

## FILLING IN THE APPLICATION FORM – TIPS AND HINTS

Before handing it in **make sure**

- ... your personal details are **correct** (especially your **e-mail address**)
- ... you have agreed to (this is **obligatory**)
  - the use of your data by the ÖH
  - the use of your data in anonymized form for statistical purposes
  - us saving and using your data (in line with the General Data Protection Regulation, GDPR)
  - all of the provided information is correct
- ... you have attached the agreement of people whose personal data you have supplied in the application form (e.g. statements of your parent's account, information about the health of a family member etc.)
- ... you have attached the required documents (copies only!)
  - photo identification (I.D.)
  - Student record sheet
  - programmes at the University of Vienna transcript of records – overview of all your examination results
  - bank statements of the last THREE MONTHS
- ... **you have signed the application form** at the bottom

### **Your financial expenses:**

We ask you to make your income/expenses as transparent and detailed as possible. This allows us to understand your bank statements better.

Tip: If you have any irregular or unusual income or expense, explain them by writing a note directly on the attached copy of your bank statement.

Take note, that there's an extra column for irregular expenses (like student fees, travel expenses, debt repayment etc.), which do not amount to your monthly spending.