

Exchange Students' Guide

Incoming Students: Bachelor & Master



Dear students,

Thank you for your interest in studying at WU!

Each semester about 450 exchange students from around 230 partner institutions in 50 countries choose WU (Vienna University of Economics and Business) as a destination for their exchange experience. This guide is designed to introduce our program for incoming students and provide you with information about our offers and services. It also covers all the important steps you need to consider as one of our incoming students.

We wish you an exciting and successful exchange experience.

Your
International Office Team

ACADEMIC CALENDAR AND APPLICATION DEADLINES

WINTER SEMESTER

October – January

May 1	Nomination deadline for partner universities
May 15	Application deadline for: <ul style="list-style-type: none"> • Orientation and Cultural Program • Pre-semester German language courses • Housing
July	Course schedules for the winter semester go online
August	Registration for winter semester courses begins
Early September	1 st Information Session
September	Orientation and Cultural Program
September	Pre-semester German language courses
Early October	2 nd Information Session
October	Start of semester
Mid-October	GO GLOBAL Exchange Fair
	For details of the academic calendar at WU please see: www.wu.ac.at/students/en/org/calendar

SUMMER SEMESTER March – June	
November 1	Nomination deadline for partner universities
November 15	Application deadline for: <ul style="list-style-type: none"> • Orientation and Cultural Program • Pre-semester German language courses • Housing
December	Course schedules for the summer semester go online
January	Registration for summer semester courses begins
Early February	1 st Information Session
February	Orientation and Cultural Program
February	Pre-semester German language course
Early March	2 nd Information Session
March	Start of semester
	For important dates & deadlines for incoming students, please see also http://www.wu.ac.at/io/incoming/dates-deadlines/en/

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1. Prior to arrival

1.1. General information

	How do I become a WU exchange student
Application, nomination and enrollment	Three steps are necessary: Application at the international office at your home university, nomination by your home university and online pre-enrollment at WU. After being nominated by your home university, you will receive a nomination letter from WU. Then you are eligible to take further steps, such as online pre-enrollment and actual enrollment upon arrival. For details of the online pre-enrollment process please see page 7.
Further information	For a complete overview please see our website: www.wu.ac.at/io/en/
	! Please note: The final steps in the process of enrolling at WU must be finished in person at WU upon arrival. All details will be explained at the Information Sessions organized by the International Office.

	How WU will contact me?
Contact by WU	We will contact you by email prior to your arrival and during the semester with important information.
	! Please make sure you provide us with a valid email address to keep and use during your exchange semester.

	Official dates & deadlines
Academic calendar	<p>The winter semester (fall term) at WU officially starts at the beginning of October and ends at the end of January. Several Courses in English end before the Christmas break.</p> <p>The summer semester (spring term) starts at the beginning of March and ends at the end of June.</p> <p>Before the semester: Incoming students can sign up for the Orientation & Cultural Program and/or a pre-semester German language course (duration: 3 weeks).</p>
Further information	<p>For a more complete overview of relevant dates and deadlines for exchange students please see our website at http://www.wu.ac.at/io/incoming/dates-deadlines/en/ or the WU academic calendar at http://www.wu.ac.at/students/en/org/calendar/year</p>
	<p>Two Information Sessions organized by the International Office will be held prior to the beginning of the semester.</p> <p>! Please note that attendance in one of the sessions is required (attendance list)!</p>

	Online pre-enrollment and Confirmation of Stay
Online pre-enrollment	<ol style="list-style-type: none"> 1. For pre-enrollment, you need to have received your Nomination Letter with your student ID (user name) and password from the coordinator at your home institution. If you have not received your Nomination Letter yet, please contact the International Office at WU. For contact details please see pages 29/30. 2. With your student ID (user name) and password you must now complete your online pre-enrollment: http://bach.wu.ac.at/start/vizas
Enrollment	<p>! The final steps in the WU enrollment process for exchange students will be explained during the Information Sessions organized by WU's International Office before the beginning of the semester. Attendance is required.</p>

