

Name:

Enrollment number:

**We ask you to provide this confirmation as well as copies of the documents mentioned below!**

Please submit your documents to the administration office of the HTU Graz or by arrangement [soztopf@htu.tugraz.at](mailto:soztopf@htu.tugraz.at) with an associate.

Documents required (copies only):

*VITAL personal documents:*

**Police registration form**

**Copy of visa**(foreign students only)

**Latest record of studies, enrollment/continuation confirmation**

**Transcript of records, diploma certificate(s)**

**Personal and parental proof of income/wage slip**

Complete continuous personal bank statements for the three (3) months prior to application (**original statement or stamped and signed by your bank**) displaying your **current account balance**

**Rental contract**

**Confirmation of payment of three (3) past monthly rents**, if not shown on bank statement

Receipts for **all** monthly (or onetime) expenses and revenue (except food stuffs) - The purpose of expenses/self-deposits/cash withdrawal **above €100** must be stated!

**Description and testament of hardships** (e.g. medical certificates, theft report, proof of costs for therapy and treatment, confirmation of back rent or the like)

***Extras, if available:***

- Copy of your credit card bill
- All pages of the study assistance notice (declined notices as well)
- Proof of other scholarships
- notice for the social fund from the Austrian Federal Student Council of Vienna
- latest confirmation for diploma thesis or dissertation
- notice for leave of absence from the degree course
- Support agreement, confirmation of advances in maintenance payments, confirmation of maintenance payments
- Declaration of costs for psychological therapy: What kind of treatment are you receiving? Since when? Who is your therapist (Is he/she listed in the Austrian directory for authorized therapists?)
- How often have sessions been carried out?
- How much is being refunded by your health insurance?)

***Do you live with your partner/parents/child(ren)?***

- Certificate of registration for:    Your partner    Your child(ren)
- Proof of income for:
  - Your partner
  - Your parents
- Marriage certificate
- Birth certificate of child



Have you ever received funds from the social fund?

No    Yes When?:



## Declaration of your monthly expenses

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Rent (incl. operating costs):

€

Household insurance:

€

Electrical and. heating:

€

Travel costs:

€

Health insurance:

€

Childcare allowance:

€

Other:

€

Tuition:    Yes    No

Request for tuition refund submitted:

Yes    No    Reason

If you have currently fallen behind on paying rent please state your arrears:

€

## Declaration for your parents/partner

Partner's name, occupation & monthly income:

Partner's address:

Mother's name, occupation & monthly income:

Mother's address:

Father's name, occupation & monthly income:

Father's address:

## Description of current hardships

Submit legibly **handwritten** or **computer generated** descriptions only!  
**Non-legible description will be declined automatically!**

## Bank details

IBAN:

BIC:

Account holder:

- **Copies of receipts** for all expenses claimed (except food stuffs) **must be provided**. Incomplete or untruthful declarations and documents - **in particular those regarding your financial situation** - will be rejected
- HTU Graz does not assume liability for transmission errors or other errors which might occur during submission
- Applicants have no legal claim to the services of the department of social policy.

Yes, I have read and understood all of the information given here.

I hereby accept that personal identification and application data will be archived and may be transmitted to funding institutions.

**My signature confirms that the information provided is true.**

**Date:**

**Signature:**