## Admission Process

**Business Consultancy International – Bachelor Programme**

### Topics:

1. **Eligibility Requirements**
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3. **Required Documents**
4. **Current Fees**
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### 1. Eligibility Requirements:

- **Secondary school leaving certificate** e.g. Austria – Matura, UK – A Levels, IB, or national equivalents
- **Evidence of proficiency in the English language.** Unless your native language is English you must prove a required level of proficiency by one of the following:
  - Language assessment on campus on the day of your interview or
  - SAT ([Scholastic Aptitude Test](https://www.act.org/))

### 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:

The application deadline is **8 June 2020** 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 2020**. 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 to the bachelor programme you must be in Wiener Neustadt at the start of the programme on 24 September 2020 (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
- Letter of motivation (max. one A4 page) explaining why you wish to study BCI
- Secondary school leaving certificate*
- School annual report (Jahreszeugnis) for the most recently completed year. If this is not issued in English or German, an official translation is required (no legalisation necessary)
- Proof of citizenship (for non-Austrian citizens: copy of valid passport)

*This document might have to be officially translated into English, and legalised, depending on the issuing country. Please check here whether legalisation requirements apply to you.

4. Current Fees:

Tuition fee (Studiengebühr): € 363.36 per semester
Mandatory student union fee (ÖH-Beitrag): € 19.70 per semester
Total fees to be paid per semester: € 383.06 per semester

The same fees apply to Austrian AND international students.
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 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 on-campus Admissions Day by e-mail. The assessment process lasts approximately 6 hours and consists of:
   - Personal assessment (short presentation)
   - Computer-based standardised aptitude test / Intelligence test
   - Computer-based English language assessment

On Admissions Day you will also have a guided tour of the campus, as well as an opportunity to ask questions about the programme and network with fellow candidates.

Please note: All parts of the assessment process take place on the same day at the university campus in Wiener Neustadt. If you live more than 1000 km from Wiener Neustadt, you may choose to have your personal interview conducted via video-Skype. In this case, prior to your Skype interview you must additionally provide us with the SAT (Scholastic Aptitude Test), with a minimum score of 1300 points / New SAT minimum score of 870 points.

6. Notification of status by e-mail (acceptance / waiting list / rejection): within 1-2 weeks following the interview.

7. Your study place in the programme is only confirmed upon:
   - Returning the “Acceptance of Study Place” agreement
   - Payment of the tuition fee (Studiengebühr) and of the student union fee (ÖH-Beitrag) for the first semester by 1st August
   - Signing the “Educational Agreement” on the day of enrolment

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