ÖH WU Foreign

Welcome to WU! In this brochure we explain everything that is importent when starting your new life here at WU and in Vienna!



Auf in den Job

WU ZBP Career Center



Wo siehst du dich in 5 Jahren?



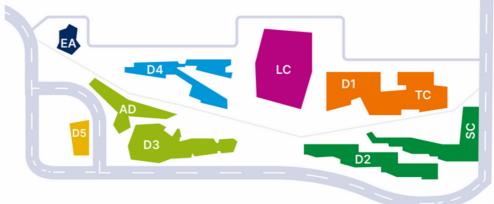
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The Campus:

Welcome to Campus WU! With this brochure you wil get to know your new second home - WU Vienna.



Foreword

Welcome to the Vienna University of Economics and Business! We appreciate your interest in our educational institution and your decision to study in Austria.Internationalism is very important to us – the WU is positioned not only among the first in international top–rankings, we are also the university with the highest number of foreign students in Austria (around 35%). With us, you are in good hands!

Every beginning is difficult, so we have tried to summarize the most important information for you in this booklet, in order to make your entry and your stay as smooth as possible.

Were commend you provide the documents required by the university as complete as possible and be sure to note the requirements and deadlines, so you get your admission in time. The sooner the better, especially as this process can take up to 12 weeks if not longer.

If you have questions or difficulties during your studies, don't panic, you're not alone!Our team from the Foreign Students Department will be pleased to help and support you. We speak more than 15 different languages, so communication should be no problem. You are also very welcome to join us as a regular member! As such you are surrounded by a group of friends and you will never be alone at the university!

You can visit us during our opening hours (check the opening hours on our website:https://oeh-wu.at/service/foreign-students), contact us over the phone under the number: +43 (01) 31 336 4294 or by e-mail: foreignstudents@oeh-wu.at.

If you are already in Vienna, come and visit us personally. Our office is located in the student union building SC, best reached by metro line U2, station Krieau.



Studying at WU

The WU - Past & Present

Short history of the WU

The WU is one of the oldest business schools in Europe. Its predecessor, the Imperial and Royal Export Academy was founded on the 1st of October 1898. After the First World War, the academy transformed into the University of World Trade, which offered a three years' study program at first. In 1975 the name was changed again, this time to Vienna University of Economics and Business.

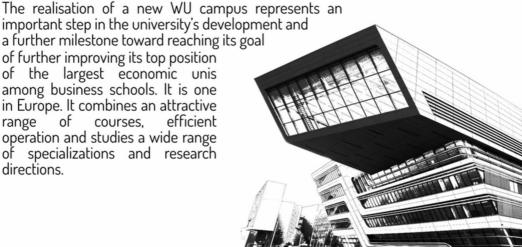
In 1982 the WU moved into their new building in the Augasse. In its history, the WU has produced thousands of highly qualified and successful graduates, both in Austria and internationally. The practical relevance of the training is demonstrated by consistent top positions in international rankings, which is also made possible through close cooperation with the industry.

The WU Today

With around 100,000 m² of floor space, the project is one of the largest university building sites in the EU. The 90,000 m² lot is located next to Prater, one of Vienna's most popular recreational areas.

Located between two subway stations, the new campus is conveniently accessible by public transportation. The new location is a university campus that offers both students and faculty ideal conditions for teaching and research.

important step in the university's development and a further milestone toward reaching its goal of further improving its top position of the largest economic unis among business schools. It is one in Europe. It combines an attractive courses, efficient of operation and studies a wide range of specializations and research directions



Degree Programs at the WU

In the winter semester 2006/2007, the WU adapted to the post-Bologna study architecture of Bachelor, Master and Doctoral/PhD programs. All of WU's degree programs are designed as full-time study programs. If you choose to study part time at WU, you will need considerably longer to complete your degree. Due to budgetary restrictions, only a limited number of (evening) courses are available for working students.

Bachelor Programs

There are three bachelor programs at WU:

- Business. Economics and Social Sciences (WiSo) in German
- Business Law (WiRe), German
- Business and Economics (BBE) in English

These three programs require 6 semesters to complete and consist of a total of 180 ECTS credits. The introductory phase of the German-taught programs are almost identical and last two semesters.

For more information about the programs, take a look inside our other brochures!

Master Programs

Master programs build upon bachelor programs, i.e. the prerequisite for admission to a master program is the successful completion of a bachelor or diploma program ina relevant discipline. Graduates of a master program are in turn entitled to pursue a doctoral or PhD program. WU's master degree programs are usually 4semesters long (120 ECTS credits), except for the program in Business Education, which takes 5 semesters (150 ECTS credits).

Master Programs in German:

- Business Education
- Business Law (BL)
- Export and Int. Management
- Financeand Accounting
- Management
- Socio-Economics
- Taxationand Accounting
- DigitalEconomy

Master Programs in English:

- CEMS: International Management
- Marketing
- QuantitativeFinance
- Socio-Ecological Economics and Policy
- Strategy, Innovation, and Management Control
- SupplyChain Management
- Economics



Doctoral/PhD Programs

To enroll in a doctoral or PhD program, students must have completed a master or diploma degree program. The doctoral and PhD programs are intended to further develop independent research skills and to train and promote young scientists. Before completion of the doctoral program, students must write a research report in the form of a doctoral thesis. These are all three year programs.

Admission requirements

For EU and EEA citizens:

Applicants from EU and EEA countries must submit the online preregistration within the following deadlines:

- for Business, Economics and Social Sciences: March 1st to May 22nd*
- For Business Law: March 1st to June3rd *
- for Business and Economics (BSc): March 1st to May22nd *

*As these dates are subject to change, please check www.wu.ac.at for the most recent deadlines. After having completed the online preregistration the fully completed application for admission has to be submitted to the Admissions Office.

Please include the following original documents with your application:

1. Completed application form

- 2. Secondary school leaving certificate or degree certificate from a first degree program of at least 3 years duration (for the fulfilment of the general requirements for entrance)
- 3. Additionally copy of the secondary school leaving certificate or the degree certificate
- 4. Copy of your passport (only the page with your personal information)
- 5. If available: evidence of adequate proficiency in German/English
- 6. If you wish another person to act on your behalf throughout the application process: completed power of attorney

Enrollment is possible within the enrollment period. For information regarding the enrollment periods please see the academic calendar online or contact us directly.

