



University Vienna ONLY

Maintaining my registration as PhD student – Paying students Union fee (everyone!) and tuition fee (some of you)

Attention: the University will not send you a payment bill anymore!

To pay your tuition fee go to : <https://univis.univie.ac.at>

1. Login with your University User ID and PW
2. Choose at the right side: Student Data -> Account Information

The screenshot shows the 'University of Vienna' website interface. On the left sidebar, under 'Student Data', the 'Account Information' link is highlighted with a red box and a red arrow. The main content area displays 'Account Information' for a user. It includes a 'Balance' field, an 'Identificationnumber' field, and three payment methods: 'Payment with Maestro®', 'Payment by electronic banking', and 'Payment by payment slip'. The 'Payment by electronic banking' section provides bank details for 'Universität Wien - Studienbeiträge' and instructions for entering the identification number into the banking form.

Check your balance and pay the amount that is shown to the bank account that is given on the same page. Check again after approx. 5 days to see if the University has received the money!
Only after your payment has visibly entered in the database of the University of Vienna is your admission as a **degree programme student prolonged**.

Deadline University of Vienna Summer term 2010: **15. March 2010**

For more information, please read:

Student point: <http://studieren.univie.ac.at> -> Info Point -> Financial matters -> Tuition fee

If your tuition fee remains unpaid ten days after the last day of the extended admission deadline, your **admission expires**. In order to resume your studies, you have to apply for admission again. If you are in the old system, you will be **moved to the new one**. If you are in the new system, you will **lose 6 months!!!**

The form for reimbursement is at our Webpage -> Admin-Info soon.