
Room in a hall of residence via OeAD-Housing Office

It is possible to commission the **OeAD-Housing Office (OeAD-WohnraumverwaltungsGmbH)** with the booking of a room in a hall of residence in Vienna. The OeAD-Housing Office offers rooms in their [9 OeAD-Guesthouses](#) as well as in [other halls of residence](#). OeAD-Guesthouses can be booked by Austrian students as well as international students. However, priority is given to international students.

Please read the general terms and conditions carefully before you apply online.

1. Application

In order to have a room booked by the OeAD-Housing Office, you have to complete the following steps:

1. Complete the [online application](#)

During this you are required to pay a one-time application fee of € 35 which is non-refundable and has to be paid **to complete the application**. The fee can be paid by **credit card, PayPal** or **“SOFORT Überweisung”**.

During the registration you are also asked to **upload a confirmation of your home university** regarding your nomination for your stay at the University of Vienna **or the admission letter - "Zulassungsbescheid"** from the University of Vienna.

2. You will receive a legally binding offer via e-mail should the desired accommodation be available. If there are no rooms available in your preferred accommodation, you will be sent an offer which comes as close as possible to your preferences.

If no accommodation can be offered, the application fee will be refunded to you.

3. When receiving the offer, you will also be asked to **transfer the deposit in the amount of € 950 . If the monthly residence fees are higher than the deposit, the deposit might be a bit higher as well. This can be seen in the offer though. By paying the deposit you accept the offer** and thus **complete a legally binding booking** of the offered accommodation (on the arrival of the deposit on OeAD's bank account).

In case you would like to come to Vienna already before the beginning of the semester or if you would like to attend a language course and therefore need a room earlier on, please mention this in your application. The OeAD-Housing Office will try to fulfill your request.

Deadlines

Winter semester 2018/19: **15 August 2018**

Summer semester 2019: **15 January 2019**

By successfully completing your online application incl. paying the application fee before the 15 August (for winter semester) or the 15 January (for summer semester) you are basically guaranteed a place in a hall of residence. You will also be informed via e-mail, as described above, whether also your preferences can be considered.

2. Rental period, payment when moving in and key delivery

In the winter semester, the booked period can end at the end of January, given that the booking was originally made for such a time period. If your accommodation has been assigned to end at the end of February and your booking is already binding, it is not possible to move out earlier.

Booking fee and first accommodation fee

You can find the booking fee in the offer for accommodation. It is calculated on basis of the time frame according to the residence contract. **The complete booking fee amount** is to be paid together with the first accommodation fee **by the 5th of the first booked month.**

Cancellation

* After accepting the offer by paying the deposit, you can cancel your booking in writing free of charge (no refund of application fee) within no more than 14 days after closing the contract (the day the deposit arrived on OeAD's bank account).

This option is just possible for online bookings and not for bookings directly made at the office of the OeAD-Wohnraumverwaltungs GmbH in Vienna.* If a written cancellation is submitted more than 14 days after closing the contract but more than 2 months prior to the beginning of the rental period, the booking fee is to be paid. (Example: Your rental period is to start on the 1 October, but you cancel the booking by the 31 July.)

* If a written cancellation is submitted less than 2 months but more than or exactly 1 month prior to the beginning of the rental period, the booking fee and the accommodation fee for one month are to be paid. (Example: Your rental period is to start on the 1 October, but you cancel the booking between the 1 and the 31 August.)

* If a written cancellation is submitted less than 1 month prior to the beginning of the rental period, the OeAD will retain the paid deposit. (Example: Your rental period is to start on the 1 October, but you cancel your booking on 1 September or later.)

Moving in/moving out and key delivery

You can move in and obtain the key only on working days during the booked rental period indicated in the contract. The same time limit applies for moving out and returning the key.

The key delivery at the beginning of your stay depends on the terms and conditions of the student residence you have booked your room at.

At the end of your rental period (on working days only) you can return your key by placing it in a key box if you have booked a room in an OeAD-Guesthouse. In case you want to move out on a weekend before the end of your rental period, you can return the key also on weekends in the key box.

If you have been booked to another hall of residence, please contact their office.

The deposit will be refunded to your bank account after you provide the OeAD-Housing Office with the payment details for the transfer. A refund of the deposit in person is only possible if you aren't an EU-citizen and therefore not included in the SEPA (Single Euro Payments Area) and if your room is checked right away when moving out.

Please be aware that the OeAD-Housing Office will need a confirmation of your deregistration of your residence to refund your deposit. This deregistration is compulsory and has to be uploaded on the online platform to receive the deposit.

Please also be aware that a fee for final cleaning may be deducted from your deposit, the amount can vary depending on your accommodation (for OeAD-Guesthouses the final cleaning fee amounts to € 55). Should this apply to your case, you will be informed about the costs already in the offer.

Please contact the OeAD-Housing Office directly for any further information.

3. Contact

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