

Checklist Documents for the HTU Härtefonds

The following list shows which documents are required to apply for the HTU Härtefonds. It is really important that you send us as much information as possible, because we can only take in consideration what you can really proof.

If you withhold information, it might lead to an automatic rejection of your application. All data you send us will be treated confidentially from the employees of the Sozialreferat of the HTU Wien.

Required documents

- Confirmation of registration**
- Record of studies**
- Copy of your student card**
- Certification of registration of you**
- Certification of registration of your parents (if possible)**
- Information about the income of your parents**
- Labor contract, contract for services you give, fee notes of the last 3 months**
 - **If you have income that is not verifiable, for example when you give tutoring lessons: Make entries for every lesson you give like**
 - **Name, Duration, Expense, Date, Signature of the Student**
- Account statements of the previous 3 months - no self printed e-banking statements, if possible**
 - **for example: you hand in the application on the 1.10.2019, we need account statements from 1.7.2019 – 1.10.2019**
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- the account balance on the date when you bring in the application must be seen on the account statement, for example the account balance on the 1.10.2019 from the example above**
 - **get your account statements on the day when you hand in the application**
- Travel costs – e.g. copie of your ÖBB Monats- oder Semesterkarte**
- Insurance – e.g. records of Wiener Gebietskrankenkasse**
- Mobile Phone costs – e.g. copie of your contract**
- Energy costs – e.g.copie of evaluated payment rate from Wien Energie**
- Internet – e.g. copie of your contract**
- Rental contract – e.g. copie of your rental contract**
- Screenshot of TISS where we can see how much your studying fee is and if you have already paid it**

Asset base and purchases (if it applies to you)

Debt needs to be verifiable:

- Secondary bank account information (like savings accounts) of the previous 3 months**
 - **for example: you hand in the application on the 1.10.2019, we need account statements from 1.7.2019 – 1.10.2019 - no self printed e-banking statements, if possible**
- credit card information of the previous 3 months (if you have a credit card)**
 - **for example: you hand in the application on the 1.10.2019, we need account statements from 1.7.2019 – 1.10.2019 - no self printed e-banking statements, if possible**

- Copies of outstanding claims , e.g.: from Wien Energie, bring us a copy of the writing of Wien Energy how much you owe them.**
 - For claims like deposit for a new flat, outstanding rent, where no official claim exists, bring us something in handwritten form like:**
 - „Mr X owes me 2 months of rent in the sum of xxx€. Kind regards, „ renter name““**
- Information about bankbooks, loans etc.,**
- Any contract that you are charged on a monthly base**
- One time payments/claims**

If it applies to you

- Certification of registration of your kids**
- Birth certificate of your kids**

- Certification of registration of your partner**
- Income proof of your partner**

- Marriage certificate/divorce certificate**

- Confirmation of scholarships if existent**
- Confirmation of alimony**
- Confirmation of pension**
- Confirmation of karenz geld**
- Confirmation of money you got from the government (for example AMS)**
- Confirmation of your leave of absence (for example if you have an injury and you need to pause for one semester)**

- if you are doing your doctor we need also a confirmation of your advisor about the progress of your work**
- if your doing your diploma we need also a confirmation of your advisor about the progress of your work**