

CONTACT INFORMATION NOTICE of the Office of Student Affairs

Pursuant to section 13, paragraph 5 of the Austrian General Administrative Procedure Act 1991 (AVG), Federal Law Gazette No. 51/1991, as amended, the contact details, office hours, and public opening hours for the Student Affairs Office of the University of Applied Arts Vienna are hereby published as follows:

1. Name and address

University of Applied Arts Vienna

Office of Student Affairs
Oskar-Kokoschka-Platz 2
1010 Vienna

2. Contact information

- **Telephone:** +43 1 71133-2060
- **E-mail:** studien@uni-ak.ac.at
- **Website:** <https://www.dieangewandte.at/studies>

All correspondence must be sent to the official e-mail address stated above. Messages sent to other addresses (e.g., personal e-mail addresses of staff members) cannot be processed or may be lost.

3. Office hours

The office hours during which written electronic correspondence will be accepted are as follows:

- **Monday to Friday:** 08:00 a.m. – 12:00 p.m.

Correspondence submitted via e-mail, fax or online form outside of these hours will only be considered received and processed at the beginning of the next business day.

Public holidays, as well as 24th to 31st December, are non-working days and are not considered business days.

4. Public opening hours

Personal visits, consultations, and submission of documents are **only possible by prior appointment via e-mail**. Please also refer to the Info-Desk, whose opening hours are listed on the website.

5. Electronic submissions

The following points must be observed for the legally valid submission of applications via e-mail:

- **Permitted file formats:** Only documents in **PDF** (Portable Document Format) are accepted. Other formats (e.g., .jpg, .docx) are not permitted.
- **Maximum file size:** The total size of all attachments must not exceed **10 MB**.
- **Labelling:** The subject line of the e-mail must include the student's name and their matriculation number.

This is the English translation of the original German version. Only the latter is legally binding.