

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

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

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

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