Please note the following:

It can take up to eight weeks to process your application.

• The enrollment that you have to carry out personally is only possible after the positive completion of the admission process.

 The winter semester begins on October 1, and the summer semester on March 1.

 For each course there is a defined registration period, which already begins within the enrollment period.

For non-EU and non-EEAcitizens and stateless persons:

Applicants from non-EU and non-EEA countries and stateless persons must submit their fully completed Pre-registration form for admission to study to the Admissions Office within this period:

- Business, Economics and Social Sciences (BESC): March 1st to May 22nd*
- Business and Economics (BBE): March 1st to May 22nd
- Business Law: March 1st to June 3rd *

*As these dates are subject to change, please check www.wu.ac.at for the most recent deadlines.

Additional requirements apply to some countries.

Please fill out online pre-registration for country-specific information concerning admission to your chosen Bachelor's program. The Admission Office will send you the required information within a few days by e-mail.

Applicants from countries outside the EU, EEA who wish to enroll in a Bachelor's program at WU require proof of general university entrance qualifications, special entrance requirements and possibly documentation of sufficient proficiency in the German language.

Please include the following original documents with your application:

1. General requirements for entrance: Secondary school leaving certificate.

Please note: Some secondary school leaving certificates do not meet the WU's requirements. (For the Bachelor Business and Economics all secondary school leaving certificates are accepted!)

2. Proof of Special University Entrance Qualification (besondere Universitätsreife) This does not apply to the BBE. You have to be admitted to a University in your home country. Your entitlement for direct access must be confirmed in writing by the accredited university.



The confirmation must state that you are entitled to enroll in a Bachelor's program without requiring any further entrance exams, interviews, etc. in the academic year in which you wish to start your studies at our university (e.g. 2021/22):

 In business administration, economics, commerce or a related field of study (if you have chosen to apply for the WU Bachelor's program in Business, Economics and Social Sciences or for the English Bachelor program Business and Economics)

• In law (if you have chosen to apply for the WU Bachelor's program in

Business Law)

If you have already begun an equivalent Bachelor's program, please submit confirmation that you would be entitled to continue your studies at your current university in the academic year in which you wish to start your studies at our university.

The confirmation must include the following information:

· Your name

· Name of the field of study

Legal required duration of the academic program

Academic degree conferred upon graduates of the program

Enrollment/continuation eligibility period – must correspond with the

time in which you plan to enroll in a WU program

Confirmation that you have fulfilled all admission requirements demanded in addition to your school leaving certificate /academic degree (e.g. successful completion of selection procedure, completed entrance exams, interviews, etc.) or confirmation that no additional requirements would have applied. In case you have already begun your studies in a first degree program at a nationally accredited university: an updated academic record (transcript) with details of all examinations you have passed and the number of credit hours attended in each semester or year at your previous university

If one of the provisions of the ordinance governing admission of certain groups of potential students (see the section on Personengruppenverordnung) applies to you, you do not require the confirmation indicated under point 2.

- 3. In cases where one of the provisions of the ordinance governing admission of certain groups of potential students applies, applicants are requested to submit the relevant documentation. Please see Section 3.3.3. for further information.
- 4. Completed application form.
- 5. Curriculum vitae, documenting in particular your education to date.
- 6. Copy of your passport (only the page with your personal information).
- 7. If available: evidence of adequate proficiency in German (level C1) is required to apply successfully for Business, Economics and Social Sciences (BSc) or for Business Law (LL.B). If this is not the case, one has to complete German courses, which are available for both Bachelor Programs, before the registration for regular courses. For Business and Economics English proficiency (at least B2) is required.
- 8. Additionally 1 copy of all above-mentioned documents.
- 9. If you wish another person to act on your behalf throughout the application process: completed power of attorney.

If you already have a Bachelor's degree in an economic field (or a Bachelor's degree in law if you wish to enroll in Business Law), or an equivalent degree from an accredited university, this is valid proof of general and special university entrance qualifications. In this case, please include the degree certificate/diploma earned after completion of your university studies in place of the documents named in items 1 and 2.

Equivalent school leaving certificate

(For the Bachelor Business and Economics all secondary school leaving certificates are accepted!)

School leaving certificates from the following states are regarded as

equivalent, whereby the list does not lay a claim on completeness:

Albania* Australia* Andorra* Armenia* Azerbaiian* Belarus* Belgium* Bosnia Herzegovina Croatia Cyprus* Bulgaria Czech Republic Denmark Estonia* Finland France* Georgia* Greece** Holy See * Iceland* Ireland* Germanv* Hungary Italy* Israel* Kazakhstan* Kosovo Kyrgyzstan* Latvia* Liechtenstein Lithuania* Luxembourg Macedonia Malta* Moldova* Montenegro Netherlands* New Zealand * Norway* Portugal* Romania Russian Federation * San Marino * Poland Türkiye** Tajikistan* Sweden* Switzerland* Ukraine* United Kingdom *

** in combination with the national admission examination

^{*} except certificates with substantial differences to the Austrian educational system



In which form do I have to submit my documents?

Original certifications and translations (English or German) must be certified in accordance with the legal regulations. Please attach them

to the original documents and/or the certified photocopies, so that the study department can return the original documents with their letter in reply to you.

Legal regulations for authentication of documents

Certificates issued in a country with which Austria has concluded no agreement on the authentication of official documents the Austrian consular authorities in your country must authenticate their status as evidence. You can carry out such authentication retrospectively in the embassy responsible for your representation in Vienna. The documents must be counter-stamped in the Legalization Office of the Federal Ministry for Foreign Affairs. However, please note that in both cases the original documents must already have been authenticated according to your own country's usual process (culminating with the counter-stamp of your own Ministry of Foreign Affairs).

