

Explanation for filling in the application forms for a residence permit for „PUPILS“

Explanation	
A. Application form	
1.	Passport-sized photograph (coloured) according to EU standard size between 3,5 x 4,5 cm and 4 x 5 cm
2.	Signature of the applicant or their legal representative directly at the authority (ATTENTION: The application form has to be signed in person in the presence of the officer in charge at the Austrian representative authority)
3.	Authority for settlement permits in Austria at which the application is made. <i>Which local authority will be competent depends on the intended place of residence in Austria of the applicant.</i>
4.	To be ticked (x) if the applicant has not been in possession of a residence title in the last 6 months
5.	To be ticked (x) if the applicant has been in possession of a residence title for the intended purpose in the last 6 months
6.	To be ticked (x) if the applicant wants to change the purpose of his/her residence title
7.	To be ticked (x) if the applicant wants to renew and change his/her residence title
B. Applicant's data	
8.	Fill in applicant's surname(s)/last name(s)
9.	Fill in applicant's former surname(s)/last name(s)
10.	Fill in applicant's first name(s)
11.	Fill in applicant's birth date (e.g. „25.02.1975“)
12.	Fill in applicant's state of birth
13.	Fill in applicant's place of birth
14.	Marital status – Tick if applicant is unmarried
15.	Marital status – Tick if applicant is married / in civil partnership
16.	Marital status – Tick if applicant is divorced / civil partnership was dissolved
17.	Marital status – Tick if applicant is widowed / civil partnership dissolved due to death
18.	Fill in applicant's social insurance number in Austria (if the applicant has one)
19.	Sex – Tick if applicant is male
20.	Sex - Tick if applicant is female
21.	Fill in applicant's nationality
22.	Fill in since when the applicant has had the nationality filled in 21.
23.	To be filled in if the applicant has another nationality in addition to the nationality filled in
24.	Fill in since when the applicant has had the nationality filled in 24.
25.	To be filled in if the applicant formerly had another nationality
26.	Fill in since when the applicant has had the nationality filled in 25.
27.	Fill in the surname(s) of the applicant's father
28.	Fill in the first name(s) of applicant's father
29.	Fill in the surname(s) of applicant's mother
30.	Fill in the first name(s) of applicant's mother
31.	Tick if the applicant is in possession of a travel document
32.	Tick if applicant is in possession of special official passport
33.	Tick if applicant is in possession of diplomatic passport
34.	Tick if applicant is in possession of any other travel document; fill in the type of document

35.	Number of travel document
36.	Date issue of travel document
37.	Place of issue of travel document
38.	Duration of validity of travel document
39.	Tick if applicant was already in possession of residence permit for Austria
40.	Tick if applicant never was in possession of a residence permit for Austria
41.	If 39. was filled in, explanation form for former residence titles has to be filled in
C.	Applicant's current residence
42.	Country of current residence
43.	Post (ZIP) code of town/village of applicant's current residence
44.	Full address (streetname, doornumber) of applicant's current address
45.	town/village of applicant's current residence
46.	Phone number of applicant
47.	Telefax number of the applicant's residence (if available)
48.	mobile number of the applicant's residence (if available)
49.	e-mail of the applicant (f available)
D.	Data of applicant's family members <i>If family members (spouse, unmarried minors) want to accompany you to Austria, each member of the family has to fill in their own application form (in the case of minors this has to be done by their legal representative)</i>
50.	Fill in last name(s)/surname(s) of spouse (if applicant is married) / civil partner (if civil partnership exists)
51.	Fill in former surname(s)/last name(s) of spouse / civil partner
52.	Fill in spouse's first name(s) / civil partner's first name(s)
53.	Fill in spouse's birth date / civil partner's birth date
54.	Fill in spouse's nationality / civil partner's nationality
55.	Fill in wedding date / date of constitution of civil partnership
56.	Fill in last name(s)/surname(s) of all biological, adopted or legitimized children of the applicant
61.	
66.	
71.	
57.	Fill in first name(s) of all biological, adopted or legitimized children of the applicant
62.	
67.	
72.	
58.	Fill in birth dates of all biological, adopted or legitimized children of the applicant
63.	
68.	
73.	
59.	Tick if the biological, adopted or legitimized children of the applicant are in possession of a residence permit for Austria
64.	
69.	
74.	
60.	Tick if the biological, adopted or legitimized children of the applicant are not in possession of a residence permit for Austria
65.	
70.	
75.	
76.	Fill in the country in which the applicant lives together with his/her family members
77.	Fill in the post code (zip code) of the place in which the applicant lives together with his/her family members

