



Salzburg University
of Applied Sciences

Ernst Mach Grant – Process 2023/2024

1. Application Ernst Mach Grant			
No.	Task	Responsible person / entity	Deadline
1	Nomination for the Ernst Mach Grant via Email to tina.gsenger@fh-salzburg.ac.at	Sending University/Student (Free mover)	February 3 rd , 2023 (we recommend earlier)
2	Email the nominated student. (Which documents are necessary for a letter of acceptance from the Salzburg University of Applied Sciences?)	International Office (Tina Gsenger/ <i>Ernst Mach Grant</i>)	asap
3	Email to Tina Gsenger (Document package 1*)	student	no later than mid-February
4	Letter of Acceptance (if student is accepted) via Email to student	International Office (Tina Gsenger)	asap (before 1 March 2023)
5	Online Ernst Mach Application (Document package 2**)	student	1 March 2023 (Austrian time)

Dear student, please note that you need a Letter of Acceptance from us for the Ernst Mach application. As it may take some time to check the documents, it is best to send them to us (tina.gsenger@fh-salzburg.ac.at) as soon as possible. After applying for the Ernst Mach scholarship, you also need to apply to the FH Salzburg as an exchange student (Incoming Application).

2. Incoming Application @ FH Salzburg			
6	Email to nominated student(s) with info on the application process and candidate code	Email from International Office to nominated student(s) (Kevin Bailey <i>Incoming Coordinator</i>)	Asap after nomination by sending university
7	Application at FH Salzburg University of Applied Sciences (Document package 3***)	student	Until 1 Mai 2023 (for fall semester 2023) Until 1 November 2023 (for spring semester 2024)

***Document package 1:**

- a letter of Motivation
- a provisional Learning Agreement/list of courses the student would like to take
- last 2 transcript of records
- a CV
- Bachelor certificate (if available)
- if available, valid English proficiency test / letter of recommendation for English skills (if mother tongue is not English)
- High School Diploma/A-Levels Certificate
- **Please note:** Exchange students interested in the degree programmes "Design & Product Management" or "MultiMediaArt" must **additionally submit a portfolio!**

**** Document package 2:**

- Two letters of recommendation by university lecturers (they must contain the letterhead, date and signature of the person recommending the applicant and the stamp of the university / department and must not be older than six months at the time of application)
- Confirmation of the home university that the exams passed in Austria will be recognized by the home university (e.g. a learning agreement)/(with stamp of the university and signature)
- Confirmation of Acceptance/Letter of Acceptance (from FH Salzburg)
- Scan of passport (page with the name and photo)
- Scan of a current Transcript of Records with logo of the home institution to prove that it is official

*****Document package 3**

(the same as package 1 with additional passport photo and copy of passport):

- 1 photo
- copy of passport
- a CV
- a letter of Motivation
- a provisional Learning Agreement/list of courses the student would like to take
- last 2 transcript of records
- Bachelor certificate (if available)
- if available, valid English proficiency test / letter of recommendation for English skills (if mother tongue is not English)
- High School Diploma/A-Levels Certificate
- **Please note:** Exchange students interested in the degree programmes "Design & Product Management" or "MultiMediaArt" must **additionally submit a portfolio!**

Please make sure that you have prepared all necessary documents.

*Each file must be uploaded in the **.pdf format** (max. file size 2MB).*