Certificates issued in the following countries must be officially authenticated by Apostille in accordance with the Hague Agreement:

Albania, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Botswana, Brunei, Cape Verde, Chile, China (only the Special Administrative Regions of Hong Kong and Macao), Colombia, Cook Islands, Costa Rica, Dominica, Ecuador, El Salvador, Fiji, Georgia, Grenada, Guatemala, Guyana, Honduras, India, Iceland, Israel, Japan (applies only to public documents), Kazakhstan, Korea (Republic of), Lesotho, Liberia, Malawi, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Morocco, Mozambique, Namibia, New Zealand, Nicaragua, Niue, Panama, Paraguay, Peru, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Switzerland, Seychelles, South Africa, Suriname, Swaziland, Tonga, Trinidad and Tobago, Turkey, Ukraine, Venezuela, United States of America (the WU also accepts documents sent by US institutions directly without Apostille), Uruguay, Vanuatu

No authentication is needed for certificates issued in the following countries: Belgium,Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia,Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia,Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Montenegro, Netherlands, Norway, Poland, Portugal,Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, United Kingdom of Great-Britain and Northern Ireland.

Full diplomatic authentication:

Documents from all remaining countries require the full diplomatic authentication. The documents must be over-authenticated after going through the domestic authentication way in the respective state (its last station is the State Department of the respective state) and additionally by the responsible Austrian consulate diplomatically. If the document is already in Austria, the over-authentication can also be accomplished by the legalisation office of the Federal Ministry for foreign affairs (Minoritenplatz 8, 1010 Vienna). In this case a previous additional authentication is necessary by the agency authority of the respective state in Austria.

List of countries that need full diplomatic authentication:

Afghanistan, Algeria, Bangladesh, Benin, Bhutan, Bolivia, Brazil, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Central African Republic, Chad, China (without Hong Kong and Macau), Comoros Islands, Congo, Congo (Democratic Republic of), Cuba, Djibouti, Dominican Republic, East Timor, Egypt, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Haiti, Holy See, Indonesia, Iran, Iraq, Ivory Coast, Jamaica, Jordan, Kenya, Kiribati, Korea (Democratic Republic of), Kosovo, Kuwait, Kyrgyzstan, Laos, Lebanon, Libya, Madagascar, Malaysia, Maldives, Mali, (Sovereign Military Order of) Malta, Mauritania, Micronesia, Mongolia, Mozambique, Myanmar, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Palestine, Papua New Guinea, Philippines, Qatar, Rwanda, Saudi Arabia, Senegal, Sierra Leone, Singapore, Solomon Islands, Somalia, Sri Lanka, Sudan, Syria, Taiwan, Tajikistan, Tanzania, Thailand, Togo, Tunisia, Turkmenistan, Tuvalu, Uganda, United Arab Emirates, Uzbekistan, Vietnam, Yemen, Zambia, Zimbabwe.

Legal regulations for the translation of documents

All documents issued in a language other than German or English in principle require translation by a legally sworn translator and authentication according to usual practice in the country where the translation was made and counterstamped by the Austrian consular authorities there. Alternatively, translations may be authenticated by the embassy responsible for your representation in Vienna, and counter stamped in the Legalization Office of the Federal Ministry for Foreign Affairs.

There are two exceptions:

 Translations made in Austria by a legally sworn translator require no further authentication in order to be acknowledged in Austria.

 Translations made in a member state of the Hague Agreement have to be authenticated by Apostille.



Proof of Language Proficiency

As the teaching language at the WU is for two of the three Bachelor programs German, a good knowledge of the language is key and will make studying much easier for you. As of now, the WU requires you to prove this knowledge when enrolling as the entrance exam itself is in German. But if you don't have sufficient German knowledge, you can take the German classes exclusively for students planning to enroll in the Bachelor's Programs in Business, Economics and Social Sciences or Business Law (see the next section).

The following German language certificates will be accepted as proof of **German proficiency**. They have to be presented, together with the admission papers fora degree program at WU, at the International Section of the Admission Office:

- C1 from the Österreichisches SprachdiplomDeutsch (ÖSD)
- Supplementary examination in German from the Vienna University Preparation Program (VWU)
- Goethe Certificate C1 from the Goethe Institute
- German as a school leaving certificate subject
- A degree from a German-taught academic program at least 3 years in duration
- TELCDeutsch"C1 Hochschule"
- Deutsches Sprachdiplom Zweite Stufe from the German Standing Conference of the Ministers of Education and Cultural Affairs
- TestDaF(level TDN 4 in all subtests)
- DSH-2 (Deutsche Sprachprüfung für denHochschulzugang)
- TestDaF(required minimum grade for all parts of the exam: TDN 4)

For the WU's Bachelor Program Business and Economics you need documents that show **English skills** of level B2. The following certificates will be accepted:

- TOEFL85
- IELTS6.0
- Cambridge English: First (FCE-B2), CAE (Certificate in Advanced English), CPE(Certificate of Proficiency in English), BEC Higher (Business English Certificate Higher), BEC Vantage (Business English Certificate Vantage)
- Oxford Test of English (at least 126 points)
- A positive grade in English preceding the secondary school, issued by a school in the EU, the EEC, or Switzerland
- Documentation proving that English is your first language

German courses and university preparation courses

In case students meet the requirements for admission at our University, they may enroll for a maximum of three semesters as non-degree students (außerordentliche Studierende) in order to learn German at the VWU. After having successfully passed the final German exam, students can be admitted as regular students.

The VWU is an institution providing university preparation courses for international students. As such it offers intensive courses for a place at the university to prepare for the supplementary examinations prescribed by the universities for foreign students:

- who were accepted at a Viennese University AND
 - EITHER have little or no knowledge of German
 - OR who must do supplementary examinations for their secondary school leaving certificate for individual subjects (e.g. Mathematics, English, Physics, Chemistry, Biology, History, Geography).

The VWU operates according to standard universities semesters. The course typically lasts one semester (approximately 320 lessons).

The VWU has a system of several levels: from level 1 for students without German language skills up to level 5 for students with profound knowledge.

Course registration:

- At the beginning of your studies you have to enroll in the trial department.
 Thenin each subsequent semester you have to report to continue your studies at the University.
- 2. First-timeapplicants get a payment bill for the tuition fee at the study department. Please use the original payment form! For registration you will need:
- the letter of acceptance / approval letter
- the student ID / matriculation number
- the number of the coupon (stamped by the university)

The tuition fee is 1241 Euro. Additional fees may apply. You might be eligible for a reduced fee of 495 Euro. More information is available on the WU homepage.



