Admission procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nomination by your home university</td>
<td>15 May (winter semester) / 1 November (summer semester)</td>
</tr>
<tr>
<td>2</td>
<td>Create your personal u:account</td>
<td>1 June (winter semester) / 15 November (summer semester)</td>
</tr>
<tr>
<td>3</td>
<td>Register in Mobility Online</td>
<td>1 June (winter semester) / 15 November (summer semester)</td>
</tr>
<tr>
<td>4</td>
<td>Provide additional data</td>
<td>1 June (winter semester) / 15 November (summer semester)</td>
</tr>
<tr>
<td>5</td>
<td>Confirm your nomination data</td>
<td>1 June (winter semester) / 15 November (summer semester)</td>
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</table>
Your mobility coordinator at the respective department is your contact person for all subject specific enquiries concerning your studies → Basic information regarding course choice and Learning Agreement is available on our website: "Course choice/Learning Agreement".

Register in u:space (service portal of the University of Vienna) and fill in statistical data → Please only register in u:space after receiving the request to do so

**Deadlines:**
- by 10 June (stay starting in the winter semester)
- by 30 November (stay starting in the summer semester)

Please note: During the registration process you will be asked to upload a passport picture and your passport for your student ID card (u:card). You will receive your u:card during the orientation session (see below).

You will receive your admission letter via email → With your admission letter, you can apply for a visa etc.

**When?**
- by 15 June (stay starting in the winter semester)
- by 15 December (stay starting in the summer semester)

Register for an orientation session → The International Office offers special information events for incoming students (orientations) at the beginning of the semester.

**When?**
- between 15 June and 15 July (stay starting in the winter semester)
- between 15 December and 15 January (stay starting in the summer semester)

You receive an email with information regarding your admission at the University of Vienna → You will receive your student ID number and details regarding the payment of the fee for the „Austrian Students’ Union“ (see below).

**When?**
- by mid-August (stay starting in the winter semester)
- by the beginning of February (stay starting in the summer semester)

Pay the fee for the „Austrian Students’ Union“ → the fee has to be paid by all students for each semester they are enrolled

→ After the payment is registered in the system of the University of Vienna you will be able to validate your u:card. The student ID card is only valid after the validation.

→ Further details on our website: "Registration/Admission"

**Deadlines:**
- by 30 November (winter semester)
- by 30 April (summer semester)

With the registration of your payment your admission at the University of Vienna is completed.

In addition to your admission at the University of Vienna there are other important topics to keep in mind and plan in time -- particularly with regard to accommodation, insurance and entry into Austria. A summary of all relevant topics and links to more detailed information is provided in our checklists:

- Checklist winter semester
- Checklist summer Semester
- Checklist winter and summer semester (stay for the entire academic year)

Detailed information on other relevant topics such as “Living in Vienna” is provided on our website.