education
5. transcript of records for assessing compliance with the admission requirements.
6. a passport or proof of citizenship.
7. for German-taught programmes: proof of proficiency in German (ÖSD diploma, TestDAF or Goethe certificate Level B2 or higher)\*.
8. for English-taught programmes: proof of proficiency in English (IELTS, TELC, TOEFL or Cambridge Certificate FCE Level B2 or higher).

\* The "German Language Competence Course" prepares non-native speakers of German for studying at FH JOANNEUM. Applicants must demonstrate a German proficiency level of at least B1. You will

complete the course with a certificate and the ÖSD examination "Zertifikat Deutsch B2". You thus fulfil the language requirements for most Bachelor's and Master's degree programmes. More information and application at [www.fh-joanneum.at/studienvorbereitung-deutsch/certificate\\_programme/en/](http://www.fh-joanneum.at/studienvorbereitung-deutsch/certificate_programme/en/).

**Please note:**

Both language certificates must be submitted for degree programmes which are taught in German and English. If available, we ask you to enclose any other certificates of education you have obtained. The application must be submitted together with all translated and legalised documents required. The translation and legalisation guidelines for documents can be found at [www.fh-joanneum.at/en/legalisation-and-translation-guidelines/](http://www.fh-joanneum.at/en/legalisation-and-translation-guidelines/)! The letter of motivation and the CV must be submitted in the relevant language of instruction for all Bachelor's and Master's degree programmes. All other application documents (exception: original documents) may be submitted in English or German.

Some Bachelor's and Master's degree programmes request additional application documents. For more information, please go to the relevant programme pages at [www.fh-joanneum.at/en/studies/](http://www.fh-joanneum.at/en/studies/).

If you do not have the required documents or if your documents have not been translated or legalised, you will also need to include the following:

- a description of your education and situation, ideally in the letter of application (qualifications, name of former school, university etc.)
- a list of the documents which you cannot provide
- proof of your successful application for asylum or your current asylum status

If your documents have not been translated or legalised or if you do not have any documents, we will need to find another way of obtaining proof of your educational background. This can be done in two ways:

- Verification by our Continuing Education and Student Administration department

Our team seeks to establish the Austrian equivalent of your educational background by using databases and gathering information from the relevant ministry.

- Verification by the head of degree programme

The head of the degree programme you are applying for will establish whether your educational background is credible either during an interview or written assessment. If you wish to start or continue a Bachelor's degree programme and claim to have completed secondary education in your

home country, this verification process will be similar to a secondary school leaving examination in several subjects. If you are applying for a Master's degree programme, an interview or written assessment of your knowledge will take place based on your stated educational background. Finally, the head of degree programme will compile a report, ideally a positive one. If only specific areas of knowledge are lacking, such as maths, you can catch up by sitting an additional exam.

## **STEP 2: Participate in the admission procedure**

If you meet the admission requirements for your chosen degree programme, proceed to our admissions process. It does not matter if you are Austrian, European, an international student or a refugee - everyone has the same chances.

### **CONTACT**

#### **Study Guidance**

Phone: +43 316 5453-8800

E-mail: [studienberatung@fh-joanneum.at](mailto:studienberatung@fh-joanneum.at)

Web & Chat: [www.fh-joanneum.at/en/university/services/course-guidance/](http://www.fh-joanneum.at/en/university/services/course-guidance/)

Podcast: [www.fh-joanneum.at/readystudygo/](http://www.fh-joanneum.at/readystudygo/)

Personal study counselling possible with advance registration at [fhj.to/courseguidance](http://fhj.to/courseguidance)

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## **2. You want to continue your studies**

Please send us your application documents so that we can check whether you meet the admission requirements for the degree programme of your choice. The head of degree programme will then decide what parts of your prior studies can be credited towards the course and whether you can transfer to a higher semester.

### **CONTACT**

#### **Division of Continuing education, Study Administration and Study Law**

E-mail: [bewerbung@fh-joanneum.at](mailto:bewerbung@fh-joanneum.at)

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### 3. Scholarships

#### STUDENT GRANT AUTHORITY

Recognised refugees are entitled to apply for a scholarship (student grant). An appointment is necessary: <https://www.stipendium.at/kontakt/kontaktformular>. Forms are available for download on the website of the Study Grant Authority.

#### CONTACT

Study Grant Authority (*Studienbeihilfenbehörde*) Graz

Metahofgasse 30, 8020 Graz

Phone: +43 316 81 33 88-0

Web: [www.stipendium.at](http://www.stipendium.at)

E-mail: [stip.graz@stbh.gv.at](mailto:stip.graz@stbh.gv.at)

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#### ERNST MACH SCHOLARSHIP - UKRAINE

Ukrainian refugees can apply for the Ernst Mach Scholarship - UKRAINE. More information at [www.oead.at/en/nach-oesterreich/stipendien/ernst-mach-stipendien/faq-ernst-mach-ukraine](http://www.oead.at/en/nach-oesterreich/stipendien/ernst-mach-stipendien/faq-ernst-mach-ukraine).

#### CONTACT

OeAD, Agency for Education and Internationalisation

Telephone: +43 1 53408-500 (Mon-Fri: 9.30-12.00, 14.00 - 15.00)

E-mail: [mach-ukraine@oead.at](mailto:mach-ukraine@oead.at)

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#### AUSTRIAN DATABASE FOR SCHOLARSHIPS AND RESEARCH FUNDING

Comprehensive online database on scholarships and funding possibilities for students, graduates and researchers.

#### CONTACT

OeAD, Agency for Education and Internationalisation

Web: [www.grants.at/en/](http://www.grants.at/en/)

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## 4. Participation in German courses for refugees

If you want to take part in a German course free of charge, you need to prove upon online registration <https://forms.fh-joaanneum.at/refugees/german-courses/> that you have already been enrolled at a university in your home country. Please note the registration deadlines for the German courses, which can be found online at [www.fh-joaanneum.at/en/international/languages/german-as-a-foreign-language/course-enrolment/](http://www.fh-joaanneum.at/en/international/languages/german-as-a-foreign-language/course-enrolment/).

Following registration, you will receive a confirmation and a link to the mandatory online placement test. Once you have registered and completed the placement test you will be invited to a mandatory personal interview. Please note that places on the course are subject to availability. You will receive the final confirmation of admission by email following online registration for the desired courses. Please also note that it is NOT possible to register in person at one of our International Offices!

### CONTACT

#### German as a Foreign Language

Phone: +43 316 5453 8852

Web: [www.fh-joaanneum.at/daf](http://www.fh-joaanneum.at/daf)

E-mail: [daf@fh-joaanneum.at](mailto:daf@fh-joaanneum.at)

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## 5. Initiative Refugees on the Run - FH JOANNEUM helps

Within this initiative, FH JOANNEUM has been organising a wide range of activities since 2015. The projects have generated added value not only for refugees, but for the entire university. Since March 2022, FH JOANNEUM has also actively supported people in or from Ukraine.

### CONTACT

#### Refugees on the Run - FH JOANNEUM helps

Web: [www.fh-joaanneum.at/refugees/](http://www.fh-joaanneum.at/refugees/)

E-mail: [refugees@fh-joaanneum.at](mailto:refugees@fh-joaanneum.at)

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