



Information sheet:

Entry into Austria, Belgium/Denmark - Residence Regulations

1. Austria

Relevant information for nationals of EU/EEA countries and Switzerland (see p. 1ff.), for nationals of other countries (“third countries”) (see p. 3f.)

1.1 Information for Nationals of EU/EEA countries and Switzerland

1.1.1 Entry into Austria

Belgium	Great Britain	Luxembourg	Sweden
Bulgaria	Ireland	Malta	Slowakia
Denmark	Island	Netherlands	Slowenia
Germany	Italy	Norway	Spain
Estonia	Croatia	Austria	Czech Republic
Finland	Latvia	Poland	Hungary
France	Liechtenstein	Portugal	Cyprus
Greece	Lithuania	Romania	Switzerland

If you are a national of an EU/EEA country or Switzerland you **do not need a visa** and enjoy the freedom of domicile ("Niederlassungsfreiheit"). If you have sufficient financial means to finance your stay in Austria and valid health insurance covering all the necessary costs you only need a valid travel document (passport or identity card) in order to enter and become resident in Austria.

You have to carry or keep at close hand your travel document at all times as proof that you are entitled to stay in Austria.

1.1.2 Residence Regulations

After arrival in Salzburg - Assistance by the DCLead Administrator

- **“Anmeldebescheinigung”**

Nationals of EU/EEA countries and Switzerland, who are staying in Austria longer than 3 months, have to apply to the competent municipal authority for a document called "Anmeldebescheinigung". You have to **register** with the competent [residence authority](#) (Magistrat, Bezirkshauptmannschaft) **within 4 months of your stay** and you will receive a confirmation of registration (fee: 15 euros; additional fees may occur).

Attention: Non-compliance with this regulation can lead to a fine up to 250 euros!

For this registration you need the following documents:

- completed and signed [application form](#)
- valid identity card or passport
- proof of a health insurance covering all the necessary costs, e.g. European Health Insurance Card, insurance policy, ...
- proof of sufficient finances, e.g. by means of savings or a bank account, traveller's cheques,...
- a confirmation of admission by the university

- **“Meldezettel”**

In Austria everybody (Austrians, EU/EEA nationals, nationals of third countries) has to register with the [registration office](#) ("Meldeamt") of your place of residence (Address: Magistrat Salzburg, Mirabellplatz 4, 5020 Salzburg) - **within three working days** of arrival in Austria.

To register you need

- travel document
- birth certificate
- marriage certificate and/or proof of academic titles as applicable
- registration form (Meldezettel), available from the registration office. This form has to be signed both by the landlord/landlady and by the tenant.

Any change of the residential address has to be reported to the registration office within three working days, any change of other data has to be reported within one month. The confirmation of registration (“Meldebestätigung”) should be kept safe because you will need it for certain dealings with the authorities (e.g. for a renewal of your residence or domicile permit).

Before leaving Austria you have to **cancel** your registration - between 3 days before and 3 days after moving out. For the cancellation you have to fill in your registration form (box: “Abmeldung”) and to present it - together with your passport - at the registration office.

1.2 Information for Nationals of other countries (“third countries”)

1.2.1 Entry into Austria

If you *do not* have EU/EEA or Swiss nationality you need an entry or residence permit in order to enter or become resident in Austria.

Foreign students who intend to study in Austria for a period no longer than 6 months need

- **a residence visa D**: for stays in Austria of at least 91 days up to a **maximum of 6 months**, stays within the Schengen zone are possible for a maximum of 90 days during this period (not necessary if you are a Japanese national)

You have to **apply for this visa** in person at the competent [Austrian representative authority](#) (embassy, consulate-general) in your country of residence **before travelling to Austria**. The visa will then be issued by this authority.

Important information for U.S. and Canadian exchange students and Fulbright programme scholars (<http://www.austria.org/students-scholars/>)

If you are already **holding a residence permit for a Schengen Member state** you are only entitled to apply for Austrian visa at the Austrian representative authorities in *Bratislava, Ljubljana* or *Munich*.

Attention: A visa (travel visa C or residence visa D) can neither be applied for nor being renewed in Austria!

