

# CHECKLIST

## Erasmus+ Incoming Student Mobility (SMS)

### Winter Semester

All the details of the topics mentioned here as well as further topics such as “Living in Vienna” can be found on our website:

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

Start Planning			
What?	When?	How?	✓
<ul style="list-style-type: none"> <li>Research if you can study at the University of Vienna</li> </ul>	Is there an agreement for your field of study and does the study program fit your study plan? <b>before the nomination</b>	→ „ <a href="#">Nomination</a> “ and „ <a href="#">Course selection/Learning Agreement</a> “	
<ul style="list-style-type: none"> <li>Language requirements</li> </ul>	Depends on your field of study and the agreement. <b>before the nomination</b>	→ " <a href="#">Language Skills</a> "	
<ul style="list-style-type: none"> <li>Not sufficient German skills?</li> </ul>	Make sure there are enough courses (if any!) held in English in your field of study. <b>before the nomination</b>	→ " <a href="#">Language Skills</a> "	
<ul style="list-style-type: none"> <li>Nomination by your home university</li> </ul>	by <b>1 May</b>	→ „ <a href="#">Nomination</a> “	

After your Nomination			
What?	When?	How?	
<ul style="list-style-type: none"> <li>Admission preparation (e.g. registration, student ID card, signing up for orientation)</li> </ul>	For deadlines please consult “ <b>Admission Procedure</b> ” – you will also receive individual deadlines in the registration emails.	→ „ <a href="#">Admission Procedure</a> “	
<ul style="list-style-type: none"> <li>Learning Agreement</li> </ul>	Depends on your home university and the mobility coordinator at the University of Vienna.	→ „ <a href="#">Course selection/Learning Agreement</a> “	
<ul style="list-style-type: none"> <li>Entry and residence requirements</li> </ul>	Find out about the requirements <b>as early as possible</b> .	→ " <a href="#">Entry into Austria / visa</a> "	
<ul style="list-style-type: none"> <li>Accommodation in Vienna</li> </ul>	Find out about the possibilities <b>as early as possible</b> .	→ " <a href="#">Accommodation</a> "	
<ul style="list-style-type: none"> <li>Health insurance</li> </ul>	Make sure you have an adequate health insurance for your stay abroad <b>before your arrival in Vienna</b> .	→ " <a href="#">Health Insurance</a> "	
<ul style="list-style-type: none"> <li>OPTIONAL: Sign up for German courses</li> </ul>	The Language Center of the University of Vienna offers preparatory German courses as well as courses throughout the semester. Registration usually opens at the <b>beginning of August</b> .	→ „ <a href="#">German Course</a> “	

Before the beginning of the semester			
What?	When?	How?	
<ul style="list-style-type: none"> <li>Pay the fee for the „Austrian Students' Union“</li> </ul>	<b>after receiving the student ID number, at the latest by 30 November</b>	→ <a href="#">"Registration"</a>	
<ul style="list-style-type: none"> <li>Register for courses</li> </ul>	Depends on your field of study: starting approx. September, often ending mid-/end September. Research as early as possible when the course registration in your field of study opens!	→ <a href="#">„Course selection/Learning Agreement"</a>	
<ul style="list-style-type: none"> <li>OPTIONAL: Sign up for sport courses at the University Sports Institute (USI)</li> </ul>	USI offers sport courses at reasonable prices. Sign up from approx. <b>mid-September</b>	→ <a href="#">"Services of the University"</a>	
<ul style="list-style-type: none"> <li>(recommended) Arrival in Vienna</li> </ul>	approx. <b>mid-/end-September</b> , earlier if attending a preparatory German course	→ <a href="#">"Orientation"</a>	
<ul style="list-style-type: none"> <li>Register with the Municipal District Office</li> </ul>	<b>within 3 days of arrival</b>	→ <a href="#">"Entry into Austria / visa"</a>	
<ul style="list-style-type: none"> <li>Participate in an "Orientation" session</li> </ul>	Depends on the chosen date ( <b>between beginning of September and beginning of October</b> ). Register online after receiving an invitation e-mail.	→ <a href="#">"Orientation"</a>	
<ul style="list-style-type: none"> <li>OPTIONAL: Get in touch with Team Barrierefrei ("accessible studying")</li> </ul>	as soon as possible after nomination, <b>before the start of the semester</b>	→ <a href="#">"Services of the University"</a>	
<ul style="list-style-type: none"> <li>OPTIONAL: Sign up for the ESN Buddy System</li> </ul>	The organisation Erasmus Student Network (ESN) offers a Buddy System, which connects students of the University of Vienna with exchange students. <b>if possible before the start of the semester</b>	→ <a href="#">„Living in Vienna"</a>	

Winter Semester			
What?	When?	How?	
<b>Beginning of the semester</b>	<b>1 October</b>		
<ul style="list-style-type: none"> <li>Contact mobility coordinator, sign Learning Agreement</li> </ul>	<b>after your arrival or as agreed on</b>	→ <a href="#">„Course selection/Learning Agreement"</a>	
<ul style="list-style-type: none"> <li>Confirmation of registration for EU/EEA/Swiss citizens</li> </ul>	<b>within 4 months of arrival</b>	→ <a href="#">"Entry into Austria / visa"</a>	
<b>Lecture free periods</b>	→ <a href="#">„Semester Dates"</a>		
<ul style="list-style-type: none"> <li>Extension of your stay?</li> </ul>	Extension is only possible from winter to summer semester – please submit the fully signed Extension Certificate to us <b>by 31 January</b> .	→ <a href="#">"Extension of Stay"</a>	
<ul style="list-style-type: none"> <li>Certificate of Departure?</li> </ul>	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="#">"Confirmation of stay"</a>	
<ul style="list-style-type: none"> <li>If you require a Certificate of Departure: Personal de-registration at the International Office</li> </ul>	It is not possible to confirm the dates without the personal de-registration! <b>at the earliest 5 days before ending your study related activities</b>	→ <a href="#">"Confirmation of stay"</a>	
<ul style="list-style-type: none"> <li>De-register with the Municipal District Office</li> </ul>	<b>at the earliest 3 days before departing</b>	→ <a href="#">"De-register your residence"</a>	
<b>End of lectures</b>	<b>31 January</b>		
<b>Lecture free period (Semester Holidays)</b>	<b>1 February – 28 February</b>		
<ul style="list-style-type: none"> <li>Transcript of Records</li> </ul>	Your u:space account will be active until <b>30 April</b> , once all your marks have been registered in your u:space account.	→ <a href="#">"Transcript of Records"</a>	
<b>End of the semester</b>	<b>28 February</b>		