

## **Guideline: *Proof of Language Level* for Incoming Student's Scholarship Application for the Joint Study Programme at AAU**

In the framework of an incoming student's application for a scholarship granted by the University of Klagenfurt (AAU, receiving institution), proof of English or German level of at least B2 (CEFR) needs to be submitted to AAU through the programme manager of the sending institution.

We would like to provide you with a guideline for this document, and kindly ask you to follow the formal instructions below. If you have any questions, please send an e-mail to: [incoming.exchange@aau.at](mailto:incoming.exchange@aau.at).

### **FORMALITIES**

The document should be issued in **English** or **German**.

The document should be **signed, stamped** and **dated**.

The document shouldn't be older than two years.

### **ACCEPTED DOCUMENTS**

AAU accepts either...

- official certificates from third parties
- written confirmations from the sending institution

For the latter, the following information needs to be included: name, position, work-related contact information (e-mail address, phone number, physical address), signature and official stamp of the issuing party; name, birth date and current study programme of the student; language proficiency of the student; date.