

U.S. TEACHING ASSISTANTS IN AUSTRIA

Instructions for completing the application form for an Austrian residency permit
(Antrag auf Erteilung einer Aufenthaltsbewilligung)

2010-2011

The form Antrag auf Erteilung einer Aufenthaltsbewilligung can be found online:

www.bmi.gv.at/cms/BMI_Niederlassung/formulare/formulare_neu/Sonderfaelle/AB_Sonderfaelle_unselbstaendiger_Erwerbstaetigkeit_Formular.doc

http://www.bmi.gv.at/cms/BMI_Niederlassung/formulare/formulare_neu/Sonderfaelle/AB_Sonderfaelle_unselbstaendiger_Erwerbstaetigkeit_Formular.pdf

The following information explains how you should fill out the "Application for Receiving a Residency Permit" (**Antrag auf Erteilung einer Aufenthaltsbewilligung für Sonderfälle unselbständiger Erwerbstätigkeit**), which is required by law for all foreigners, who are not citizens of a member state of the European Union and intend to reside in Austria for more than 90 days. It is absolutely necessary for you to complete this application form correctly, sign it, and take it with the required materials to the appropriate office. U.S. Teaching Assistants must apply for residency permits to reside in Austria before entering Austria. However, U.S. citizens do not have to wait until the permit is issued in the U.S. They may enter Austria and pick up the permit here.

Application forms should be filled out on-line or by printing **legibly**.

Typographical conventions used in the instructions:

bold ...refers to the original German text on the form
courier ...refers to text that has to be filled in verbatim

1 Photo (upper left hand corner)

Please attach a photo that meets the EU criteria for passport photos.

The photo must meet the following criteria:

- Passport-photo size (45mm x 35mm)
- Full-face (facing the camera directly with your eyes looking straight at the camera)
- Colour with a light background
- No more than six months old and a good likeness of you

2 Signature (upper right hand corner)

Please sign your name.

3 Address space ("An")

Leave blank.

ANTRAG AUF ERTEILUNG EINER

Please mark with cross:

AUFENTHALTSBEWILLIGUNG FÜR SONDERFÄLLE UNSELBSTÄNDIGER ERWERBSTÄTIGKEIT

A. Please mark with cross:

4 einen Erstantrag (initial application)

B. Applicant (Antragsteller)

Please fill out this part completely.

The individual lines in section B are translated to:

- 8 Surname(s)
- 9 Former surnames
- 10 First name(s)
- 11 Date of birth
- 12 Country of birth
- 13 Place of birth

Marital status

- 14 Single
- 15 Married
- 16 Divorced
- 17 Widowed

- 18 Austrian social security number (4 digits + your birthdate ddmmyy)
If you do not have an Austrian social security number yet, leave blank

- Sex:
- 19 Male
 - 20 Female

- 21 + 23 Citizenship(s)
- 22 + 24 Since (day/month/year) (if applicable, i.e. for naturalized citizens)

- 25 Previous citizenships (if applicable)
- 26 Since (day/month/year)

- 27 Surname(s) of father
- 28 First name(s) of father
- 29 Surname(s) of mother
- 30 First name(s) of mother

Type of travel document

- 31 Passport
- 32 Official ID for public employees
- 33 Diplomatic passport
- 34 ...other

- 35 Number
- 36 Date issued
- 37 Place issued
- 38 Valid until

Previous residence permit in Austria

- 39 Yes
- 40 No
- 41 If yes, fill out the attached addendum (*bisheriger Aufenthaltstitel*)

C. Current place of residence (*Derzeitiger Wohnsitz des Antragstellers*)

Provide the following information on your current residence

- 42 Country
- 43 Zip code
- 44 Street, house number, door number
- 45 City
- 46 Telephone number
- 47 Fax number
- 48 Cell phone number
- 49 E-mail address

D. Family members (*Familienangehörige*)

This portion only needs to be filled out by applicants who have a family.

NOTE: The following must be filled out in all cases, i.e. regardless of whether or not dependents will be accompanying you. **If family members accompany you, you need to fill in a separate application for a residency permit for each person.**

Spouse:

- 50 Surname (s)
- 51 Former surname(s)
- 52 First name(s)
- 53 Date of birth (dd/mm/yyyy)
- 54 Citizenship(s)
- 55 Date of marriage (dd/mm/yyyy)

Biological, adopted and legitimized children:

- 56 Surname(s)
- 57 First name(s)
- 58 Date of birth (dd/mm/yyyy)
- Is in possession of a residency permit for Austria
 - 59 Yes
 - 60 No

61 – 75: fill out accordingly, referring to 56 – 60

Current shared household (domicile) with these family members at:

- 76 Country
- 77 Zip code
- 78 Street, number, door number
- 79 City

E. (Intended) place of residence in Austria (*Beabsichtigter Wohnsitz des Antragstellers in Österreich*)

Fill in your address in Austria if you know it already. If you do not know it yet, list the city and province you are planning to reside in, and provide the missing information to the local authorities as soon as possible, as they will need it to process your application!