Confirmation of Stay	Please note that a confirmation of stay will always be issued for your real period of stay in Vienna. The information session that you participate in will be declared as your date of arrival. Should you leave Vienna before the Christmas break and not return to WU in January the confirmation will indicate your departure date in December as the last day of your stay at WU.
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Housing and accommodation	
OeAD student residence halls with WU quotas	<p>WU works closely together with OeAD – Housing Office Vienna, which is the main provider of off-campus accommodation for students in Austria.</p> <p>Housing for incoming students from our partner universities is guaranteed by pre-reserved rooms in about 10 student residence halls in Vienna, offering different standards and prices. Student residence halls are located all over Vienna, but are not more than 30 minutes away from the new campus by public transport.</p> <p>Please note that your housing contract is with the OeAD (not with WU) and make sure that you have carefully read the Terms and Conditions before booking.</p> <p>If you need proof of accommodation for your visa purposes, please mention this in your online application with the OeAD.</p> <p>Application deadlines: May 15 for the winter semester/ November 15 for the summer semester.</p> <p>If you need a room in one of these residence halls, please make sure that you complete your registration as soon as possible.</p> <p>All information about student residences with pre-reserved quotas for WU students, other OeAD residence halls, online application, etc. can be found on our website: http://www.wu.ac.at/io/incoming/services/housing/en/</p> <p>A complete list of the OeAD student residence halls you can find at: http://housing.oead.at/en/accommodation/wien-en.</p> <p>Please note, that only 10 of them have pre-reserved rooms for WU incoming students.</p>

<p>Other OeAD student residence halls without WU quotas</p>	<p>In addition to pre-reserved rooms for incoming students mentioned above, the OeAD Housing Office has rooms in about 30 different student residence halls all over Vienna. If you prefer to live in any of the other student residence halls, please feel free to apply. The WU registration deadline does not apply in this case.</p> <p>OeAD student residence halls: http://housing.oead.at/en/accommodation/wien-en</p>
<p>Housing Anywhere</p>	<p>If you would like to rent a room from a student going abroad please refer to www.housinganywhere.com, a housing platform for students who want to sublet their room during their exchange semester. Housing Anywhere is free to use and operates on a student-to-student basis.</p>
<p>Other Housing Options</p>	<p>If you prefer private accommodation there are some useful links on our website: http://www.wu.ac.at/io/incoming/services/housing/en/</p>
<p>Contact</p>	<p>Please address any enquiries concerning OeAD housing to: housing@oead.at</p>
<p>□</p>	<p>! Application deadline: May 15 / November 15 for student residence halls with WU quotas</p> <p>! Rooms in student residence halls are always booked on a first-come, first-served basis.</p> <p>! Please note: Rental contracts for the student residence halls with pre-reserved quotas are always issued for a 4-month period:</p> <p>Winter semester: September - December or October – January Summer semester: March - June.</p> <p>! The OeAD will send you an information sheet with all the relevant facts after you have been assigned to a room. This sheet will state the address, contact details and opening hours of your student residence. It will also indicate the costs, category of your room and the equipment available at your student residence. The sheet will also inform you about when and where you can pick up your keys.</p>

	<p>! Depending on the day and time of your arrival, you may need to make special arrangements for picking up your key and/or moving into your room. The OeAD Housing Office is closed on weekends, as are most residence hall reception desks. If you are arriving on a weekend or after office hours, please arrange for someone else to pick up your key. The WU Buddy Network works on voluntary basis. We strongly recommend you to make use of the Buddy Network services and not to book any profit-oriented pick-up services, which are often quite expensive (for details please see p. 12).</p>
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Orientation and Cultural Program	
Orientation and Cultural Program	<p>The International Office offers an optional Orientation and Cultural Program for incoming exchange students. The three-week program is held before the beginning of the semester. The Orientation and Cultural Program offers newly arrived exchange students the opportunity to learn about Austrian culture and business life while getting to know other exchange students.</p> <p>The program includes a guided tour of WU and its facilities (library, computer rooms, etc.), as well as field trips in and around Vienna.</p>
Further information	<p>For further information about the Orientation and Cultural Program, including participation fees and how to apply, please see: http://www.wu.ac.at/io/incoming/services/okprogram/en/</p>
Contact	<p>In case of any questions please contact: orientation@wu.ac.at</p>
□	<p>! Application Deadline: May 15 / November 15</p> <p>! The number of participants is limited and slots are filled on a first-come, first-served basis.</p> <p>! Participation fee: € 250</p>

Pre-semester German language course	
Pre-semester German language course	<p>In addition to the Orientation and Cultural Program, a pre-semester German language course is available at different levels for incoming students.</p> <p>The Orientation and Cultural Program does not overlap with the pre-semester German language course, so students can sign up for both.</p>
Further information	<p>For further information about the pre-semester German language course please see:</p> <p>http://www.wu.ac.at/io/incoming/services/pre-semester-german-language-course/en/</p>
Contact	<p>In case of any questions please contact: orientation@wu.ac.at</p>
□	<p>! Application Deadline: May 15 / November 15</p> <p>! Please note: We need to see proof of payment before we can process your application. Students admitted to the JOSZEF-program are exempt from the fee.</p> <p>! The number of participants is limited. The slots are filled on a first-come, first-served basis.</p> <p>! Participation Fee: Pre-semester German language courses are subject to a participation fee of € 400. The courses are partly funded by EU's ERASMUS program. Thus a reduced fee of € 130 is available for ERASMUS students, which includes students from the member countries of the European Union, and also Iceland, Norway, Switzerland, and Turkey.</p>