After admission

Student ID card

Immediately after admission or after receiving the Admission letter you can get your student ID card in the Study Service Center, LC building, 2nd floor. This card is equipped with the following functions:

- Identification function (with digital photo)
- Use of self-service terminals in the LC building, 2nd floor
- Borrowing permit for the WU library (activation required in the Library)
- Entrance key to the library

Re-registration

Please note that tuition fees must be paid before the end of the enrollment period for each semester, at enrollment or re-registration for the semester! IMPORTANT: If you have not re-registered by the end of the extended re-registration period, you will be automatically unrolled from your degree program. You will NOT be ableto take any further examinations, submit recognition applications, etc. Thisalso applies if you re-registered at a different Austrian university. You will have to re-register at each and every university you plan to study for each term.

The Admission Office

If you have questions or problems to the below mentioned points, you should contact the Admission Office

Tasks and activities of the Admission office

- Approval of domestic and foreign students (inclusion of studies, feedback, change or additional intake of study, unrollment)
- StudentID card signature card (first issue, duplicate if lost, stolen or defective cards)
- Personal data changes (name or address changes)
- Tuition fees (prescribing, remission, refund)
- Leave of absence

The admission office is located in building LC on the 2nd floor.

Tuition fee

The standard tuition fee is 363.36€ per semester. The tuition fee for third country nationals 726.72€ per semester. As a general rule, these tuition fees are compulsory for all students at all Austrian universities. However, tuition fees can be waived permanently or temporarily for certain groups of students under certain conditions. Note the tuition-free period.

The OH fee (student union fee) in the amount of 22,70 Euro (as of July 2023) is mandatory for all students, even from those who are exempt from the payment of tuition fees. If you study at two universities, you only have to pay the tuitionand the OH fee once (exception: second program at a "Fachhochschule").

The following groups are **excepted** from the tuition fee:

- Tuition-freeperiod, temporary waiver of tuition fees for degree program students:
 - Tuitionfees are waived temporarily for the length of the prescribed standard duration of the respective degree program, plus two extra semesters (tuition-freeperiod) for the following groups of degree program students:
- Austrian, EU, EEA and Swiss citizens
- Refugees under the provisions of the Geneva Convention (including students from other EU countries)
- Beneficiaries of subsidiary protection status

The following groups have to pay the **reduced** tuition fee:

- EC Long-Term Residence Permit (Daueraufenthalt EG) issued by the appropriate Austrian authority
- EC Long-Term Residence Permit (Daueraufenthalt EG) issued by the appropriate authority of another EU country AND Austrian residence permit
- Permanent residence permit (Daueraufenthaltskarte) issued by the appropriate Austrianauthority
- Students covered by the provisions of the ordinance governing admission of certain groups of potential students (Personengruppenverordnung)
- Students who are holders of a residence permit other than a Student Residence Permit(Aufenthaltsbewilligung Studierende)

These students must prove their status to the Admissions Office by providing all the necessary documents (residence permit, administrative decision on asylum application, etc.).



Students who exceed the allowed tuition-free period are required to pay the applicable tuition fee in addition to the ÖH fee. Exceeding the tuition free period means that a student fails to complete one of his or her academic programs within the allowed number of tuition-free semesters. Tuition fees can be waived under certain conditions. In these cases, the student must still pay the ÖH membership fee.

Permanent waiver of tuition fees for degree program students:

A permanent waiver of tuition fees is granted to students who are citizens of one of the least developed countries according to the TFO (the OH fee has to be paid anyways).

The permanent waiver of tuition fees applies to students from any of the following countries: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Combodia, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gamiba, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozamique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia

Non-degree program students:

These students are required to pay the standard tuition fee and the OH fee starting in the first semester of their studies, regardless of nationality. Enrollment or re-registration during the extended enrollment period does not increase the tuition fee.

Tuition fees are waived for non-degree program students enrolled only in a certificate program (Universitätslehrgang) or a university preparation program (Vorstudienlehrgang at VWU). These students must only pay the program fee of the VWU and the ÖH membership dues.

More Information about groups eligible for a waiver can be found at the homepage of WU.

Leave of absence

Students may leave for a maximum of two semesters for one of the following reasons:

- 1. Completion of a military or civilian service in Austria (presentation of the draft notification),
- 2. Pregnancy (presentation of the mother-child pass)
- 3. Care of their children (the original birth certificate in connection with the registration forms of the parent and the child),
- 4. Semester abroad as free movers (Confirmation of foreign university),
- 5. Prolonged disease (Doctor's certificate).
- 6. Care of relatives (evidence of relationship and Doctors's cerrtificate)
- 7. Voluntary social year Application

The application may be accompanied by proof of the reason in the evidence location or department of the study abroad department and shall contain the following information: student number, last name, first name and an indication of the semester or the semesters. Submission and approval of leave must be made no later than two weeks after the beginning of the semester for which the leave is to be applied. Status during a leave of absence.

During a leave of absence the students remain in their curriculum. Participation in courses, the passing of examinations and the submission and evaluation of scientific work are inadmissible (§ 67 para 2 of the Universities Act 2002). Payment of the student union fee during the leave of absence The Austrian Students' fee in the amount of 22,70 Euro has to be paid.

Quitting WU

Students, who wish to quit before the end of their WU studies, have to obtain a confirmation of leaving the university in the evidence section of the admission office. Please bring in the evidence to unsubscribe your student ID card.



Residence in Austria

The Foreigners Police Act deals primarily with the legality of the entry for residence in Austria up to a maximum of 6 months, the issue of "visa" as well as foreign police actions such as travel restrictions, deportation, detention, etc. The Settlement and Residence Act regulates stays that extend beyond 6 months, the issue of "Residence Titles" as permissions to reside, residence permits, etc. Furthermore, the Asylum Act was amended 2003. And the new Citizenship Act came into force in March 2006 after a small obstacle.

Swiss and EEA citizens

Students from countries of the European Economic Area (EEA = EU countries plus Liechtenstein, Norway and Iceland) as well as Switzerland must enter with a valid travel document to Austria and don't need

a residence permit for their stay in Austria.

