



Master of Laws (LL.M.) full-time Start: winter term 20\_\_/20\_\_

Master of Laws (LL.M.) part-time Start: winter term 20\_\_/20\_\_

Photo

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Application Form & Application for Admission

Personal Data

Form fields for personal data: Sex, Academic Degree(s), First Name, Last Name, Home Address, Postal Code, City, Country, Phone/Fax, E-Mail, Date of Birth, Place of Birth, Social Insurance Number, Nationality, Passport number, valid from, valid to

School and academic background

Information about your Secondary School leaving/or University Entrance Certificate

Form fields for school background: Date, Country, Type/Name of school leaving certificate

Please provide a copy of your school leaving certificate, indicating the above mentioned details.

Previous Studies

Have you studied at the University of Vienna? yes no

Have you studied at another Austrian University? yes no

\*Austrian registration number (Matrikelnummer)

\*In case you have already studied at an Austrian University, please name/quote your Austrian registration number!

Completed study program:

Form fields for completed study program: Name of University/academic institution, Main Field of Study, University Degree (dd/mm/yyyy)

Please list extracurricular activities.  
(Attach separate sheets if necessary)

Please list academic honors, awards, prizes  
and/or moot court experience.  
(Attach separate sheets if necessary)

Completed other study program/s:

Name of University/academic institution \_\_\_\_\_

Field of Study \_\_\_\_\_

University Degree (dd/mm/yyyy) \_\_\_\_\_

## Languages

Have you taken or made arrangements to take an advanced English test (TOEFL, IELTS or Cambridge Proficiency)?

yes  no      Name of Examination \_\_\_\_\_ Date taken \_\_\_\_\_  
Location of Testing Centre \_\_\_\_\_ Score \_\_\_\_\_

English Scores      Writing \_\_\_\_\_ Speaking \_\_\_\_\_ Listening \_\_\_\_\_ Reading \_\_\_\_\_

Other languages \_\_\_\_\_  A1  A2  B1  B2  C1  C2  native

Other languages \_\_\_\_\_  A1  A2  B1  B2  C1  C2  native

European language levels: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

## Details of present/most recent employer

Name of company/organization \_\_\_\_\_

Company address (Street, Street no., Apartment no, \_\_\_\_\_

Postal Code, City, Country) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Position (lawyer, academic, or other) \_\_\_\_\_

Duration in months \_\_\_\_\_ from (dd/mm/yyyy) \_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_

Responsibilities \_\_\_\_\_

## Preferred contact address

Home address       Company address

## Previous work experience

Applicant's position (lawyer, academic, or other) \_\_\_\_\_

Duration in months \_\_\_\_\_ from (dd/mm/yyyy) \_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_

Responsibilities \_\_\_\_\_

Earlier work experience:

Applicants position (lawyer, academic, or other) \_\_\_\_\_

Duration in months \_\_\_\_\_ from (dd/mm/yyyy) \_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_

Responsibilities \_\_\_\_\_

Total number of years and months of full-time (paid and unpaid) work experience \_\_\_\_\_

Please provide a list of your present as well as previous employments in your attached CV.

### Career aspirations/academic interests

Which other programs and/or universities are you applying for?

### Funding

- I will bear the costs myself
- The costs will be covered  completely  partly by the company/organization
- I was granted a scholarship for this program by: \_\_\_\_\_

### How did you hear about this Postgraduate Program?

- |   |   |
|---|---|
| <input type="checkbox"/> Print media/advertisements/magazines                       | <input type="checkbox"/> Newsletter                                 |
| <input type="checkbox"/> Website  | <input type="checkbox"/> Student/Alumni of the University of Vienna |
| <input type="checkbox"/> Internet/search engines/platforms for continuing education | <input type="checkbox"/> Social Media (Facebook/Twitter/Xing etc.)  |
| <input type="checkbox"/> Fairs/Events   | <input type="checkbox"/> At recommendation of: _____                |
| <input type="checkbox"/> Alumniverband  | <input type="checkbox"/> Others: _____                              |

### Statement of Aims

Include with your application an essay describing your academic interests, your professional and career aspirations, and how studying at the University of Vienna Faculty of Law will help you achieve your goals. (500-700 words)

## Application

I hereby apply for the Postgraduate Program *International Legal Studies* as indicated:

- Master of Laws (LL.M.) full-time Start: winter term 20\_\_\_\_/20\_\_\_\_
- Master of Laws (LL.M.) part-time Start: winter term 20\_\_\_\_/20\_\_\_\_

My application is binding. The tuition fee for the Postgraduate Program *International Legal Studies* (*Master of Laws, 2 semesters full-time, 4 semester part-time*) is € 11.000,- (incl. students' union fee for 2 or 4 semesters). For additional semesters (beyond the standard period of study) the regulation of the University of Vienna applies. In the Postgraduate Program *International Legal Studies* one semester of tolerance is granted with no additional fees. For each following semester an additional tuition fee (incl. students' union fee) is to be paid. In order to apply for the program an application fee of € 50,- has to be paid to the account indicated in this form (below). This application fee, as well as travel, accommodation, subsistence expenses and expenses for teaching material (books, lecture notes, etc.) are not covered by the tuition fee. The tuition fee is exempt from value-added tax. All bank charges incurred for remitting the tuition fee are covered by the applicant.