To apply you need:

- completed and signed application form: [visa D](#) (see attachment visaD.pdf or https://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Recht/Visum_D_Antrag_01.pdf)
- 2 passport photos in accordance with ICAO-criteria, in colour, size 3,5 x 4,5 cm (www.passbildkriterien.at/oesterreich.html)
- valid passport and photocopies of all pages that contain entries and stamps
- Proof of accommodation in Austria: e.g. rental contract, accommodation contract with a students hall of residence, confirmation of the reservation of accommodation by the OeAD Housing Office or private [accommodation agreement](#)
- Proof of travel health and accident insurance that is valid in Austria with coverage of at least 30,000 euros
The Aon insurance policy letter will be sent to the students.
- Proof of sufficient funds to finance your stay in Austria, e.g. savings or bank deposit, proof of purchase of traveller's cheques, [letter of guarantee](#) of a person living in Austria or an institution domiciled in Austria
For scholarship holders the Letter of Nomination for a scholarship should suffice.
- Confirmation of admission by the university
You will obtain the "Letter of Admission" of the University of Salzburg after having supplied the Admission Department of the University of Salzburg with all legalized documents you were asked for (passport, university diplomas and official transcripts of study results, university, Certificate of special qualification for University studies)
- return flight ticket, if available

Please note: While waiting for the Letter of Admission of the University of Salzburg (and the attestations above) students are advised to contact the Austrian Embassy (or Consulate) at their home country to ask for the list of required documents and legalizations.

The [Austrian representative authority](#) may ask for additional documents in individual cases.

The travel document plus visa has to be carried at all times to prove your entitlement to residence in Austria.

1.2.2 Residence Regulations - "Meldezettel"

After arrival in Salzburg - Assistance by the DCLead Administrator

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Any change of the residential address has to be reported to the registration office within three working days, any change of other data has to be reported within one month.

The confirmation of registration ("Meldebestätigung") should be kept safe because you will need it for certain dealings with the authorities (e.g. for a renewal of your residence or domicile permit).

Before leaving Austria you have to **cancel** your registration - between 3 days before and 3 days after moving out. For the cancellation you have to fill in your registration form (box: "Abmeldung") and to present it - together with your passport - at the registration office.

For further information please visit: <https://www.oead.at/index.php?id=78&L=1>

2 Entry into Belgium or Denmark

Students who enter Austria with a Visa Type D will be able to apply for visa/residence permit to Brussels or Copenhagen at the Embassies in Vienna (Assistance by Admin)

2.1 Brussels, Belgium

Relevant for students who applied for **Track A** “Digital Communication, Policy and Innovation in Europe”

2.1.1 Entry into Belgium

Type of Visa: The visa affixed in your travel document has to be a national long-stay visa (D visa). The **D visa** has the same effects as a residence card with regard to free movement on the SCHENGEN territory. Accordingly, you are authorised to travel to another SCHENGEN State for a total period not exceeding 3 months in a 6-month period, starting from the date of your first entry on to the SCHENGEN territory, always provided that you meet the entry conditions and have not been reported by the SCHENGEN State into whose territory you are travelling. If you fail to meet the entry conditions, you may nevertheless be authorised to transit to the SCHENGEN State which issued the D visa.

Procedures to follow when you are abroad (already in Austria) and you wish to stay in Belgium for more than 3 months to pursue higher education:

Where to lodge your visa application

You can lodge your application for leave to remain (a national long-stay visa or D Visa) **in person** at the Belgian Embassy in Vienna, Austria (soon) after your arrival in Salzburg.

It is possible that you might need to make an appointment to lodge your visa application at :

Embassy Vienna
Prinz-Eugen-Strasse 8-10
1040 Vienna
Austria

+43 1 502 070
+43 664 450 92 11 Emergency number outside opening hours
Vienna@diplobel.fed.be
<http://austria.diplomatie.belgium.be>

The supporting documents to be provided with the visa application :

- a completed and signed [visa application form](#) (in duplicate)
- a **travel document** into which a visa can be affixed and which is valid for more than 12 months (e.g. a passport)
- an attestation of **registration as a regular student** in higher education delivered by an educational establishment organised, recognised or subsidised by the public authorities if you are following part-time education, proof that the said education is to be your principal activity and a preparation for or complement to full-time education (detailed study plan and supporting letter)
- proof that you satisfy the conditions for access to higher education (diploma, academic record, attestation that account is being taken of the application for equivalence or decision or dispatch of equivalence)
- proof that you have [sufficient means of subsistence](#)

A student must have sufficient means of subsistence to cover his healthcare, his living costs, his study and repatriation costs.

The minimum amount which he must have is fixed and indexed every year by royal decree. It is currently **617 EUR** net/month (academic year 2015-2016).

The proof that the student has the minimum amount required to cover his healthcare, his living costs, his study and repatriation costs is preferably provided via:

- an attestation of a grant or loan issued by an international organisation or a national authority, or a legal person, Belgian or foreign, with sufficient resources. The amount of the said grant or loan may not be below the minimum amount which a student must have every month. If necessary, the student must produce proof of complementary resources.
- a commitment that charge will be taken (Annex 32) (see : https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/The_commitment_that_charge_will_be_taken_Annex_32.aspx)

However, other proof may be taken into account →

https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Sufficient_means_of_subsistence_Students.aspx

- a [medical certificate](#) attesting that the applicant is not carrying any of the diseases which might endanger public health

If you wish to get the certificate in Salzburg (Dr. Walter Wührer, Bräuhausstrasse 4b, 5020 Salzburg, Tel.: 0662 840855)

- if you are aged over 21, a [certificate attesting to the lack of any convictions for crimes or offences under common law](#)

You must lodge the **original documents**, plus a photocopy of these documents. The originals will be returned to you.