Students with EEA and Swiss citizenship, who want to stay longer than 3 months in Austria have to apply for a "Registration certificate" (Anmeldebescheinigung) within 4 months after entry at the City Council MA 35. That is in addition to the residence application that everyone has to comply by within 3 workdays after taking residence and that has to be repeated everytime you move. (see section on reporting requirements)

Persons with EEA or Swiss nationality are entitled to settle if they:

are employees or self-employed in Austria or

have adequate health insurance and have sufficient resources or

 have an education at a legally recognized public or private school or educational institution and have completed a sufficient health insurance and regulate sufficient financial resources.

Third-country nationals

Foreign students who are not from the EEA countries or Switzerland need a residence permit for their stay in Austria.

Initial application for "Residence Permit - Students"

The initial application must be made after receiving the approval notice from the university at the competent Austrian representation authority (embassy, consulate) abroad (home country).

Students, who are allowed to enter Austria without a visa, can make the initial application in Austria (Vienna's municipal authority MA35). In addition to the completed form, the following documents (original and copy) must also be submitted:

- Recent photo (not older than 6 months)
- Valid passport (copies of all pages that contain entries and stamps)
- International birth certificate
- · Admission letter from the University
- Details of the financing of the stay (in the form of a savings account or evidenced by
- Recent bank statements amounts vary according to the representative authority: persons under 24 must prove an income at least 515.30 Euros per month. Persons from the age of 24 must prove at least 933.06 Euros per month) or a submitted pledge of a person living in Austria
- Police clearance certificate, not older than 3 months
- Proof of all-risk health Insurance (e.g. FeelSafe.at Student Health Insurance Basic) OR
- Proof of accepted travel insurance for the first few weeks until All-Risk health insurance is taken out IN Austria. (FeelSafe.at Travel Insurance Plus is currently the only fully legally valid travel insurance for this process)
- Extracts from the credit protection association
- Proof of secure accommodation (lease, dorm) for 1 year.

All foreign language documents require a certified translation. The authentication is done by court-appointed interpreter, or at the Department of State of the country. https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/aufenthaltsbewilligung/bescheinigungen/studierender.html The "Residence Permit - Students" will be issued in credit card format and is valid within Austria as identification.

Extension of the permit:

Applications for renewal of a residence permit are to be done within 3 months before the expiry date at the local competent authority within the country. In Vienna, that's the City Council MA 35 (addresses in the appendix).

<u>Attention!</u> If you apply for renewal after the expiry of the old residence permit, the application will be considered like the first application and must be made in the Austrian Representative Authority in your home-land. So be sure to do it on time!

Students, who are allowed to enter Austria without a visa, can make the initial application in Austria (Vienna's municipal authority MA35). In addition to the completed form, the following documents (original and copy) must also be submitted:

- Recent photo (not older than 6 months)
- Valid passport (copies of all pages that contain entries and stamps)
- International birth certificate
- · Admission letter from the University
- Details of the financing of the stay (in the form of a savings account or evidenced by
- Recent bank statements amounts vary according to the representative authority: persons under 24 must prove an income at least 515.30 Euros per month. Persons from the age of 24 must prove at least 933.06 Euros per month) or a submitted pledge of a person living in Austria
- Police clearance certificate, not older than 3 months
- Proof of all-risk health Insurance (e.g. FeelSafe.at Student Health Insurance Basic) OR
- Proof of accepted travel insurance for the first few weeks until All-Risk health insurance is taken out IN Austria. (FeelSafe.at Travel Insurance Plus is currently the only fully legally valid travel insurance for this process)
- Extracts from the credit protection association
- Proof of secure accommodation (lease, dorm) for 1 year.

All foreign language documents require a certified translation. The authentication is done by court-appointed interpreter, or at the Department of State of the country. https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/aufenthaltsbewilligung/bescheinigungen/studierender.html The "Residence Permit - Students" will be issued in credit card format and is valid within Austria as identification.

Extension of the permit:

Applications for renewal of a residence permit are to be done within 3 months before the expiry date at the local competent authority within the country. In Vienna, that's the City Council MA 35 (addresses in the appendix).

<u>Attention!</u> If you apply for renewal after the expiry of the old residence permit, the application will be considered like the first application and must be made in the Austrian Representative Authority in your home-land. So be sure to do it on time!

Private health insurance from FeelSafe.at

With the insurance you are fully privately insured - meaning you have access to all doctors (public AND private doctors), have transportation to your home-country if needed and more.

Also it's super simple, you do not need any paperwork, you can buy it completely online in 5 mins, everything is in English (including the contract) and you can ask any specific questions you might have in their online chat.

They offer the best value for money on the market – €79,80 Euro per month (as of 2023) and their product covers a lot that the public insurance doesn't so possibly a better option for you than your option 2) – the student self-insurance of the OGK

Student Self-Insurance

The student health insurance offers you the opportunity of a better deal. However, if you don't or no longer fulfill the conditions, then there is the possibility of a general self-insurance, which is much more expensive. Requirements:

- Ordinary residence in Austria
- Total study duration plus one semester per academic section may not be exceeded by more than 4 semesters
- Income of less than 10.000 €
- No college degree
- The major hasn't been changed more than twice

If you don't fulfill one of the requirements above, check www.feelsafe. at where there are no such requirements. Application documents:

- Application form
- Passport
- Confirmation of continued education
- Registration Proof
- Study sheet

Non-regular students have additionally to the admission of the University to add a confirmation of visiting the preliminary course. The payment form of the paid tuition fee is unfortunately not enough. So if you want to come to Vienna in the summer and complete the student selfinsurance, you will not be able to do that until September or October because you can't get a visiting confirmation.



The insurance begins with the following application on the same day and will cost you 66,79 Euro per month (as of 2023). The student self-insurance ends:

- If you no longer fulfill the requirements
- With the end of the calendar month in which you declared the end
- After the end of the third calendar month after the end of your study
- · As soon as two maturing bills were not paid

Self-insurance for marginal employment

If you do not earn more than 500,91 Euros per month (as of 2023) you can apply(!) for a specific self-insurance that costs 70,72 Euros per month (as of 2021). This insurance combines health and retirement. If you earn more than that you are automatically (!) insured, and the fee will be deducted automatically from your income.