The Buddy Network	
WU Buddy Network	The Buddy Network assigns a WU student 'buddy' to each incoming exchange student. Buddies assist exchange students during their whole stay. You can arrange to have your buddy to meet you upon arrival in Vienna. He/she will also be happy to assist with student residence procedures and administrative requirements, etc.
Contact	For enquiries please contact international@oeh-wu.at .
□	<p>! You can arrange with your buddy to pick up your room key in advance, if you arrive outside the opening hours of your student residence hall.</p> <p>! The Buddy Network works on voluntary basis. We strongly recommend you to make use of the Buddy Network services and not to book any profit-oriented pick-up services, which are often quite expensive.</p> <p>! Further details about the buddy network and the registration process will be sent to you via email directly by the Buddy Network.</p> <p>This is a voluntary offer and there is no first-come, first-served system.</p>

1. Studying at WU

	Courses
<p>Courses in English and German</p>	<p>WU offers a wide range of courses taught in English. The courses are available at both undergraduate and graduate level, and are on business, economics and related areas with a focus on European and international topics.</p> <p>Students with advanced German skills can also choose from the wide variety of courses offered in the regular WU curriculum.</p> <p>! The list of courses in English for incomings goes online approximately 2 months prior to the beginning of the semester.</p> <p>! The online course catalog (Vorlesungsverzeichnis) including course schedules will be available approximately 6 weeks prior to the beginning of the semester.</p> <p>You will be informed by email as soon as the list of courses in English, the course catalog, and information about course registration is online.</p> <p>For further information on courses, registration periods etc., please visit the website: http://www.wu.ac.at/io/incoming/courses/en/.</p>
<p>Business German language courses (<i>Wirtschaftsdeutschkurse</i>)</p>	<p>Business German language courses for exchange students are available during the semester at five different levels. For more information, please see: http://www.wu.ac.at/io/incoming/courses/germanbusinesscommunication/en/</p>
<p>Online course catalog</p>	<p>Course schedules and descriptions are posted in the online course catalog (Vorlesungsverzeichnis): http://vz.wu.ac.at/</p>
<p>□</p>	<p>! Please note that course admissions are limited and that registration is on a first-come, first-served basis. We therefore strongly recommend having alternative courses approved by your home university in advance in case you are not assigned a place in your preferred course.</p> <p>! The full workload for exchange students is 30 ECTS credits. Exchange students are allowed to take</p>

a maximum of 36 ECTS credits plus a Business German language course.

ECTS and transcripts																
ECTS credits	<p>Each course at WU is worth a certain number of ECTS credits.</p> <p>Introductory year courses, courses offered by the Department of Foreign Language Business Communication, and Business German language courses: 1 weekly credit hour = 2 ECTS credits</p> <p>Advanced courses: 1 weekly credit hour = 3 ECTS credits</p>															
Grading system	<p>The following grading scale applies at WU:</p> <table style="margin-left: 20px;"> <tr> <td>1</td> <td>excellent</td> <td><i>(Sehr gut)</i></td> </tr> <tr> <td>2</td> <td>good</td> <td><i>(Gut)</i></td> </tr> <tr> <td>3</td> <td>satisfactory</td> <td><i>(Befriedigend)</i></td> </tr> <tr> <td>4</td> <td>sufficient</td> <td><i>(Genügend)</i></td> </tr> <tr> <td>5</td> <td>fail</td> <td><i>(Nicht genügend)</i></td> </tr> </table> <p>WU does not use a standardized percentage-based grading scale. The percentage scores needed to earn the grades given above differ from course to course. In most cases the course-specific grading scales can be found in the online course description.</p>	1	excellent	<i>(Sehr gut)</i>	2	good	<i>(Gut)</i>	3	satisfactory	<i>(Befriedigend)</i>	4	sufficient	<i>(Genügend)</i>	5	fail	<i>(Nicht genügend)</i>
1	excellent	<i>(Sehr gut)</i>														
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3	satisfactory	<i>(Befriedigend)</i>														
4	sufficient	<i>(Genügend)</i>														
5	fail	<i>(Nicht genügend)</i>														
Exams and Transcripts	<p>There is no fixed exam week for incoming students at the end of the semester, exams are scheduled throughout the semester.</p> <p>Your Transcript of Records will be sent to your home university approximately two months after end of the semester.</p>															

