

# INFORMATION FOR BEGINNERS

## admission period:

**20 February – 16 March 2012**

**Studien- und Prüfungsabteilung**

**Anton-von-Webern-Platz 1**

**1030 Wien**

## opening times:

**Mo, Tu, Th, Fr: 9.00 – 12.00 a.m**

**Tu: 1.00 – 3.00 p.m., Th: 2.00 – 4.00 p.m.**

1. For registration you should fill in the following dates on **<https://online.mdw.ac.at>** → Studium → Studierenden Voranmeldung: name, date of birth, austrian insurance number, nationality, home and present adress, study intended, dates of school leaving certificate etc.  
Remember or write down your ID-number!!!

2. Then you can enter the department of studies and examination (Studien- und Prüfungsabteilung) with your passport or identity card, photo and school leaving certificate (if you have one present). Tell your ID-number and all these dates will be put into the school computer system.

Now the foreign-speaking applicants, who didn't take the german (language) test together with the entrance exam, have to provide proof of proficiency in german (Zertifikat Deutsch).

Then you only have to fill in the students card, "Meldungsblatt" or the "Anmeldung zum zentralen künstlerischen Fach" if necessary.

3. You get the pin-code for the campus-managementsystem (MDWonline) and the check for the ÖH (austrian union of students)-fees printed on-line and go and pay it at a bank. (The same with the course fees).

4. At the earliest in a week after having payed, you may pick up your documents to start and continue your studies. Should the occasion arise you also have to prove that you have payed the fee for a course.