



Admission Process

Business Consultancy International – Master's Programme

Topics:

1. [Eligibility Requirements](#)
2. [Application Procedure](#)
3. [Required Documents](#)
4. [Current Fees](#)
5. [Admission – Steps](#)

1. Eligibility Requirements:

- **Degree certificate from a business degree** (business major) **or business-related degree programme** (business minor, minimum 30 ECTS credits in the area of Business/Economics at the Bachelor level or higher).
If Business was the minor area of your previous degree programme you must submit all your previous academic records for review. If you have questions about your eligibility, please contact [Ms. Martina Warnung](#). If you have not taken any previous business-related coursework you are not eligible to apply.
- **Evidence of proficiency in the English language.** Unless your native language is English or your previous degree programme was taught entirely in English, you must prove a required level of English proficiency skills by fulfilling one of the following requirements:
 - Language assessment on campus on the day of your admission interview
 - Language certificate (e.g. TOEFL iBT, IELTS academic, Cambridge advanced, etc.) professional level / C1

2. Application Procedure:

Applications to BCI are accepted on a rolling basis. The programme offers two different application deadlines depending on the nationality of the candidate:



Application deadline is **15 June 2024** for EU citizens and nationals from the countries listed [here](#). These candidates do not require a visa to enter and reside in Austria for up to a given period (in most cases 3 months). If you are allowed to enter Austria without a visa you can apply for a residence permit during your permitted visa-free stay.

Due to the necessary visa procedure, the application deadline for all other nationalities is **31 March 2024**. If you need a visa to study in Austria, you should contact the Austrian consular service in your country to find out what documents you need. This must be done as soon as you are notified that your application has been received and that you are being invited to an admission interview. Please note: you should not wait until you have an offer from us before obtaining these documents, as it may then be too late!

If you are admitted, you must be in Wiener Neustadt at the start of the programme on **2 September 2024 (registration day)**. In case of late arrival, you may not be permitted to start the programme.

3. Required Documents:

The following documents should be scanned and submitted with your online application:

- A curriculum vitae (CV), including a photograph
- Secondary school leaving certificate*
- Undergraduate degree certificate** (bachelor or equivalent) including a transcript of records*, as well as for EU citizens a Diploma Supplement in English
- Proof of citizenship (for non-Austrian citizens: copy of valid passport)

* These documents might have to be officially translated into English.

** This document might have to be officially translated into English and legalised, depending on the country in which they were issued. Please check with the respective authority or send an email to BCI Admissions Officer, Ms. Martina Warnung (ms.martina.warnung@fhwn.ac.at).

4. Current Fees:

Tuition fee for EU/EEA/Swiss citizens (*Studiengebühr*): **€ 363.36** per semester

Tuition fee for third-country citizens*: **€ 726.72** per semester

Mandatory student union fee (*ÖH-Beitrag*): **€ 22.70** per semester

*Please note that third-country citizens need to pay a one-time registration fee €250, which will be refunded upon enrollment (will be deducted from first semester tuition fee). Your eligibility will be checked once payment has been received.



5. Admission – Steps:

1. Please complete the [online application form](#) and upload all documents. On receipt of your application, the university will send you an acknowledgement e-mail.
2. If you are a third-country citizen (non-EU/EEA/Swiss) you will need to pay a registration fee of €250. This fee is refundable upon enrolment (will be deducted from first semester tuition fee).
3. If you need a visa to study in Austria, you should ensure that the necessary documents for a student visa and residence permit are collected. Please check with the local Austrian Consulate regarding:
 - Documents required
 - How long it takes to get a visa
3. If you are selected, you will be invited for an:
 - (Online) admission interview
 - On-campus English language assessment (if necessary - see eligibility requirements)

If you live more than 1000 km away from Wiener Neustadt you may have your admission interview conducted online. **Please note:** unless your previous degree programme was taught entirely in English or English is your native language you must submit an adequate language certificate e.g. TOEFL iBT, IELTS academic, Cambridge advanced etc. – this must be done prior to your interview.

4. Notification of status by e-mail (acceptance / waiting list / rejection): within 1-2 weeks following the interview
5. Study place in the programme is only confirmed upon:
 - Returning the student contract
 - Payment of the tuition fee (Studiengebühr) and of the student union fee (ÖH-Beitrag) for the first semester
 - Signing up on enrolment day

If you have any questions about the Admission Procedure please contact Ms. Martina Warnung (ms.martina.warnung@fhwn.ac.at).