F. Address for service (if not identical with the residence listed in section C.)

G. Private health insurance in Austria for your duration of stay

You do not need to fill out this section because you will have compulsory health insurance for the duration of your employment.

H. Compulsory health insurance in Austria for the duration of your stay

- 101 insurer (put in the name of your insurer):
BVA - Versicherungsanstalt öffentlich Bediensteter (1.Oktober 2010 – 12.Juli 2011)

I. Funds available to cover the cost of living for the duration of stay

1. Assets, income

If you have any assets available to you apart from your income as a TA, please fill out 102 to 105.

106 Income

Fill in: Gehalt als Fremdsprachenassistent/in

107

Fill in: € 1.305,45 (brutto)

2. If a family member is accompanying you, please fill out 108 – 126.

J. Previous criminal convictions

- 127 Court of justice
- 128 Number of deed
- 129 Date of legal effect

K. Purpose of stay

130 Description of intended job

Fill in:

Englischsprachiger Fremdsprachenassistent or
Englischsprachige Fremdsprachenassistentin

131 Trained profession

Fill in:

Abgeschlossenes Studium in (your major/minor)

132 Last job

133 Special knowledge or practical experience

134 Name of employer

Fill in the name of the local school board of the province you will be teaching in next school year:
For instance: in Vienna it is the: Stadtschulrat für Wien, everywhere else it is the Landesschulrat.
(for example: Landesschulrat für Oberösterreich)

135 - 137

Fill in the address of your Stadtschulrat / Landesschulrat. See: <http://www.pistmk.ac.at/bs/institutionen/lsr.htm>

L. List of documents that need to be attached

Do not fill out this section. It has to be filled out by the authorities.

What you need to take with you:

- Copy of valid passport
- Birth certificate (with apostille)
- Passport photo
- Police clearance letter (with apostille)
- If applicable, marriage certificate, divorce certificate, adoption certificate, documents certifying relatedness, death certificate
- Official lease / housing agreement (*does not apply to USTAs*)
- Documentation of a health insurance if the compulsory Austrian social insurance is not provided (not applicable in your case, as you are insured under the Austrian plan)
- Documentation of secured living costs (the *Bestätigung* issued by Fulbright can be used for this).

- Contract of employment (the *Bestätigung* issued by the Austrian-American Educational Commission which you received with this mailing will serve as a *Dienstvertrag*)

It is advisable to take a copy of the letter written by the BMI which you received with this mailing with you, just in case the authorities are not aware of the rulings.

M. Abschlusserklärung (Concluding declaration)

This reads:

1. I declare that I have submitted all information in sections A-I to the best of my knowledge and belief and this information is complete with all documents that are available to me. Documents in languages other than German are to be submitted in a German translation on request.
2. I understand that I am obligated to provide a mailing address for the appropriate Austrian authorities and inform them if it changes in the course of the processing of this application.
3. I will immediately notify the responsible Austrian authorities in writing of any alteration to my statements and attach any appropriate documents.
4. I acknowledge that the applicant must collect the residence permit himself/herself (except where there is a statutory representative).
5. I acknowledge that any incomplete and incorrect statements as well as non-compliance with M 1-4 above can lead to the refusal of a permit or to the refusal of an extension of the permit.
6. I acknowledge that I enter into the *Integrationsvereinbarung* (Integration Agreement) by submitting this application.
7. I acknowledge that I commit a misdemeanor and will have to pay a fine of up to Euro 200 if I:
 - Do not inform the authorities in due time of a change of residency category during the period for which my residency permit is valid; or if I engage in actions that are not covered under the category my residency permit was issued in.
 - Do not (*sic!*) hand in an invalid or unnecessary document to the authorities.
 - Have entered into the Integration Agreement and do not hand in the certificate five years after the initial residency permit for reasons that are completely attributed to my own doing. (Exception: deferment according to §14 8 NAG)
8. I acknowledge that entering into or arranging a marriage or adoption for the sole reason of receiving a residency permit, respectively surreptitiously obtaining such a title are treated as criminal offenses.

Fill in:

City

Date

Signature

Leave the rest of the page blank.

.....

**Bisheriger Aufenthaltstitel (Current residency permit)
(supplement to the application form)**

Please complete this section if you currently have a residency permit in Austria.

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**Schulausbildung und Berufe (Education and profession)
(Data used for statistical evaluations)**

Please check accordingly:

A. Personal data

B. Knowledge of German

C. Highest education level

Check: 17 University, and fill in the number of years you studied

D. Bildungsfelder (educational fields)

Check according you to your education.

E. Which profession have you worked in lately?

Check 41 Ich arbeite/habe gearbeitet

In most cases:

67 Akademische Berufe

70 Lehrkraft mit akademischer Ausbildung

Fill out city, date and sign the form.

Revised: May 2010