78.	Fill in the full address (street, house number, door number) at which the applicant lives together with his/her family members
79.	Fill in the town or village in which the applicant lives together with his/her family members
E. Applicant's intended residence	
80.	Country of the applicant's intended residence
81.	Post code (zip code) of the applicant's intended residence
82.	Full address (street, house number, door number) of the applicant's intended residence
83.	Town or village of the applicant's intended residence
84.	Telephone number of the applicant's intended residence
85.	Telefax number of the applicant's intended residence (if available)
86.	Mobile (cell) phone number of the applicant's intended residence (if available)
87.	E-mail address of the applicant's intended residence (if available)
F. Applicant's contact address (if different from the address stated in C).	
88.	Country of the applicant's contact address
89.	Post code (zip code) of the applicant's contact address
90.	Full address (street, house number, door number) of the applicant's contact address
91.	Town or village of the applicant's contact address
92.- 95.	Contact telephone number, telefax number, mobile telephone number and e-mail address of the applicant's contact address (if available)
G. Private health insurance of the applicant (if applicant has no compulsory health insurance)	
96.	Name of the compulsory health insurance that is valid for Austria and that covers all risks
97.	Policy number of the compulsory health insurance named in 96.
98.	State the risks that are covered by the health insurance named in 96.
99.	State the insurance sum covered by the health insurance named in 96.
100.	Validity period of the health insurance named in 96.
H. Applicant's compulsory health insurance (= health insurance prescribed by the law) <i>In the case of first-time applications this only has to be filled in if the applicant has a compulsory health insurance valid for Austria (also includes social insurance agreements in their home country;</i>	
101.	name the of the compulsory insurance that is valid in Austria
I. funds available in Austria for securing maintenance for the duration of residence	
102. 104.	Type of applicant's assets; "Stipendium"
103. 105.	Amount of assets (in euros); i.e. "EUR xxx – amount of the monthly scholarship rate"
106.	Applicant's income, monetary-value entitlements (especially maintenance entitlements)
107.	Amount of monthly income / monetary-value entitlements (in euros) stated in 106.
108.	Surname of person liable to provide maintenance in Austria (if applicable)
109.	Former surnames of person liable to provide maintenance in Austria
110.	Given name(s) of person liable to provide maintenance in Austria
111.	Date of birth of person liable to provide maintenance in Austria

112.	Sex: male of person liable to provide maintenance in Austria
113.	Sex: female of person liable to provide maintenance in Austria
114.	Familial relationship, other relationship to person liable to provide maintenance in Austria
115.	Single – marital status of person liable to provide maintenance in Austria
116.	Married / civil partnership: marital status of person liable to provide maintenance in Austria
117.	Divorced / civil partnership was dissolved: marital status of person liable to provide maintenance in Austria
118.	Widowed / civil partnership dissolved due to death: marital status of person liable to provide maintenance in Austria
119.	Place of residence of person liable to provide maintenance in Austria
120.	Postal (Zip) code of person liable to provide maintenance in Austria
121.	Full address (Street, house number, door number) of person liable to provide maintenance in Austria
122.	Town/village of person liable to provide maintenance in Austria
123.	Telephone number of person liable to provide maintenance in Austria
124.	Telefax number of person liable to provide maintenance in Austria (if available)
125.	Mobile number of person liable to provide maintenance in Austria (if available)
126.	e-mail of person liable to provide maintenance in Austria (if available)
	In case of insufficient funds a declaration of guarantee of a person living in Austria is eligible
127.	Name(s) of the person who guarantees for the applicant
128.	Former name(s) of the person who guarantees for the applicant
129.	Given name(s) of the person who guarantees for the applicant
130.	Birth date of the person who guarantees for the applicant
131.	Tick if the person who guarantees for the applicant is male
132.	Tick if the person who guarantees for the applicant is female
133.	Familial relationship, other relationship to person of the person who guarantees for the applicant
134.	Tick if the person who guarantees for the applicant is single
135.	Tick if the person who guarantees for the applicant is married
136.	Tick if the person who guarantees for the applicant is divorced
137.	Tick if the person who guarantees for the applicant is widowed
138.	Place of residence of the person who guarantees for the applicant
139.	Postal (Zip) code
140.	Street name, house number, door number
141.	Town/village
142.	Telephone number of the person who guarantees for the applicant
143.	Telefax number of the person who guarantees for the applicant (if available)
144.	Mobile number, e-mail address of person who guarantees for the applicant (if available)
145.	
J.	Convictions (if the applicant has had any convictions so far)
146.	Name of the court of law by which the applicant has been convicted
147.	Reference number of the conviction
148.	Date at which the conviction came into effect

