INFORMATION

Limited leave to remain “pupils”

The limited leave to remain “pupils” (Aufenthaltsbewilligung “Schüler”) can be issued for persons who hold a letter of acceptance of an educational institution and have been accepted there as

• regular pupil in a public school
• regular pupil in a private school with public status
• pupil in a charter school with public status
• pupil in a certified educational institution other than a school
• regular pupil in a public or private school with public status for employed persons
• non-regular pupil in a public school or in a private school with public status – only in case of first-time applications

Applications have to be submitted in person. First-time applications have to be submitted to the Austrian diplomatic representation in your country of origin. Persons, who are eligible for visa-free entry, can submit their first-time application in Austria and stay in the country during the validity period of their visa.

Required documents

• application form
• valid passport
• birth certificate
• 1 current biometric passport photo (3.5cm x 4.5cm), no more than 6 (six) months old
• letter of acceptance by the school/educational institution (in case of first-time application)
• written confirmation by the school/educational institution regarding school attainment in the previous school year (in case of applications for extension)
• for persons over 14 years of age: police clearance certificate from your country of origin (it is not mandatory to submit this document but it can be necessary to evaluate the case) (in case of first-time application)
• lease contract, sub-lease contract, or ownership contract of the applicant or “zusammenführende Person”, i.e. the person who has taken up residence in Austria and is joined by family member(s) - (proof of legal entitlement to (adequate) accommodation in Austria)
• proof of health insurance that is valid in Austria and covers all risks (e.g. WGKK)
• proof of sufficient means of subsistence during stay in Austria:
  a) under 24 years of age - monthly net income of EUR 487.53
  b) over 24 years of age - monthly net income of EUR 882.78
(regular income, scholarship, savings account or declaration of liability)
• proof of regular expenditures by the liable person such as rent, operating costs, child support payments, and loan repayment (current extract from the files of an officially recognised credit reference agency)
• for minors: proof of care and education by a person who is of age and has a residence in Austria (agreement)
In some cases it may be necessary to submit additional documents. These can also be submitted via post, fax or e-mail.

Please submit the original and a copy of all documents. Depending on the country of issue the original documents need an apostille or diplomatic certification. Please submit a certified translation of all documents that were not originally issued in German.

Applications for extension must be submitted in Austria before the current residence permit expires. Please contact the district offices of Municipal Department 35 (MA 35) in Vienna to extend your residence permit.

Please note
Applications must be submitted in person. All persons who are older than six (6) years of age have to give their fingerprints when applying for a residence permit.

Division 1.2 “limited leave to remain”
(Referat 1.2 „Aufenthaltsbewilligungen“)
A-1200 Vienna, Dresdner Straße 93
Phone: (+43-1) 4000 35374
Fax: (+43-1) 4000 99 35360
E-mail: 12-ref@ma35.wien.gv.at

Applications for extension must be submitted to one of the branch offices of Municipal Department 35 in the districts (for addresses please see information sheet “Standorte der MA 35 – Fachbereich Einwanderung”)

Public transport
rapid transit, tramway 2, bus 5A or 37A – stop “Traisengasse”, subway U6 – stop “Dresdner Straße”