1.2. Entry regulations

Entry and residence regulations for nationals of EU/EEA countries	
<p>Entry regulations</p> <p>EU/EEA countries and Switzerland</p>	<p>Nationals of EU/EEA countries and Switzerland who fulfill certain requirements (sufficient financial means and valid health insurance) do not need a visa and have the right to establish a domicile in Austria (<i>Niederlassungsfreiheit</i>). These citizens need only a valid travel document (passport or personal identity card) to enter and live in Austria. You should carry your travel document with you to prove your entitlement to residence in Austria, or else keep it somewhere where it can be retrieved promptly.</p>
	<p>! Please note:</p> <p>If you are staying in Austria for longer than 3 months, the Residence and Settlement Act stipulates that you need to apply for a confirmation of registration at the competent Austrian authorities (a fee of approx. € 30 applies). In Vienna applications must be submitted at the Municipal Department 35 (MA35).</p> <p>This registration is necessary in addition to the residence registration according to the registration act. In case of non-compliance with this regulation you may be subject to a fine.</p>
<p>□</p>	<p>! Please make sure that you bring the following documents:</p> <ul style="list-style-type: none"> • Valid personal identity card and/or passport • Valid residence registration • Confirmation of enrolment at university/student ID card • Proof of adequate health insurance (i.e. European Health Insurance Card) • Proof of sufficient financial means. This could be either a confirmation of your ERASMUS grant (including information on the grant amount) or a declaration of guarantor (i.e. confirmation provided by your father/mother or any other person, stating that he/she will finance your studies in Vienna and cover all living expenses. This declaration should be written in English or in German and must be signed by the person providing the guarantee (guarantor).

	Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of up to six months
<p>Entry Regulations</p> <p>Nationals of non-EU countries (third-country nationals)</p> <p>Stays up to six months</p>	<p>Students from non-EU countries (third countries) staying for no longer than 6 months need for</p> <p>A) A stay of a maximum of 90 days:</p> <p>A travel visa C (Reisevisum C) for entry into and residence in Austria.</p> <p>B) A valid travel visa C also entitles you to travel through other Schengen countries and to stay in these countries. Students who are allowed to enter Austria <u>without a visa</u> need no visa for staying up to 3 months (Japanese citizens up to 6 months).</p> <p>C) A stay of at least 91 days and a maximum of 6 months:</p> <p>Nationals of all non-EU countries need a residence visa D (Aufenthaltsvisum D) for entry into and residence in Austria. (Not applicable for Japanese citizens, s. above).</p> <p>On a residence visa D you may travel briefly through other Schengen countries in order to reach Austria or return to your home country.</p>
	<p>! Visas must be applied for at the appropriate Austrian authority (embassy, consulate general) in your home country before leaving for Austria and will be issued by this authority. For students the travel visa C is free of charge. A fee of 100 euros is payable for the visa D. For students engaged in scientific activities at Austrian universities this visa can also be issued free of charge.</p> <p>To apply for a visa you need:</p> <ul style="list-style-type: none"> • Fully completed and signed application form • biometric passport photo according to EU standard (between 3.5 x 4.5 cm and 4.0 x 5.0 cm in size) • Valid passport + photocopies of all pages that contain entries and stamps • Proof of accommodation in Austria: e.g. rental contract for private accommodations, contract with a student residence hall or OeAD-Housing confirmation <p>http://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Recht/Wohnrechtsvereinbarung_englisch.pdf</p>

	<ul style="list-style-type: none"> • Proof of health insurance that is valid in Austria with coverage of at least € 30,000 • Proof of your academic activities (Letter of Acceptance issued by WU) and of funding for your stay in Austria • Return flight ticket, if available <p>! Please note that this information on entry regulations is subject to change. For the most up-to-date information also refer to: http://www.oead.at/index.php?id=78&L=1</p>
<p>Further information</p>	<p>Schengen countries, apart from Austria, are the following: Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.</p> <p>List of Austrian Embassies around the world: http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html</p>
	<p>! Please note that visas are valid from the date of issue and NOT from the date of entry into the Schengen area.</p> <p>! The residence visa D and the travel visa C cannot be renewed in Austria. When the visa expires you must leave the Schengen area and apply for a new visa or residence title in your home country, unless you have been granted another residence title.</p> <p>! After having entered Austria with or without a visa, you are not allowed to take up any employment.</p> <p>! Carry your travel document and your visa with you at all times to prove that you are in Austria legally.</p>

	Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of over six months
<p>Entry Regulations</p> <p>Nationals of non-EU countries (third-country nationals)</p> <p>Stays of over six months</p>	<p>Students from third countries, who plan to stay over six months need a residence permit for students (<i>Aufenthaltsbewilligung Studierender</i>) for residence in Austria.</p> <p>To apply for a residence permit for students the following steps are required:</p> <p>A) Procedure for students who need a visa to enter Austria</p> <ol style="list-style-type: none"> 1. Application for the residence permit and 2. Application for a visa D <p>1. The application for the residence permit must be submitted in person at the appropriate Austrian representation authority (embassy, consulate general) abroad before leaving for Austria. The application will be forwarded and processed in Austria by the appropriate authority (MA35 in Vienna). Depending on the number of applications this can take up to three months and longer. For this reason you should apply at least 6 months before your intended entry into Austria. Applicants must wait for the decision in their home country. The residence permit has to be collected immediately after your arrival in Austria and within 6 months of getting the information at the latest.</p> <p>2. If the Austrian authority approves your residency permit application, you need to apply for a visa D for entry into Austria within 3 months of approval of your permit application.</p> <p>B) Procedure for students with visa free entrance to Austria</p> <p>Students who do not require a visa to enter Austria can apply for the residence permit during their visa-free stay in Austria at the appropriate Austrian authorities (MA35 in Vienna).</p> <p>! Please note: Applying for a residence permit for students in Austria does not permit you to stay longer than your visa-free stay. Depending on the large number of applications each semester, the processing of your residence permit application by the Austrian authorities can take up to three months and longer. It is therefore strongly recommended to apply for a visa D in your home country in any case to avoid any time conflicts.</p>

<p>□</p>	<p>You will need the following documents to apply for a <u>residency permit</u>:</p> <ul style="list-style-type: none"> • Completed and signed <u>application form</u> for a residence permit for students (<i>Aufenthaltsbewilligung Studierender</i>) • biometric passport photo according to EU standard (between 3.5 x 4.5 cm and 4.0 x 5.0 cm in size) • Valid passport • Birth certificate • Notification of admission (<i>Letter of Acceptance</i>) • Proof of financial means to support your stay: for students aged 24 and under at least € 473.70 per month, for older students at least € 857.73 per month [as of 2014]; e.g. a savings account or a bank account at an Austrian bank, or a <u>declaration of guarantee</u> (<i>Haftungserklärung</i>) issued by a person living in Austria, proof of purchase of travellers' checks for the necessary amount, or a confirmation of the award of a scholarship/grant; if accommodation costs over € 274.06/month, you need proof of additional funds. • Proof of accommodation in Austria: e.g. rental contract for private accommodations, contract with a student residence hall or OeAD-Housing confirmation • Proof of health insurance (travel health insurance) valid from entry to the beginning of your studies in Austria (or until your student insurance becomes effective). • Police record/certificate of good conduct (where available) <p>All documents must be submitted as originals with photocopies. All documents must be legalized, and documents in languages other than German or English must be submitted together with a legalized German translation.</p> <p>A fee of approximately € 120 is charged for the residence permit. The visa to enter Austria to pick up your residence permit in Austria is free of charge. Before expiration of the residence permit you can apply for its <u>renewal in Austria within three months before the expiry date</u>.</p> <p>The Austrian representation authority may ask for additional documents in individual cases.</p> <p>The residence permit is issued in the form of a card with a photo. You should carry your permit card with you at all times to prove your entitlement to residence in Austria, or else keep it somewhere where it can be retrieved promptly. The permit card also serves as an ID document.</p>
	<p>! Please apply for a residence permit at least 6 months before your intended entry.</p> <p>! Please note that this information on entry regulations is subject to change.</p> <p>For the most up-to-date information also refer to: http://www.oead.at/index.php?id=78&L=1</p>

	<p>You will need the following documents to apply for a <u>visa D</u></p> <ul style="list-style-type: none"> • Fully completed and signed application form • Biometric passport photo according to EU standard (between 3.5 x 4.5 cm and 4.0 x 5.0 cm in size) • Valid passport + photocopies of all pages that contain entries and stamps • Proof of accommodation in Austria: e.g. rental contract for private accommodations, contract with a student residence hall or OeAD-Housing confirmation http://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Recht/Wohnrechtsvereinbarung_englisch.pdf • Proof of health insurance that is valid in Austria with coverage of at least € 30,000 • Proof of your academic activities (Letter of Acceptance issued by WU)and of funding for your stay in Austria • Return flight ticket, if available
Further information	<p>List of Austrian embassies around the world: http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html</p> <p>MA 35: http://www.wien.gv.at/english/administration/civilstatus/openinghours.html</p>

