

CHECKLIST

You need to provide the following documents in order to apply:

ONLINE APPLICATION FORM

- ▶ Printed out and signed

RÉSUMÉ

- ▶ In a table (We recommend Europass)

PASSPORT-SIZED PORTRAIT PHOTOGRAPH

- ▶ If you have not already uploaded one with the online application form
- ▶ Please write your name on the back of the photo

DOCUMENTS

Please provide us with **one copy** of the following documents:

- ▶ **Passport** or **personal identification** as well as **proof of citizenship**
- ▶ In the case of a **change of name**: an official document with the changed name on it
- ▶ **Residence registration form** (Meldezettel)
- ▶ **High school diploma** or an academic transcript, which satisfies the general admissions requirements – or if not yet completed please provide a copy of your last annual report
- ▶ **Bachelor's certificate** or a diploma, which satisfies the general admissions requirements
- ▶ Your current **transcript of records**
- ▶ If your school leaving certificate has already been officially recognized by another Austrian university please let us know and send us written proof of it.

STUDYING PART-TIME

- ▶ You should provide us with proof of employment

LETTER OF MOTIVATION (only necessary for these programs named here!)

You will need to provide a letter of motivation written in German for the Master's degree programs in Marketing & Sales Management and Communication Management. You will need to provide a letter of motivation written in English for the Master's Degree program in Executive Management.

The following formal criteria must be fulfilled:

- ▶ **Length:** one to two A4 pages
- ▶ **Font size:** maximum 12 points
- ▶ **Line spacing:** 1.5

The following points must be covered:

- ▶ **Chosen degree program** written in the subject line
- ▶ **Current life situation and personal development goals** relating to education and profession
- ▶ **Personal self-evaluation** relevant to characteristics and skills and the resulting motivation for studying
- ▶ Your **expectations** about FHWien der WKW and your future degree program
- ▶ **Evaluation of your own resources** to successfully complete a Master's degree program

If you are **applying to more than one degree program** please copy the application documents twice. (Two applications = two application forms)

Please do not staple your application together or put it in a folder!

Mail it to:

FHWien der WKW, Service Point, Password: BEWERBUNG,
Währinger Gürtel 97, 1180 Vienna

We recommend that you send
a registered mail!