K.	Purpose of residence
149.	Name of school
150.	Tick if the school is a public school
151.	Tick if the school is a private school under public law
152.	Tick if the school is a statutory school under public law
153.	Tick if the school is a certified, non-scholastic educational institution
L.	states which documents have to be submitted or have been submitted in the original and in photocopy (to be filled in by the authority)
M.	<p>Closing declaration (to be read)</p> <ol style="list-style-type: none"> 1. <i>I affirm having answered all questions to the best of my knowledge and having included all necessary documents and proofs. Documents in languages other than German have to be submitted in German translation if requested.</i> 2. <i>I am obliged to add a delivery address and to immediately report any changes thereof to the granting authority. I acknowledge that if service of a summons or of a process arrangement is not repeatedly possible, proceedings can be abandoned.</i> 3. <i>I am obliged to report any changes of my data immediately and in writing before entry to Austria via the association representing my trade and after entry to Austria directly to the authority in charge of granting residence permits and to enclose the relevant documents.</i> 4. <i>I understand that I have to pick up my residence permit in person (exception: in the case of minors their legal representative has to pick up the residence permit)</i> 5. <i>I understand that incomplete or false statements as well as non-observance of the items M 1 – M 4 may lead to a refusal of the granting of a residence permit or the refusal of a renewal of the permit.</i> 6. <i>I understand that I am obliged to report within one month loss of family status to the authority in charge of granting residence permits.</i> 7. <i>I understand that contracting or arranging marriages or adoptions for residence purposes and the obtaining of a residence title by false pretences constitute criminal offences.</i> 8. <i>I understand that I commit an infringement of the law and that I will be sentenced to a fine of 50 up to 250.- euros, if I</i> <ul style="list-style-type: none"> • <i>do not notify the authorities without delay about any changes of the purpose of my stay during the validity period of my residence permit or if I perform any activities that are not within the scope of the purpose covered by my residence permit,</i> • <i>apply for a renewal of my residence permit after expiry of my permit more than once,</i> • <i>do not hand over an invalid or meaningless document to the authority,</i> • <i>The loss of the family unit status is not reported to the granting authority within one month</i>

2.	Instruction
	<p>An application for renewal has to be filed latest before the expiry of the actual residence title, but no earlier than three month before that date. Applications filed after that date are treated as first time applications.</p> <p>I hereby confirm that I was instructed about the regulations of proceedings according to § 19 (7) and § 24 NAG (Settlement and residence Act).</p>

Explanation of the form Education and occupations

Explanation	
Personal data of the applicant	
1.	Sex - Tick if applicant is male
2.	Sex - Tick if applicant is female
3.	Age of the applicant
4.	Marital status -Tick if applicant is unmarried
5.	Marital status -Tick if applicant is married
6.	Marital status -Tick if applicant is divorced
7.	Marital status -Tick if applicant is widowed
Knowledge of German	
8.	Tick if applicant has no knowledge of German
9.	Tick if applicant has very little knowledge of German
10.	Tick if applicant has moderate knowledge of German
11.12.	Tick if applicant has good knowledge of German
	Tick if applicant has very good knowledge of German
Highest education completed by the applicant	
13.	no completed school education
14.	Primary (elementary) school
15.	Secondary school of general education
16.	Secondary school of specialised (vocational/technical) education
17.	University
Fields of education – details about applicant's education	
18.	Teacher training and Education studies
19.	Engineering, processing trades and building industry
20.	Economy and administration
21.	Agriculture (including Veterinary Medicine)
22.	Biosciences
23.	Exact Natural Sciences
24.	Mathematics and Statistics
25.	Computer Sciences
26.	Use of computers
27.	Health care and social studies
28.	Medicine
29.	Medical services
30.	Nursing
31.	Dentistry
32.	Social services
33.	Personal services
34.	Other services
25.	Law

36.	Journalism and Information studies
37.	Social and behaviour studies
38.	Humanities and Arts
39.	not known/no details available
In which occupation does the applicant work or did he/she work last	
40.	Applicant has never worked so far
41.	Applicant works/worked
42.	Unskilled worker
43.	Unskilled worker in sales and services
44.	Unskilled worker in agriculture, forestry, fishing and related trades
45.	Unskilled worker in the mining industry, building trade, production and transport
46.	Equipment and machine operator as well as assembler
47.	Operator of stationary and related equipment
48.	Machine operator and assembler
49.	Driver and operator of mobile equipment
50.	Crafts and related trades
51.	Mining and building trades
52.	Metal worker, mechanic and related trades
53.	Precision worker, artisan, printer and related trades
54.	Other crafts and related trades
55.	Skilled worker in agriculture, forestry or fishing
56.	Services, salesperson in a shop or market
57.	Personal services and security services
58.	Models, salespersons and demonstrators
59.	Offices workers, commercial clerks
60.	Clerical employees without customer contact
61.	Clerical employees with customer contact
62.	Technicians and equivalent non-technical occupations
63.	Technical specialist
64.	Bioscience and health specialist
65.	Teacher without academic education
66.	Other non-technical specialist
67.	Academic occupations
68.	Physicists, mathematicians and graduate engineers
69.	Bioscientists, medical doctors and pharmacists
70.	Teacher with academic education
71.	Other academic occupations
72.	Member of a legislative body, executive administrative staff or manager in the private sector