

# CHECKLIST FOR ERASMUS STUDENTS

## SUMMER SEMESTER 2018

**All the details of the topics mentioned here can be found on our website:**

<https://international.univie.ac.at/en/incoming-students/erasmus/>

WHEN YOU START PLANNING TO GO ABROAD			
What?	When?	How?	✓
General Information regarding the <b>University of Vienna</b> (AWien01) – a brief overview	<b>before the nomination</b>	<a href="#">see "FAQ" - item 1)</a>	
<b>Research if you can study at the University of Vienna</b>	Is there an <b>agreement</b> for your field of study and does the <b>study programme</b> fit your study plan? <b>Before the nomination</b>	<a href="#">see "Nomination"</a> and <a href="#">"Course Choice/ Learning Agreement"</a>	
<b>Language requirements</b>	Depending on your field of study and the agreement. <b>Before the nomination</b>	<a href="#">see "Language skills"</a>	
<b>You don't have sufficient German skills?</b>	Make sure there are enough courses (if any!) held in English in your field of study.	<a href="#">see "Language skills"</a>	
<b>Nomination</b> by your home university	by <b>November 1<sup>st</sup>, 2017</b>	<a href="#">see "Nomination"</a>	

AFTER YOUR NOMINATION			
You will receive an <b>information email with your „Letter of Acceptance“</b>	After you have been nominated by your home university, <b>by November 10<sup>th</sup>, 2017</b> at the latest.	<a href="#">see "Registration/ Admission"</a>	
<b>Entry and residence requirements</b>	Please find out about the requirements <b>before you enter Austria</b>	<a href="#">see "Entry into Austria/Visa/Insurance"</a>	
<b>Accommodation</b> in Vienna	Various possibilities, please mind the deadlines provided on our website. For halls of residence: The earlier the better!	<a href="#">see "Accommodation"</a>	
Complete the <b>„online pre-registration“</b>	by <b>December 1<sup>st</sup>, 2017</b>	<a href="#">see "Registration/ Admission"</a>	
Issue your <b>Learning Agreement</b>	Depending on your home university and the departmental coordinator at the University of Vienna	<a href="#">see "Course choice/ Learning Agreement"</a>	
Register online for one of our <b>"Orientation"</b> sessions	between <b>December 15<sup>th</sup>, 2017 and January 15<sup>th</sup>, 2018</b>	<a href="#">see "Arrival in Vienna/ Orientation"</a>	
You will receive an <b>email with your student ID number</b> and further information on the u:account etc.	by <b>the beginning of February 2018</b> at the latest	<a href="#">see "Registration/ Admission"</a>	
<b>Activate your u:account</b>	After you have received your student ID number	<a href="#">see "Registration/ Admission"</a>	
Students with physical or psychological impairments	(optional, please contact us and the Team Accessible Studying as soon as possible after nomination)	<a href="#">see information under the link provided at Incoming Students/ ERASMUS</a>	
<b>Health insurance</b>	Make sure that you have an adequate health insurance of your ERASMUS stay <b>before your arrival in Vienna</b>	<a href="#">see "Entry into Austria/ Visa/Insurance"</a>	

<b>BEFORE THE BEGINNING OF THE SEMESTER</b>		
Pay the <b>fee for the „Austrian Students‘ Union“</b>	Once you have received your student ID number, <b>by April 30<sup>th</sup>, 2018 at the latest</b>	<a href="#">see "Registration/ Admission"</a>
Register for <b>German courses</b> (optional)	Preparatory German courses in February, courses throughout the semester. Registration opens normally at the <b>beginning of January 2018</b>	<a href="#">see "language skills" -&gt; German language courses</a>
Register for the <b>ESN Buddy system</b>	(optional)	<a href="#">see "Living in Vienna"</a>
<b>Register for courses</b>	Depending on your field of study: starting approx. <b>February 2018, often ends mid-/end of February</b>	<a href="#">see "Course choice/ Learning Agreement"</a>
Register for <b>Sport courses</b> at the University Sport Institute (USI) (optional)	(optional, the courses are fee based, registration opens approx. <b>mid-February 2018</b> )	<a href="#">see "Around the University"</a>
(recommended) <b>arrival in Vienna</b>	approx. <b>mid-/end of February 2018</b> , earlier if taking a preparatory German class	<a href="#">see "Arrival in Vienna/ Orientation"</a>
<b>Register your address in Vienna</b>	<b>within 3 days after your arrival</b>	<a href="#">see "Entry into Austria/ Visa/ Insurance"</a>
<b>Participate in an „Orientation“ session</b> in order to be registered and to get your student ID card	Depends on the date chosen ( <b>between the beginning of February and the beginning of March 2017</b> ), Online registration between December 15 <sup>th</sup> , 2017 und January 15 <sup>th</sup> , 2018	<a href="#">see "Arrival in Vienna/ Orientation"</a>

<b>DURING THE SUMMER SEMESTER 2018</b>		
<b>Beginning of the semester</b>	<b>March 1<sup>st</sup>, 2018</b>	
Contact your <b>departmental coordinator</b> , have your <b>Learning agreement</b> signed	<b>After your arrival</b> (or as agreed on)	<a href="#">see "Course choice/ Learning Agreement"</a>
<b>Confirmation of registration for EU/EEA/Swiss citizens</b> (Anmeldebescheinigung)	<b>Within 4 months after your arrival</b>	<a href="#">see "Entry into Austria/ Visa/ Insurance"</a>
<b>No lectures</b>	<b>March 12<sup>th</sup>, 2018 (Dies Academicus)</b>	
<b>Easter holidays</b>	<b>March 26<sup>th</sup> – April 8<sup>th</sup>, 2018</b>	
<b>No lectures (public holiday)</b>	<b>May 1<sup>st</sup>, 2018 (National Holiday)</b>	
<b>No lectures (public holiday)</b>	<b>May 10<sup>th</sup>, 2018 (Ascension Day)</b>	
<b>Pentecost holidays</b>	<b>May 19<sup>th</sup> – May 22<sup>nd</sup>, 2018</b>	
<b>No lectures (public holiday)</b>	<b>May 31<sup>st</sup>, 2018 (Corpus Christi)</b>	
<b>Certificate of Departure?</b>	Check back with your home university if you need a Certificate of Departure and if so, if you are required to fill in a particular form. <b>Well before your departure!</b>	<a href="#">see "End of your stay / Transcript of records"</a>
<b>Personal de-registration</b> at the International Office if you require a Certificate of Departure. <b>It is not possible to confirm the dates of your stay if you do not de-register in person!</b> If you are required to fill in a particular <b>form</b> provided by your home university, bring it along.	(optional, in case you require a Certificate of Departure, <b>not earlier than 5 days before the end of your study period</b> )	<a href="#">see "End of your stay / Transcript of records"</a>
<b>De-registration of your address</b>	<b>Not earlier than 3 days before your departure</b>	<a href="#">see "End of your stay / Transcript of records"</a>
<b>End of the semester</b>	<b>June 30<sup>th</sup>, 2018</b>	
<b>Transcript of Records</b>	Once all your marks have been registered in your U:SPACE account (which will be accessible at least until <b>November 30<sup>th</sup>, 2018</b> )	<a href="#">see "End of your stay / Transcript of records"</a>