Insurance	
Insurance	<p>EU-citizens need to bring their European Health Insurance Card to show that they have health insurance coverage.</p> <p>Non-EU-citizens need to have insurance coverage for their whole stay in Vienna. You can either purchase appropriate health insurance coverage in your home country or sign up for a voluntary insurance coverage (<i>freiwillige Selbstversicherung</i>) in Austria after enrollment at WU. It covers any kind of medical treatment at the costs of approximately € 52 per month.</p> <p>You have to be enrolled at an Austrian university to be eligible for this insurance, so we advise you to buy additional travel insurance (e.g. credit card insurance) before coming to Vienna to cover the period until enrollment.</p> <p>The Students' Union dues (ÖH-Beitrag) paid at enrollment (€ 18) include accident insurance coverage for your way to and from the university.</p>
Further information	<p>Website of the Austrian Social Security: http://www.sozialversicherung.at/portal27/portal/esv_enportal/start/startWindow?action=2&p_menuid=69246&p_tabid=1</p>

Pre-arrival checklist

	Checklist – To do's before arrival
□	<p>Pre-enroll for your exchange semester online using your ID number (user name) and password at: http://bach.wu.ac.at/start/vizas</p> <p>Register for courses: Information on course registration will be sent to you by email in time to sign up for classes.</p> <p>Arrange for visa/residence permit (if required): Please make sure that you apply in time, i.e. at least 4 to 6 months before the intended departure to Austria. We strongly recommend to start preparing the documents in due time.</p> <p>Compulsory: Arrange for health/travel insurance (mandatory!)</p> <p>Optional: Apply for the Orientation and Cultural Program and pay the participation fee.</p> <p>Optional: Apply for the pre-semester German language course and pay the course fee.</p> <p>Optional: Register online for accommodation.</p> <p>Optional: At least six weeks before your arrival in Vienna, register online with the Buddy Network</p> <p>Documents you need to bring: Nomination Letter with ID number/password, your passport/ID card</p>

2. Upon arrival

	Recommended arrival dates for the winter semester
Winter semester	<p>Winter semester:</p> <p>Term dates: October – January</p> <p>Introduction days: September (Orientation and Cultural Program, pre-semester German language course)</p> <p>Last possible date of arrival: late September / early October</p> <p>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early September. For details please see p. 10/11</p>

	Recommended arrival dates for the summer semester
Summer semester	<p>Summer semester:</p> <p>Term dates: March – June</p> <p>Introduction days: February (Orientation and Cultural Program, pre-semester German language course)</p> <p>Last possible date of arrival: late February/early March</p> <p>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early February. For details please see p. 10/11</p>

Information Session and enrollment	
Enrollment upon arrival	<p>The final steps in the process of enrolling at WU as an exchange student will be explained at the Information Sessions organized by the International Office.</p> <p>At enrollment, students have to pay € 18 in Students' Union dues (<i>ÖH-OeH-Beitrag</i>), which is the membership fee for the Austrian Students' Union (<i>Oesterreichische HochschuelerInnenschaft, ÖH</i>).</p>
Information Sessions	<p>The International Office organizes two Information Sessions: one for those students who arrive earlier to participate in the Orientation & Cultural-Program and/or the pre-semester German language course, and another for those who choose not to attend either of these programs.</p> <p>The dates and locations will be announced on our homepage: http://www.wu.ac.at/io/incoming/dates-deadlines/en/</p> <p>In order to complete your enrollment at WU and get settled in Vienna in time, students should arrive before the official semester starts in time for one of the Information Sessions.</p>
<input type="checkbox"/>	! Please note that participation in one of the sessions is mandatory (attendance list)!

Registration with local authorities	
Registration	<p>After arrival in Vienna, students must register with one of the Registration Offices (<i>Meldeamt</i>), which are located in the Municipal District Offices (Magistratische Bezirksämter), within three days.</p> <p>To register, students need their passport and a registration form (Meldezettel) which can be downloaded from the internet http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldezettel.pdf</p> <p>The registration form has to be signed by their landlord or dormitory confirming that they are staying at the address indicated on the form.</p>
Further information	Please find the closest Registration Office online at: http://www.wien.gv.at/mba/mba.htm
<input type="checkbox"/>	! Registration must be completed within three days after arrival.

