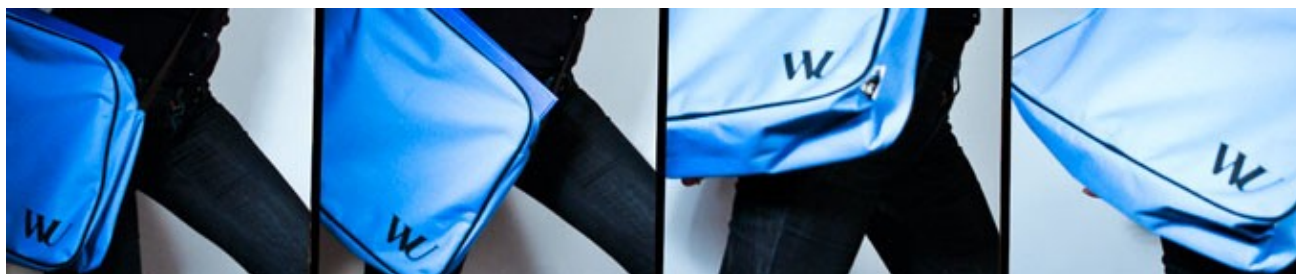


Semester Re-registration/Unenrollment from WU



Re-registration

Payment of your tuition fees / Student Union fees signifies your intention to continue your studies in the current semester. This payment, or re-registration, must be made each semester during the general enrollment period or the extended enrollment period.

See the [academic calendar](#)

PLEASE NOTE: If you have not re-registered by the end of the extended re-registration period, you will be automatically unenrolled from your degree program. You will NOT be able to take any further examinations, submit recognition applications, etc.

Re-registration method

a) Re-registration at a self-service terminal

The Admissions Office recommends this method of paying the tuition fees/ÖH-fee. The self-service terminals are located outside the Admissions Office on the ground floor, sector D. All you need is your student ID card (chip card) and an automatic teller card (Bankomatkarte) to pay the tuition fees/ÖH-fee.

After you have authorized payment of the tuition fees/ÖH-fee, you can print out your enrollment information sheet and the confirmation of continuation of your studies from the printer in the foyer, and also renew your student ID card.

The self-service terminals are NOT available for re-registration for the Vienna University Preparation Program. Please use the payment form provided by the Austrian Federal Computing Center (*Bundesrechenzentrum* or BRZ, see item c).

b) Online Payment

To transfer your tuition using online banking, please click [here](#) for all the necessary information (account number, bank code, etc.).

PLEASE NOTE: You must enter the number marked "*Kundendaten*" into the appropriate field on the online banking form. Otherwise, your payment can not be attributed to you.

c) Re-registration with a bank payment form

Under [Online Services](#), you can request a bank payment form for transferring your tuition fees/ÖH-fee from your bank account. The form will be sent by mail to the mailing address you have specified.

PLEASE NOTE: Use ONLY the form provided by the Austrian Federal Computing Center (*Bundesrechenzentrum* or BRZ), as it includes the data necessary for processing your registration and extending your enrollment!

d) If you have already re-registered at another Austrian university

If you have already re-registered using the bank payment form for a different Austrian University, please use one of the self-service terminals or the [Online Services](#) to re-register at WU. Note that you are not automatically re-registered at WU if you have registered to continue your studies elsewhere.

PLEASE NOTE:

Re-registration using online banking or a bank payment form does not take effect until the Admissions Office has been notified by the BRZ that your tuition payment has been received. Be aware that this process (transfer --> bank --> BRZ --> Admissions Office) takes longer than using the self-service terminals and plan accordingly.

After the Admissions Office has received notification of your payment from the BRZ, then you can print out your enrollment information sheet and the confirmation of continuation of your studies from the printer in the foyer, and also renew your student ID card.

Terminating your studies at WU

Students leaving WU before completion of their studies must get an unenrollment confirmation from the Admissions Office. Please bring your student ID card with you when unenrolling.

If you have any further questions concerning re-registration and unenrollment, please contact the [Admissions Office](#) staff.