

Guide to the Student Residence Permit Application

Applying for a residency permit is a critical part of your studies here at WU. This guide outlines visa requirements for all incoming international SEEP, Economics and Socioeconomics Master's students. It deals with all the necessary student residence permit application steps in order to help eliminate any obstacle on your way to the Vienna University of Economics and Business.

If you encounter any issues along the way, you can directly contact the program coordinator of your Master program directly. Additionally, you can contact us, the student representatives as part of the Austrian Student Union (ÖH).

Please always refer to the official government webpage (wien.gv.at/english/e-government/documents/residence/limited-leave/student.html) for the most up-to-date information.

How to Apply?

Step 1: Find out if you can legally enter Austria without a visa.

If you are a non-EU/non-EEA citizen, you can check the list of visa-exempt third-countries from the OeAD (oead.at/en/to-austria/entry-and-residence/) to determine if you can legally enter Austria without a visa. If you do not find your home country on said list, you must apply for the student residence permit in the country of your citizenship).

Step 2: Apply in person. Make an appointment at the Austrian embassy in your home country or the MA 35 office if you are already in Vienna.

The addresses of Austrian embassies in each country or region can be found on this webpage (bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/).

Those who apply at the immigration office in Vienna must proceed at the MA35 central office. Its address and office hours are available on this webpage: Magistratsabteilung (MA) 35 Wien (wien.gv.at/kontakte/ma35/).

Step 3: Prepare the listed documents necessary for the Austrian student residence permit application.

Documents issued in a language other than German must be filed together with certified German translations.



1. Application for a residence permit in German („Antrag auf Erteilung einer Aufenthaltsbewilligung - Student“)
2. Valid travel document (e.g. passport)
3. Current biometric passport photo - no more than six months old
4. Birth certificate or other equivalent document - with Apostille or diplomatic certification
5. Legal proof of adequate accommodation: e.g. proof of ownership, lease or rental agreement
6. Document showing monthly rent/running costs of the accommodation (rental contract)
7. Proof of health insurance valid in Austria and covering all risks - if you do not have an address in Vienna, it may be difficult to get this from the public system (student self-insurance from the WGKK); an alternative private insurance provider recognized by the MA35 immigration authorities is FeelSafe (www.feelsafe.at)
8. Proof of sufficient means of subsistence in Austria. Persons under 24 years of age must prove a monthly income of EUR 515.30; persons over 24 years of age must prove a monthly income of at least EUR 933.06 (bank accounts must show the total sum for 12 months)
9. Proof of source of funds (for example: certificate of personal or sponsor' employment with salary information, scholarship confirmation)
10. For first-time applications, in addition to the documents listed above, please submit:
 - » Police clearance certificate („Auszug aus dem Strafregister“): no more than three months old - with Apostille or diplomatic authentication from your country of origin
 - » Notice of admission by the university or other institution of higher education („Aufnahmebestätigung“ or „Zulassungsbescheid“) – this is the acceptance letter from the admissions office

Fees: usually 160 EUR, though, may differ

Registration of the Place of Residence:

Once you are in Austria and have a place to live, you must register your place of residence within three days of arrival. You must do this with the municipal district office (Magistratisches Bezirksamt).

Residence Permit Renewal

The application for the renewal of residence permit must be submitted in person with the competent Austrian immigration authorities.

This must be done:

- » Earliest 3 months before the expiration of the current residence permit
- » Latest on the day of its expiration


It is highly recommended to submit the application at least one month prior to expiration of the current residence permit. For detailed information and a document checklist, please refer to the OEAD website: oead.at/en/to-austria/scholars/during-your-stay/residence-permit/renewal-of-your-residence-permit/

All information is for general guidance and is provided with no guarantee of completeness or accuracy.

Questions? Contact us!

Student Representation

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