

CHECKLIST FOR ERASMUS STUDENTS

WINTER SEMESTER 2017/18

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 University of Vienna (AWien01) – a brief overview	before the nomination	see "FAQ" - item 1)	
Research if you can study at the University of Vienna	Is there an agreement for your field of study and does the study programme fit your study plan? Before the nomination	see "Nomination" and "Course Choice/ Learning Agreement"	
Language requirements	Depending on your field of study and the agreement. Before the nomination	see "Language skills"	
You don't have sufficient German skills?	Make sure there are enough courses (if any!) held in English in your field of study!	see "Language skills"	
Nomination by your home university	by May 1st, 2017	see "Nomination"	

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

BEFORE THE BEGINNING OF THE SEMESTER

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

DURING THE WINTER SEMESTER 2017/2018

Beginning of the semester	October 1st, 2017		
Contact your departmental coordinator , have your Learning agreement signed	After your arrival (or as agreed on)	see "Course choice/ Learning Agreement"	
Confirmation of registration for EU/EEA/Swiss citizens (Anmeldebescheinigung)	Within 4 months after your arrival	see "Entry into Austria/ Visa/ Insurance"	
no lectures (public holiday)	October 26th, 2017 (National Holiday)		
no lectures	November 1st – November 2nd, 2017		
no lectures (public holiday)	December 8th, 2017 (Immaculate Conception)		
Christmas holidays	December 18th, 2017 – January 7th, 2018		
Extension of your stay?	only possible from winter to summer semester – please submit the fully signed Extension Certificate to us by January 31st, 2018	see "FAQ" - item 3)	
Certificate of Departure?	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. Well before your departure!	see "End of your stay / Transcript of records"	
Personal de-registration at the International Office if you require a Certificate of Departure. It is not possible to confirm the dates of your stay if you do not de-register in person! If you are required to fill in a particular form provided by your home university, bring it along.	(optional, in case you require a Certificate of Departure, not earlier than 5 days before the end of your study period)	see "End of your stay / Transcript of records"	
De-registration of your address	Not earlier than 3 days before your departure	see "End of your stay / Transcript of records"	
End of the semester	January 31st, 2018		
Transcript of Records	Once all your marks have been registered in your U:SPACE account (which will be accessible at least until April 30th, 2018)	see "End of your stay / Transcript of records"	

For a stay in winter and summer semester please find an extended checklist under:
<http://international.univie.ac.at/en/incoming-students/erasmus/>