

## Limited leave to remain for pupils – application (Aufenthaltsbewilligung – Schüler)

**Magistratabteilung 35**  
**Dresdnerstrasse 93**  
**1200 Wien**  
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### Documents required

Application for a residence permit ("Antrag auf Erteilung eines Aufenthaltstitels") in German for each applicant, stating the purpose of stay.

You must submit the original documents; however, these will be returned to you and copies will be kept on file.

The original documents must be certified by diplomatic certification or apostille, depending on the [issuing country](#), and filed together with a certified translation (by a certified court translator) of each document.

The following documents must always be certified: birth certificate, marriage certificate or civil partnership certificate, police clearance certificate (where applicable, divorce certificate or certificate of dissolution of a civil partnership, death certificate).

Required documents for all applications:

- Valid passport or other travel document
- [Current biometric passport photo](#)
- Birth certificate
- Important Note: please make sure to have an "apostille" on your birth certificate before you come to Austria, and you must get it from your native country. The apostille confirms that a government form, signature, seal or stamp on a document is genuine. The apostille certificate is a small square certificate that is attached to your Birth Certificate. It is used to legalise a document for use in another country. You **must** get an apostille for your Birth Certificate.
- Legal proof of adequate accommodation (e.g. ownership, lease or sublease)
- Documentation showing the monthly rent and/or running costs of the accommodation
- Proof of health insurance valid in Austria
- Proof of sufficient means of subsistence ("Existenzmittel", "gesicherter Lebensunterhalt"), e.g. scholarship, bank statement, proof of regular payments made to their account
- [A declaration of liability \("Haftungserklärung"\)](#) may be presented.
- Documentation showing any loans and debts (e.g. current extract from the files of an officially recognised credit reference agency)
- For minors: Proof that a natural person of full age living in Austria provides care and parenting
- [First-time applications:](#)
  - [Police clearance certificate \("Auszug aus dem Strafregister"\)](#) from your country of origin (no older than three months)
  - A written confirmation by the relevant school or educational institution of the pupil's admission if it is not part of compulsory education
  - Applications for extensions: Proof of academic success (e.g. report card)
  - **In some cases, additional documents may be required.**

You do not have to fulfil the Integration Agreement.

### Fees

Basic fee: approximately EUR 120

In addition to the basic fee, a fee is charged for each civil status document. Depending on the type of document, this fee may be EUR 3.90, EUR 7.20 or EUR 14.30.

You will receive the limited leave to remain after payment of the fee. You may pay these fees in cash or electronically by [credit or cash card](#) (German).

[Billing and payment](#) (German)

For questions about payment please contact: [Municipal Department 6 - Accounting department 40](#) (German).