The number of places is limited. Admission to the Program is subject to available places, time of application and applicant's qualifications. The basis is the curriculum as published in the University Gazette in its respective valid edition.

Once the applicant has been accepted to the program a down payment of € 1.000,- upon receipt of the acceptance letter will be due 3 weeks after receipt.

- Full-time students will further pay the tuition fee in two installments: € 3.000,- by the 1st of July and € 7.000,- by the 1st of October.
- Part-time students will further pay the tuition fee in three installments: € 2.000,- by the 1st of July and € 2.500,- by the 1st of October for the first year. The remaining € 5.500,- for the second year are to be paid by the 1st of October of the following year.

The cancellation of the application has to be submitted in writing (E-Mail AND letter). Within three weeks after the letter of admission was issued, the cancellation will be exempt of charges. After this period, a cancellation is possible until no later than six weeks before the start of the Program. In this case, the cancellation fee amounts to 10% (€ 1.100,-) of the tuition fee. After the beginning of the Program the cancellation fee will be 100% of the tuition fee and outstanding payments are still to be paid. In case of a withdrawal or a premature ending of the postgraduate program, the tuition fee cannot be refunded. Students suspended or dismissed from the program for disciplinary or academic reasons after the start of the program are not eligible for any refund of fees.

In case I am required to apply for a visa and residence permit, I herewith declare that I will take care of all necessary arrangements in a timely manner before the start of the Postgraduate Program. I am aware that the time between my visa application and the receipt of an Austrian visa and residence permit can take up to several months. Furthermore, I am responsible for registering my place of accommodation (residence registration, i.e. "Meldezettel") myself.

The Program Director reserves the right to cancel the Program for compelling reasons before its start. In this case, all tuition fees paid are refunded. The Program Director reserves the right to make necessary changes to the curriculum, to change the venues and make organizational changes at short notice.

I hereby certify that the information I have provided in this application and in all attached and separately submitted supporting documents is complete and accurate to the best of my knowledge and belief.

### Please attach copies of the following documents to this application form

1. Photograph on the first page (above)
2. 2 letters of recommendation on official letterhead stationary (from employers or professors) in sealed envelopes (the backflap of these sealed envelopes containing the recommendation letter must be signed by your recommender across the seal/stamp, once they are closed)
3. Transcript of your report with the final grades (in envelopes with the university seal/stamp on the backflap)
4. If English is not your native language, please submit the results of one of the English language tests required on page 2
5. Photocopy of your secondary school as well as university final certificates, indicating name of institution, city, and exact date
6. Statement of Aims
7. CV
8. Passport

The Application Fee of € 50,- is payable via the following bank details:

Please indicate the reason for payment: LG1006287

Bank Address: Raiffeisen Landesbank NÖ-Wien AG, Bank Code: 32000

Account number: 00300 675 447, IBAN: AT 43 3200 0003 0067 5447, SWIFT/BIC: RLNWATWW

I hereby confirm to the best of my knowledge and belief that the information I have given in this application and in all attached supporting documents is complete and correct.

Date, Place

Signature

### Please sign this form and send your complete application to:

University of Vienna - Postgraduate Center  
Postgraduate Program International Legal Studies  
Section for International Law & International  
Relations at the Department of European,  
International and Comparative Law  
Mag. Claudia Luxon, MA  
Juridicum  
Schottenbastei 10-16, Staircase 2  
1010 Vienna, Austria

[int-law-llm@univie.ac.at](mailto:int-law-llm@univie.ac.at)

Tel. + 43 1 4277 25101

Fax +43 1 4277 35321

I agree to the processing of my personal data mentioned above by the University of Vienna for the purpose of information mailings. My personal data will not be transferred to third parties. My personal data will be erased as soon as the purpose of the processing activity has been fulfilled and if no other statutory storage period applies. I hereby declare that I have been informed and am fully aware of my rights as a data subject (right to be informed/right to rectification/right to erasure, etc.) pursuant to articles 12-21 of the General Data Protection Regulation. I hereby declare that I am giving my consent freely. I have also been informed that I have the right to withdraw my consent at any time informally with future effect, and without any negative consequences for me. I can withdraw my consent by contacting the University of Vienna at: University of Vienna, Postgraduate Center, Campus of the University of Vienna, Spitalgasse 2, courtyard 2, 1090 Vienna, or by sending an e-mail to [info@postgraduatecenter.at](mailto:info@postgraduatecenter.at). The University of Vienna and any processors will erase all relevant personal data stored as soon as they receive my withdrawal of consent.

**Date, Place**

\_\_\_\_\_

**Signature**

\_\_\_\_\_