

## **AMADEUS International School Vienna** Admissions Procedure

AMADEUS International School Vienna uses an online application system to make it easier for parents/guardians and agents to apply and submit documents.

To apply and enrol your child at AMADEUS Vienna, please follow our three-step procedure below.

### **STEP 1: APPLICATION**

- I. Visit our online application portal OpenApply: <https://amadeus.openapply.com/>**
- II. Start the application by clicking “Start Your Application”**  
**NOTE:**
  - A. Your personalised account (as parent/guardian) will allow you to follow the application process from beginning to end, as well as submit all relevant documents online.
  - B. Please save the email address and password used for registration to log in to your account
- III. Complete the application form by signing it with an online signature**
- IV. Upload all required documentation**  
**NOTE:**
  - A. The online system will guide you through this process. Please refer to the “Application Procedure Checklist” to prepare the list of required documents in advance.
- V. Submit the € 400 Application Fee payment**

### **PAYMENT OPTIONS:**

- A. **Cash** (at school) – Please arrange with the Admissions office
- B. **Credit card** (at school) – Please make an arrangement with the Admissions office. Please note that credit card payment has an additional 3,5% transfer fee.
- C. **Credit card** (online) – Flywire: <https://amadeus-vienna.flywire.com/>
- D. **Bank transfer** – The payment must include the student’s full name. Please ensure that you have provided for any bank surcharges in your payment. If you need an invoice, please contact the Admissions Office.

Name of Account holder: **AMADEUS Vienna, THEMES Vienna Ltd. & Co KG**

Bank name: **UniCredit Bank Austria AG**

Bank address: **Jakov-Lind-Straße 13/5.0G, 1020 Vienna, Austria**

Account number: **10-026-187-285**

Sort Code (BLZ): **12000**

IBAN-code: **AT231200010026187285**

SWIFT/BIC-Code: **BKAUATWW**

**NOTE:** We will only process the application after ALL documents have been submitted and the Application Fee has been received. Submission of the Application documents and payment of the Application Fee do not constitute acceptance and/or enrolment.

## STEP 2: ASSESSMENT

We will evaluate student applicants with an assessment.

### Primary School:

- I. (optional) **Assessment Day** (Trial Day). Applicant will be observed in core subjects and social development
- II. **Interview** with the Head of Primary School. For younger applicants (ages 3-7), parents are required to join the interview.

### Secondary School:

- I. (optional) **Assessment Day** (Trial Day) or (if applicable) Trial Stay for a min. 1 night in Boarding
- II. **General Admissions Test**
- III. **Interview** with the Head of Secondary or Head of School
- IV. (for boarding students only) **Interview** with the Head of the Boarding House

## STEP 3: ENROLMENT

Decisions are made based on a composite of information including the age of the applicant, his/her prior academic performance, comments from references, and the interview with the relevant Head of Section. For more information, please familiarize yourself with our Admissions Policy on our website.

If the application and assessment are successful, we will send you an enrolment confirmation via email. Should you wish to proceed with the enrolment, we will prepare and send you the following documents:

- 1) School Contract, Medical Form, Data Privacy and Consent Form, Student Technology Acceptable Use Agreement, and if applicable, Temporary Guardianship, Settling-In Policy, Additional Education Needs, and English Support as indicated in the Acceptance Package.
- 2) Invoice for the Joining Fees (Enrollment Fee, Capital Fee, Refundable Security Deposit Fee) and Tuition Fee based on payment preference in the application.  
**FOR BOARDING STUDENTS:** incl. Medical Insurance and Residence Permit fees
- 3) General Terms and Conditions

Enrolment is completed after receiving the countersigned School Contract and relevant documents in addition to the payment of the invoice as outlined in the Acceptance Package.

For any further questions, please do not hesitate to contact us!

### AMADEUS Vienna Admissions Team

Phone: **+43 1 470 30 37 21/35/36**

Email: [admissions@amadeus-vienna.com](mailto:admissions@amadeus-vienna.com)

Website: [www.amadeus-vienna.com/admission](http://www.amadeus-vienna.com/admission)