General Self-Insurance

If the student self-insurance is not an option for you, there is the possibility of a general self-insurance.

This type of insurance currently costs 478,82 Euro per month (as of

2023). The contribution may however - on a separate application and submitting the appropriate documents (e.g. tax bill, pay slips, savings account, proof of Alimony payments) - be reduced up to just around EUR 105, -. The reduction is immediately effective at the onset of the insurance if the request is made simultaneously with the application for insurance, otherwise from the first of the month following the appli-

cation. The application for reduction must be renewed every year!

Students' Union Accident Insurance

Every student in Austria is automatically a member of the Austrian Students' Union and is as such insured under the insurance package of the Generali Insurance AG in the University accident and liability insurance. That includes all university-related events and your way back and forth. If you want to make use of this insurance, you have to submit

the particular accident or incident report without delay.

Living

Cost of living

Living on your own costs money. Accommodation is going to be around $500 \ \in$ per month, depending on the student home and the location. Groceries and food usually are about 200 – $400 \ \in$ per month, depending on your food preferences. Other fixed costs (like a mobile phone, internet, insurance, public transportation, etc.) need to be taken into consideration as well.

Take into account that you will need at least 150 Euro additionally every month. If you want to save money on textbooks you should visit the library or our Students Union Book Exchange. In addition, there are also coupons from the Student Union for the purchase of certain textbooks.

Accommodation

Many students choose to live in dorms, check www.heimdatenbank.at for a comprehensive list of dorms. The website asks you for your gender, age and preferred district (you can also choose Vienna as a whole, click "Alle Bezirke") and then shows you all your options. Another great options is to share a flat with other people. Websites like www.wg-gesucht.de show you available rooms in shared flats. Search www.heimdatenbank.at for a comprehensive list of dorms. The website asks you for your gender, age and preferred district (you can also choose Vienna as a whole, click "Alle Bezirke") and then shows you all your options.

Transportation in Vienna

Vienna has a very good public transportation infrastructure, therefor we recommend buying a semester ticket, valid for the whole semester (excluding July and August). If you are under the age of 26, you can buy the ticket either online or at a ticket counter. As of 2024, the semester ticket costs 75€.

There are also many bike paths in Vienna, but in some areas you will have to use the street. You can either buy your own bike or use the City Bike System. The first hour of your use is always free, so practically it should not cost you anything. There is a bike station just in front of the WU. Register at: www.citybikewien.at



Traveling in Austria

The best way to travel Austria is via train. With the VorteilsCard Youth you can safe up to 50% and costs only 19€, so most of the time it is profitable after just one trip.

If you are over 26 you can purchase the Classic Advantage Card with the same benefits but it will cost you 99 Euro (if renewed in due time it costs 66 Euro). For OEBB VorteilsCard holders there is a special summer ticket offer that allows you to travel Austria for 2–3 months. If you're under 20 years old and costs only 34 Euro.

Recreation

Sports are big in Vienna. The Students' Union WU sports department organizes attractive sports events and strives to negotiate low prices for fitness studios for you.

Additionally, the University Sports Institute (www.usi.at) offers all students a variety of sports and dance classes at very low prices (the fee for a weekly class is between 20 and 50 Euros per semester).

Working in Austria

Whether foreign students in Austria are allowed to work for commercial purposes depends on their nationality and their type of residence permit, if required. The working conditions for foreign students in Austria are unfortunately still a pretty touchy subject (the attempts of various organizations to influence the Austrian policy to give students a fairer solution have been unfruitful so far), we advise you to seek further information on the website of the Austrian Exchange Service (www. oead.at).

EU/EEA/CH nationals

Students and researchers with EU/EEA or Swiss nationality may work in Austria due to the EU freedom of employment, without having to seek any approvals beforehand (e.g. work permits).

Turkish students:

Turkish students who have been uninterruptedly employed for at least one year can't be denied a renewal of their residence and working permit.

Third-country nationals:

Students from all other countries, which have a valid residence permit "student" may work to a limited extent under consideration of the provisions. Pay close attention to the rules explained in more detail below. Violation of these rules may result in severe penalties and cause loss of the right of residence. Before you accept a job always contact the employment service AMS!

Unfortunately, work permits are only valid to a limited extent, taking into account the situation given by the Austrian labor market, if the vacancy cannot be filled by unemployed domestic or integrated foreign workers. We have to distinguish two different types of employment, but both are not supposed to affect your studies as the main purpose of your stay:

Temporary employment (temporary limited)

Foreign students from third countries have the opportunity to work as temporarily employed foreigners for a period not exceeding three months per calendar year in Austria and work as seasonal workers (especially during the holidays). A precondition however is a working permit, which at the request of the employer is issued by the Employment Service in the framework of fixed quotas (= limited number per year, only for employment in tourism enterprises, agriculture and forestry). The approval granted employment authorization allowing a temporary change of purpose, however, remains the residence permit "student". In this case, there is a limitation of the duration of employment to a maximum of 3 months, income-height isn't affected.

Indefinite employment (temporary unlimited).

Foreign students from third countries can practice an economic activity during their studies as long as the study is not affected and the primary purpose of stay remains studying. In this case, there is a limitation of income height, but not of the employment duration. There are 2 versions to distinguish:

 As an employed person (= service contract as a worker) a work permit (or a confirmation of the display of the work as a volunteer) is required. The Employment Service (AMS) at the request of the employer will issue both a working permit as well as a confirmation of volunteering. (Volunteers are



persons who are solely for the purpose of the extension and application of knowledge and acquirement of skills for practice without a work requirement and no claim for fees employed up to three months in the calendar year.) The working permit will be limited to 20 hours per week employment

 Self-employment may be practiced on a persons who are solely for the purpose of the extension and application of knowledge and acquirement of skills for practice without a work requirement and no claim for fees employed up to three months in the calendar year.) The working permit will be limited to 20 hours per week employment contract basis.

For this, no work permit is required. Social security, taxation and trade legislation are observed. Note the difference between contract of employment and contract of work (it's not the name of the contract, but the actual work performed that is crucial):

 A service contract shall be personal recurring, regular attendance and work on a fixed job location (e.g. Monday till Thursday, 09.00 to 12.00 clock in the store of the XY company in Vienna), where one has to work under the exact instructions of the employer. The payment takes place after the hours worked. The employer is required to register you for social security through the duration of your employment and to pay your appropriate tax from your salary.

