



## A1 - Application form for an international certificate for posting on business



### Country codes:

#### Europäischen Union (EU)

Belgien	(BE)	Griechenland	(EL)	Litauen	(LT)	Portugal	(PT)
Bulgarien	(BG)	Spanien	(ES)	Luxemburg	(LU)	Rumänien	(RO)
Tschechien	(CZ)	Frankreich	(FR)	Ungarn	(HU)	Slowenien	(SI)
Dänemark	(DK)	Kroatien	(HR)	Malta	(MT)	Slowakei	(SK)
Deutschland	(DE)	Italien	(IT)	Niederlande	(NL)	Finnland	(FI)
Estland	(EE)	Zypern	(CY)	Österreich	(AT)	Schweden	(SE)
Irland	(IE)	Lettland	(LV)	Polen	(PL)		

#### Europäische Freihandelsassoziation (EFTA)

Island	(IS)	Norwegen	(NO)
Liechtenstein	(LI)	Schweiz	(CH)

#### Vereinigtes Königreich

Vereinigtes Königreich	(UK)
------------------------	------



**Please note:** Despite the withdrawal of the United Kingdom (UK) from the EU according to Article SSCI.14 of the Trade and Cooperation Agreement concluded between the EU and the UK, we are still obliged to inform the BVAEB about international assignment in case of business trips of our staff to the UK.

### Instructions:



1. The following additions are to be inserted and must be filled out in the field "Note trip" (copy and paste):

**Accommodation address (e.g. hotel):**

**Name of the organisation where work abroad takes place:**

**Address of this location:**

**I hereby confirm that no income will be received from third parties during the business trip.**

**ATTENTION: If the above supplements are missing in your travel request (business trip) application, the paperwork for the A1 certificate for posting on business must be completed separately!**

2. The PDF-form of the business trip application:  
(Explanation: A business trip request approved via the Fiori user interface can be downloaded independently by employees as a PDF, but does not contain a reference to the approval granted. Therefore, after approval, the employees receive automatically an e-mail with the trip data and the text that the trip has been approved by the dean or the projectleader)
3. the deans or the projectleader's approval email for the requested travel, and
4. if necessary the paper form for an A1-international posting on business certificate application signed by the heads (projectleader or dean) should be sent to the service e-mail address:  
**wien.zentralegruppe@bvaeb.sv.at + CC to your business-university-email-address** as the applicant. As **subject** please use "**A1 application for social security number XXXX**" (instead of xxxx please insert your social security number (10 digits)).



**IMPORTANT:** These documents (ad 2., ad 3., ad 4 + email to BVAEB) have to be carried along **during the entire travel period** and have to be **presented in case of a control in any case, otherwise the University of Vienna as employer has to pay high penalties** due to the administrative offence **by disregarding the administrative regulations.**