3. During the semester

Living costs																									
Living costs	<table border="1"> <tr> <td>Housing</td> <td>approx. € 400 – 600</td> <td>per month</td> </tr> <tr> <td>Insurance</td> <td>approx. € 50</td> <td>per month</td> </tr> <tr> <td>Food, personal expenses</td> <td>approx. € 220 – 300</td> <td>per month</td> </tr> <tr> <td>Vienna public transportation</td> <td>approx. € 150</td> <td>per semester</td> </tr> <tr> <td>Utilities (telephone, mail...)</td> <td>approx. € 15 – 30</td> <td>per month</td> </tr> <tr> <td>Entertainment</td> <td>approx. € 50 - 150</td> <td>per month</td> </tr> <tr> <td>Books</td> <td>approx. € 75 – 150</td> <td>per semester</td> </tr> <tr> <td>Students' Union (ÖH) dues</td> <td>€ 18</td> <td>per semester</td> </tr> </table>	Housing	approx. € 400 – 600	per month	Insurance	approx. € 50	per month	Food, personal expenses	approx. € 220 – 300	per month	Vienna public transportation	approx. € 150	per semester	Utilities (telephone, mail...)	approx. € 15 – 30	per month	Entertainment	approx. € 50 - 150	per month	Books	approx. € 75 – 150	per semester	Students' Union (ÖH) dues	€ 18	per semester
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	Books	approx. € 75 – 150	per semester																						
Students' Union (ÖH) dues	€ 18	per semester																							

Getting around	
Getting around	<p>Arrival: Please have a look at http://www.wu.ac.at/structure/en/about/campus for a description of how to reach the city and the university. Campus WU is close to the subway line U2 (stations Messe Prater and Krieau).</p> <p>Public Transportation: Vienna has a very convenient public transportation system. During your stay in Vienna we recommend you to buy a student semester ticket ("Semesterticket") if you are under the age of 26. It is available at the price of approx. € 150 at any major subway station. For more information please see http://www.wienerlinien.at.</p>

	To apply for the student semester ticket you need to show proof of your enrollment and your student ID. By way of exception, you can buy the student semester ticket at the subway station Praterstern near WU (subway lines U1 and U2) showing only your letter of acceptance if you arrive during the weekend or before the enrollment at WU. Please keep in mind that this is only possible at the ticket office at Praterstern and only if you arrive very early or during the weekend.
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Bank account	
Bank account	<p>Student bank accounts, available to all exchange students including exchange students, can be opened at almost any bank and are generally free of charge.</p> <p>There are several banks close to WU:</p> <p>Bank Austria at Enns-gasse 5, 1020 Vienna, and at Lasallestrasse 5, 1020 Vienna</p> <p>Erste Bank at Lasallestrasse 34, 1020 Vienna, and at Praterstrasse 63, 1020 Vienna</p>
□	<p>! Please do not forget to close out your Austrian bank account before leaving Vienna.</p>

Computer and internet access on campus	
Computer and internet	<p>PC labs can be booked for courses that require students to use computer workstations. Selected PC labs are open for student use at scheduled times. This allows students to practice using the additional software taught in their courses.</p> <p>The PC labs (incl. standard software and internet access) are located in the following buildings:</p> <ul style="list-style-type: none"> • 3 PC labs in the LC with 23, 34 and 41 places, located on lower level • 2 PC labs in the TC with 40 places on upper level 3 and 44 places on lower level 1 <p>Printers and scanners are also available. Each student has a printing account and can print 50 pages per semester free of charge from the PC lab computers</p> <p>The WU campus also offers a wireless LAN service.</p>

Athletics	
Athletics	<p>The ÖH Students' Union athletic office (<i>Sportreferat</i>) organizes athletic events and provides information on where to go for training and practice, tennis and squash courts, gymnastics courses, etc. It also organizes group trips in Austria and abroad.</p> <p>You can also join the University of Vienna's athletic institute (<i>Universitaetssportinstitut Wien</i>), which offers classes and the use of athletic facilities and sports courses to students at a reduced rate.</p>
Further information	<p>ÖH Students' Union athletic office (Sportreferat): oehsport@isis.wu-wien.ac.at , www.unisport.at</p> <p>University of Vienna's athletic institute (Universitätssportinstitut Wien): www.usi.at</p>

Climate	
Climate	<p>Vienna has a temperate continental climate: moderately cold winters (December to mid-March) and warm summers (June to mid-September), with low precipitation levels distributed evenly throughout the year.</p> <p>! Make sure you bring appropriate clothing for the cold season as temperatures may fall to -10°C (14 F).</p>

Useful links for incoming exchange students	
	<p>Austrian Agency for International Cooperation in Education and Research (OeAD) https://www.oead.at/index.php?id=3017&L=1 (general information about studying in Austria, including entry regulations, grants, etc.)</p> <p>WU Tandem Language Learning program http://www.wu.ac.at/lrc/tandem-learning/</p> <p>Austrian Students' Union at WU (ÖH WU) - Buddy Network www.oeh-wu.at</p>

	<p>Wien Online: Vienna City Council web service www.wien.at/english (online city map available)</p> <p>Austrian government www.austria.gv.at/ click on >English</p> <p>Austrian embassies and consulates www.bmeia.gv.at/en/foreign-ministry/startpage.html (under "Country Information")</p>
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4. Before returning home

Documents	
<input type="checkbox"/>	Make sure that all your documents required by your home university have been signed by your coordinator at WU (e.g. ERASMUS Learning Agreement, Certificate of Attendance).