The foreign official documents must be **legalised or carry an apostil**, unless an exemption is provided in a treaty. All the relevant information on this formality is available on the website of the SPF Foreign Affairs (<http://diplomatie.belgium.be>).

The documents drawn up abroad in a language other than German, French or Dutch are to be translated in accordance with the original by a sworn translator. The translation must be legalised as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian consulate or Embassy.

Processing of the visa application

As a general rule, your visa application will be sent by the consulate to the Aliens Office, which will take the final decision.

2.1.2 Registering at the municipal administration

Go to the municipal administration in the place where you are staying within 8 days of your arrival in Belgium to ask to be registered on the aliens register and issued with a residence permit (A card). This residence permit is registered on the list of residence permits issued by the SCHENGEN States allowing entry without a visa ([Annex 2 to visa manual I](#)).

As a general rule, you apply for the renewal of your residence permit between the 45th and the 30th day prior to its expiry date. This renewal is issued by the Aliens Office, on production of a valid work permit.

For further information please visit: https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year.aspx

2.2 Copenhagen, Denmark

Relevant for students who applied for **Track B** “Digital Technology & Management”

2.2.1 Entry into Denmark

You must hold a residence permit in order to reside and study in Denmark, if you are a citizen of a country outside the Nordic countries or the EU/EEA.

How to apply:

Both you and the educational institution in Denmark (Aalborg University) must supply information for the processing of your application. The easiest and quickest way for all involved is to submit an **online application** via:

<https://www.nyidanmark.dk/xform/formularer/st1.form.aspx>

Please note: the online application can only be started by the educational institution in Denmark (Aalborg University).

The educational institution in Denmark begins the application process by logging onto the online form by using a NemID. Then the educational institution completes part 1 of the form, attaches the required documentation and signs the application with a NemID. The educational institution will receive a reference number and an access code to part 2 of the form, which it will give to you.

You can then log on and complete part 2, pay the fee, attach the required documentation and state the Case Order ID. The Case Order ID is used to digitally connect your application with the paid fee. You then sign the application using a NemID (to get a NemID you must have a Danish CPR number, that is, a social security number given to residents of Denmark) or by using a scanned copy of your signature on a print-out of the declarations in the application form. Finally, you can submit the entire application.

After you begin filling in the application, it is possible to save it as a draft, for instance, if you need to produce required documentation. However, the application must be completed and submitted no later than 30 days after your educational institution began it.

(If you cannot submit an online application, there are also print versions of the application form.)

Fee for submitting an application

A processing fee will normally have to be paid in order for your application to be processed by the Danish Agency for International Recruitment and Integration. The fee can either be paid by you (the applicant) or by another person, such as a person in Denmark.

Read more about fees: https://www.nyidanmark.dk/en-us/coming_to_dk/fee/

Processing your application

When the Danish Agency for International Recruitment and Integration has received your application for a residence permit, it will evaluate it along with the enclosed documentation.

You can follow the processing of your case on My Page (<https://www.nyidanmark.dk/en-us/minside/>), where you can log in using NemID and view the status of your application. If you are to pay a fee for your application, you will be able to see if your payment has been received.

How do you receive the ruling?

The Danish Agency for International Recruitment and Integration will send the decision to the diplomatic mission where you submitted your application. The diplomatic mission (Danish Embassy in Vienna) will then request that you pick it up in person. You need to bring your passport as well as a valid residence permit for Austria in original and copies (in color!) of it.

**STÄNDIGE VERTRETUNG DES KÖNIGREICHES DÄNEMARK
BEI DEN INTERNATIONALEN ORGANISATIONEN IN WIEN**

Führichgasse 6, 1010 Wien
Telefon: (+43 / 1) 512 79 04
E-Mail: [vieamb\(at\)um.dk](mailto:vieamb(at)um.dk)

Mo-Thu 09:00-16:00, Fr 09:00-14:00

2.2.2 After arrival in Denmark

After arrival in Denmark you should register in the Civil Registration System (CPR) as soon as possible. Go to the nearest [Citizen Service Centre](#) to apply and remember to bring your residence permit (website in Danish only). When you have received your CPR number, you are fully registered.

For further information please visit:

https://www.nyidanmark.dk/en-us/coming_to_dk/studies/post_secondary_education.htm

https://www.nyidanmark.dk/en-us/coming_to_dk/studies/how_to_apply.htm

<http://studyindenmark.dk/guides>