 In the case of the so-called working contract, you owe the employer only the delivery of a particular work / success (e.g. labelling of 1.000 Envelopes), this job doesn't depend on any fixed working hours or a fixed place of work (that is, for example, at home) and it can be even done by someone else. You are only paid for the pieces of work and for the success. A working contract has no need for notification to the social insurance and no tax deduction by the employer. That has to be done by yourself!

 Persons with a residence permit "Family Community" may only pursue gainful employment in Austria if its residence permit is Konstantin Steiner marked with "free labour market access".

 People with other residence permits; please contact the foreign legal authority or an advisory organization for further information.

Business license (Trade certificate)

If you are practicing a professional occupation, you need a Business license (also known as Trade certificate). With a Business license you are a member of the Chamber of Commerce and lie under the provisions of the Industrial Social Insurance (GSVG). Registration takes place in Vienna at the MA 63 and the City Council is open for all capable adults including EEA citizens (including new EU citizens) with a clean criminal record. For the issuance of the business license fees are applied from which you could be freed as a young entrepreneur thanks to the Startup and Promotion Act (NeuFöG). We therefore advise you counseling from the start-up service at the Chamber of Commerce.

Internship or Volunteering

Unless an internship is not firmly anchored in the curriculum of each discipline (WU-study programs don't need fixed internships), this activity needs a registration (2 weeks in advance) at the Employment Service. This regulation applies equally to voluntary Internships.

Key worker

Upon successful completion of studies at an Austrian university, college or accredited private university, a foreign student that has a residence permit can be granted a (quota free) residence permit for key workers at request if the requirements are fulfilled. Whether the conditions to work in Austria as a key force apply, have to be checked and confirmed by the Employment Service (AMS).



Criteria for immigration of skilled labor

Red-white-red card

On the 1st of July 2011 new rules on the integration of Third-country nationals with specific skills came into effect. A new residence permit was created by the name: the red-white-red-card. This binds the qualified employee to a specific employer. After a year the transition into the open labor market is possible.

The Red-White-Red card can be obtained by 6 different groups of workers:

- 1. Very Highly Qualified Workers who, according to a points system have at least 70/100 points, are considered to be particularly highly qualified. If these individuals provide proof of their qualifications at the competent Austrian Embassy, they can apply for a visa D. If the visa D is granted, the person may enter Austria for a 6-month stay to find a job. Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market access.
- 2. Other Key Workers: Persons who, according to a points system achieve at least 55/90 points, can get the Red-white-red card as other key personnel. Requirement is a binding job offer in Austria and the prospective employer is willing to remunerate with the minimum pay stipulated by law, regulation or collective agreement.

Key employees under 30 years of age must earn at least €2775 (2021) per month gross, key workers over 30 years have to earn at least €3330 (2021) per month gross. The Red-White-Red card may be denied if there are persons registered at the AMS with equal qualifications that can be chosen for this position.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: Al level (except in-mature persons or persons with certain prior knowledge or qualifications).

3. Third-country nationals that graduate in Austria: Persons who have completed a bachelor's degree, at least the second stage of a diploma study or a master's degree or higher in Austria may, before the expiry of their residence permit "student" apply for a further right of residence to look for work or start a business for 12 months.

Graduates, who have found employment at the level of their education can get the Red-White-Red card, if the monthly gross income is at least € 2497.50.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: Al level (except un-mature persons or persons with certain prior knowledge or qualifications).

4. Skilled Workers in shortage occupations: The list of shortage occupations changes every year. For the year 2019, the following occupations are deemed shortage professions: Persons who, according to a points system achieve at least 55 of 90 points and have an education in one of those professions can receive the Red-White-Red card. This requires employment in this occupation at a wage equal to the collective bargaining agreement or other industry standard pay.

Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market if the applicants can demonstrate knowledge of the German language: Al level (except un-mature persons or persons with certain prior knowledge or qualifications).

- 5. <u>Self-employed Key Workers</u>: or self-employed key workers, there is no points system. As a third-country national you can apply for a Red-White-Red Card, if your self-employed occupation in Austria creates a macroeconomic benefit, eg:
- € 100.000 minimum transfer of investment capital to Austria, or
- Creation of new jobs or securing of existing jobs in Austria, or
- your establishment involves the transfer of know-how respectively the introduction of new technologies, or
- considerable significance for the entire region
- 6. <u>Start-up Founders</u>: As a third-country national you can apply for a Red-white-red card for start-up founders if you:
- develop innovative products, services, processing methods or technologies
- submit a business plan for establishing and running the company
- personally exert controlling influence on the newly set-up company
- prove capital for the company to be founded amounting to € 50.000 minimum with an equity share of at least 50 % AND
- can score 50 points minimum according to the criteria list.



Blue card - EU

Due to a directive of the European Union from 1 July 2011, the residence permit "Blue card - EU" was introduced. The permit is available for persons who have completed a course of study at a university or other tertiary educational institution with a minimum duration of three years, if they have received a binding job offer for at least one year in Austria and the employment corresponds to your education, with a annual gross income of at least € 65,579 plus sepcial payments and if at the Employment Service are no registered persons with equal qualifications seeking work (labor market test). The Blue card - EU will be issued for 2 years and binds the employee to a specific employer. After 2 years a transition in the free labour market (Red-white-red card Plus) is possible if the employee was employed for at least 21 months. Family members (spouses, unmarried minor children) will receive a Settlement Permit with free labor market access.

Procedural requirements for the Red-white-red card and Blue card-EU:

Applications for the Red-White-Red card or the Blue card-EU, have to be done at the Austrian embassy abroad. If the qualified labor force is already legally in Austria (visa-free stay, D visa for work search or residence permit for graduates), the application can also be done at the domestic authority, which in Vienna is the Municipal Department MA 35.

Applicant is a qualified worker him/herself; the prospective employer must attach a written statement. The process may take more than 8 weeks.

