

Application Process und Admission

<u>Step</u>	<u>Description</u>
Submission of applications and registration of applications (August 28 th - October 31 st , 2014)	<p>Please send your application to:</p> <p><i>Dennis Huber</i> <i>Medizinische Universität Innsbruck</i> <i>Büro des Vizerektors für Lehre und Studienangelegenheiten</i> <i>Bereich Lifelong Learning</i> <i>Speckbacherstrasse 31-33</i> <i>6020 Innsbruck</i> <i>Austria</i></p> <p>Your application is considered complete once the following documents arrive here:</p> <ul style="list-style-type: none"> - Application Form - CV - Letter of Motivation - Certified copies of degree certificates - Proof of professional experience - Proof of language proficiency (not necessary for native speakers of English)
Decision of admission (November 1 st – November 28 th , 2014)	The course director decides upon the acceptance based on the formal qualification of applicants and letters of admission.
Information (28 th of November)	<ul style="list-style-type: none"> - The students will be informed on the decision and those accepted will receive a provisional place on the course. - The students will be asked for a bank guarantee for the course fee. - The training contracts will be sent to the students.
Forwarding of additional admission papers and information (November 28 th – January 1 st , 2015)	<p>The administration will begin the official admission process.</p> <ul style="list-style-type: none"> - Due to laws regarding data security and data protection certain information can only be asked from the students after admission (e.g. Austrian social security number). - A recent picture has to be sent for the student ID - Data collection for Statistik Austria.
Payment deadlines	<ul style="list-style-type: none"> - Due to administrative reasons, the ÖH-fees have to be paid between the 26th of January and the 1st of February 2015 - The first payment (€ 4,000.00) has to be made

	<p>before the 1st of January 2015.</p> <ul style="list-style-type: none"> - Once all payments are verified and the teaching contracts are signed, provisional places on the course will become permanent ones.
<p>Finalizing the admission (January 26th – February 3rd, 2015)</p>	<ul style="list-style-type: none"> - Activation of the student ID and IT codes. - The students will receive the student ID via mail and access codes to the IT system of the University including the eLearning application ILIAS.