Housing deposit	
<input type="checkbox"/>	Do not forget to apply for reimbursement of your housing deposit to the OeAD housing agency.

De-registration with local authorities	
<input type="checkbox"/>	<p>Before you leave, you must inform the local authorities, i.e. one of the Registration Offices (<i>Meldeamt</i>), which are located in the Municipal District Offices (Magistratische Bezirksämter), that you will no longer be residing in Vienna.</p> <p>To de-register, go to your district Registration Office with your passport and registration form (<i>Meldezettel</i>).</p>

	To find the Registration Office closest to you, please see: http://www.wien.gv.at/mba/mba.htm
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	Insurance cancellation
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<input type="checkbox"/>	Be sure to give written notice that you wish to cancel your insurance policy (if applicable).
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	Online questionnaire – your feedback <u>is important to us!</u>
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<input type="checkbox"/>	Please complete the International Office online questionnaire (a link to the survey will be sent to you by email). Thank you!
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5. Contacts at the International Office

Bachelor Students

<p>International Office</p> <p>Library and Learning Center (LC), level 4</p>	<p>WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS) Welthandelsplatz 1 1020 Vienna, Austria</p>	
<p>General information and initial consultation</p>	<p>Information for applicants and nominees</p>	
<p>IO Front Office</p> <p>T +43 1 31336 4310 F +43 1 31336 90 4310 zas@wu.ac.at</p> <p>Office hours (during the semester): Mon, Tue, Thu 9:30 am – 5:00 pm Wed 9:30 am – 6:00 pm Fri 9:30 am – 4:00 pm</p> <p>Coordinators' office hours (during the semester): Tue, Wed, Thu 9:30 am – 12:30 pm Wed 2:00 pm – 6:00 pm</p> <p>Office hours (during the holidays) Tue, Wed, Thu 9:30 am – 12:30 pm Wed 2:00 pm – 6:00 pm</p>	<p>Regional Coordinators:</p> <p>Europe Central and Eastern Europe (CEE) Belgium Finland Ireland Scandinavia The Netherlands Turkey United Kingdom Medea Loibl T +43 1 31336 4303 F +43 1 31336 90 4303 medea.loibl@wu.ac.at</p> <p>Europe Germany France Greece Italy Portugal Switzerland Spain Christa Karner T +43 1 31336 4251 F +43 1 31336 90 4251 christa.karner@wu.ac.at</p> <p>Asia, Australia, Latin America, New Zealand Christiane Dietrich T +43 1 31336 4315 F +43 1 31336 90 4315 christiane.dietrich@wu.ac.at</p>	<p>North America Kaan Tasli T +43 1 31336 4962 F +43 1 31336 90 4962 kaan.tasli@wu.ac.at</p> <p>Coordinator Courses in English and Business German Language Courses Christine Anna Rösch T +43 1 31336 4390 F +43 1 31336 90 4390 christine.anna.roesch@wu.ac.at</p> <p>Coordinator Orientation and Cultural Program and pre-semester German language course Ayse Kocakulah T +43 1 31336 4317 F +43 31336 90 4317 orientation@wu.ac.at</p>

Master Students

International Office Library and Learning Center (LC), level 4	WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS) Welthandelsplatz 1 1020 Vienna, Austria
General Information and Initial Consultation	Information for Applicants and Nominees
<p>IO Front Office</p> <p>Tel.: +43 1 31336 4310 Fax: +43 1 31336 90 4310 Email: zas@wu.ac.at</p> <p>Office hours (during the semester): Mon, Tue, Thu 9:30 am – 5:00 pm Wed 9:30 am – 6:00 pm Fri 9:30 am – 4:00 pm</p> <p>Coordinators' office hours (during the semester): Tue, Wed, Thu 9:30 am – 12:30 pm Wed 2:00 pm – 6:00 pm</p> <p>Office hours (during the holidays) Tue, Wed, Thu 9:30 am – 12:30 pm Wed 2:00 pm – 6:00 pm</p>	<p>Graduate Exchange Coordinator Claudia Grafenhofer T +43 1 31336 5553 F +43 1 31336 90 5553 claudia.grafenhofer@wu.ac.at</p> <p>Coordinator Courses in English and Business German Language Courses Christine Anna Rösch T +43 1 31336 4390 F +43 1 31336 90 4390 christine.anna.roesch@wu.ac.at</p> <p>Coordinator Orientation and Cultural Program and pre-semester German language course Ayse Kocakulah T +43 1 31336 4317 F +43 31336 90 4317 orientation@wu.ac.at</p>