Government Aid

Family Allowance

The family allowance is a transfer benefit, to make it easier for parents, to finance the upbringing of their children. Entitled to family allowance for their children next to Austrian citizens are foreign citizens upon fulfillment of certain conditions.

Eligibility:

- foreign nationals who have a legal residence permit
- · center of life is situated in Austria
- same household with child or sole payer of alimony (child may also be at a different location in EU, or worldwide if it is for educational purposes)

favorable academic success is required (In the 1st study year, at least 8 credit hours must be done positively). Someone who is entitled to a similar foreign aid (for example, child benefit, child allowance, etc.) has no right to family aid. However, if the same type of foreign aid is less than the family aid, they are entitled to a compensation payment (FLAG).

Study Aid

The study aid is the most important measure in the context of state funding of studies. It is intended to ensure that every achievement-oriented and capable young person is given access to a degree, by helping to overcome social and regional barriers. In addition to Austrian citizens following person groups also have the right to study aid:

• if the parents / one parent at the time of application are / is employed in Austria: equalization, when the "child" lives and studies in Austria..

 Employees: cannot come for studies to Austria. That is, they must have been employed prior to the commencement of studies in Austria, and the study has a training course to represent an occupation, only if the profession was not given up voluntarily.

• EEA citizens who are at least five years continuously and lawfully resident in

Austria (registered) are equalised.

 Third-country nationals (other than EU / EEA): Are equalised if they are permitted to reside in the long term. By submitting proof of a permanent residence card or other appropriate certificate from the competent authority (Office of the State Government).

Stateless = (no allocation of citizenship possible): Are equalised only if they
are liable to income tax together with a parent at least five years in Austria
(= residence in Vienna / Austria) and Austria represents their "center of vital

interests".

 Refugees: Refugees under the Geneva Convention shall be treated as Austrian state citizens. (Proof: decision of the determining authority, refugee passport). Equality due to the integration into the educational system in Austria right for student aid have those students who have attended at least 2 years high school in Austria and have passed the matriculation examination in Austria. Other requirements include:

regular studies at an Austrian university,

- Age limit: 30 years beginning at the start of funding, 35 years for selfpreservers
- social need



- academic success
- have no degree (except doctoral studies, when it's taken within 12 months after the graduate studies)
- no more than two changes of studies
- compliance with the study period stipulated in the Study Support Act

Housing benefit (Wohnbeihilfe)

Low-income students, who meet some certain criteria, can apply for housing benefit. Eligibility depends on the:

- number of persons living in the same household
- · income of all people living in the same household
- size of the flat
- · household expenditure

For more information, please contact MA 50 under +43 1 4000 74860

Scholarships

Achievement Scholarship

Achievement scholarships are awarded annually to students with above-average academic success, thereby furthering the recognition of outstanding academic performance as part of a degree program. All information regarding application requirements documents, deadlines, you can find in the tender specification.

Application Requirements:

- Regular student at Vienna University of Economics and Business.
- Adherence of the entitlement period and considering any important cause.
- Outstanding academic performance in a degree program of Economic and Business Administration in the academic year.

Application:

The application is submitted via an online application form that you can find on the homepage of the WU under: https://bach.wu.ac.at/z/ stud/leistungsstipendium. On this page you can log in with your username and password and fill out the application form online and submit it. If you do not have Austrian citizenship, please attach evidence during the application period

about the national equalisation in accordance with § 4 StudFG study law.

Awarding:

If there are more applications than in accordance with statutory provisions a ranking of applicants according to grade point average (GPA) will be necessary. All applicants will be notified of the granting or refusal. There is no legal claim on awarding.

Further information can be found on www.wu.ac.at, in the department for Study Law, UZA 1, Kern D, 4th Floor and in the social department of the Austrian Students' Union.

Promoting Scholarship

Promoting scholarships are awarded to students of ordinary studies to assist in the preparation of scientific papers. As with the achievement scholarship, a good degree of success is also a requirement for the awarding. In contrast to the achievement scholarship, the promotion scholarship is awarded twice a year.

Scholarships specifically for international students from non-EEA countries

A very good overview of all scholarship programs for students from developing countries can be found on the website of the KKS (Contact Committee Scholarships Third World) and on the website of the development cooperation. Web:

www.kks-bza.at www.eza.at www.oead.ac.at www.grants.at www.fwf.ac.at

Scholarships for asylum seekers and convention refugees

The target group of these scholarships are students with a positive asylum claim or also beneficiaries of subsidiary protection (both not longer than 6 years) in Austria. Requirement is the registration and enrollment for a non-regular study (preparation program or nitrification) at an Austrian university. For students who attend the pre-study course, there is an age limit of 29 years (i.e. the beginning of the pre-study course before the 30th birthday). There is no age limit for those people that can get a nostrification of their degree from abroad in Austria.



Students' Union Federal Fund

Students can apply for financial support from one of the student union funds. The student union funds are equally funded by the Federal Ministry of Science and Research and Economy, by the Federal Representation of the Students' Union and from each university's Students' Union.

The following requirements apply to the use of financial support and are also applied on Erasmus incoming students:

- students' Union member
- regular student (exceptions possible)
- social needs in accordance with the guidelines
- proof of academic success
- insufficient support from other sources

Support for disabled students is granted, due to physical or mental impairment. Information, precise conditions and application forms are available in the social units of university representatives and directly from the social department of the federal agency of the Austrian Student Union:

Specifically, the Students' Union has issued the following funds at stake: social, housing, children and child support funds. In addition, these funds also support in legal matters, as well as in mediations. For more information on the social funds you can also get the social brochure.

The Students' Union Fund at the WU

Similar to the Fund mentioned above we have a fund at the ÖH WU branch. Contact the Department for Social Policy. Application is open once per semester and funds are given out once a term.

We constantly strive to help you further, so we advise you to regularly visit our website or read our magazine "Steil". You can also always drop by the Social Services Department and seek for advice.

Stay Connected!

Instagram: @oeh_wu

Folge uns auf Instagram, um immer Up 2 Date zu bleiben und kein Event zu verpassen!



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- ** Gutscheinaktion gültig bis 30.11.2024 bei erstmaliger Eröffnung eines Studentenkontos. Nähere Informationen zu den Gutscheinen auf studenten.bankaustria.at

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