

Erasmus+ Incoming Student Mobility (SMS) ADMISSION PROCEDURE

In order to be able to prepare your admission, there are a couple of steps to complete after the nomination. Below we have briefly outlined the admission process for incoming students at the University of Vienna in order to give you an overview. **We will send you emails with detailed information on the respective step to be completed in due time.** Please complete each step at your earliest convenience. Please do not complete steps on your own, but wait until we ask you to do so as our emails will contain important details which will be necessary to complete the steps correctly. You can check the status of your application in **Mobility Online** at any time.

Admission procedure

1	Nomination by your home university	<p>Your home university nominates you for an Erasmus+ stay at the University of Vienna</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • 1 May (stay starting in the winter semester) • 1 November (stay starting in the summer semester)
<p>↓ You will receive an email requesting to create your u:account and to register in Mobility Online</p>		
2	Create your personal u:account	<p>Create your personal u:account (access authorization to the network of the University of Vienna)</p> <p>→ Please solely use the link provided by email to register your u:account - it is an individual link for incoming students</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • by 15 May (stay starting in the winter semester) • by 15 November (stay starting in the summer semester) <p>Please note: If you have studied at the University of Vienna before, you already have a u:account. In that case please do not create a new u:account because your old one will be reactivated.</p>
<p>↓ You have already received the registration link via email</p>		
3	Register in Mobility Online	<p>Log in to Mobility Online with your u:account UserID and password and choose the language in which you want to communicate with us</p> <p>→ Please solely use the registration link provided by email to register in Mobility Online</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • by 15 May (stay starting in the winter semester) • by 15 November (stay starting in the summer semester)
<p>↓ You will receive an email requesting to provide additional data regarding your stay at the University of Vienna</p>		
4	Provide additional data	<p>Provide additional data regarding your stay at the University of Vienna</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • by 15 May (stay starting in the winter semester) • by 15 November (stay starting in the summer semester)
<p>↓ You will receive an email requesting to check and reconfirm your data</p>		
5	Confirm your nomination data	<p>Confirm the data regarding your studies at the University of Vienna</p> <p>→ The data you confirm will be used for your admission at the University of Vienna</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • by 15 May (stay starting in the winter semester) • by 15 November (stay starting in the summer semester)
<p>↓ You will receive an email with contact information of your mobility coordinator at the department</p>		

6	Your mobility coordinator	<p>Your mobility coordinator at the respective department is your contact person for all subject specific enquiries concerning your studies</p> <p>→ Your mobility coordinator will sign your Learning Agreement</p> <p>→ Basic information regarding course choice and Learning Agreement is available on our website: "Course choice / Learning Agreement"</p>
↓ You will receive an email requesting to register in u:space		
7	Register in u:space	<p>Register in u:space (service portal of the University of Vienna)</p> <p>→ Please only register in u:space after receiving the request to do so</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • by 31 May (stay starting in the winter semester) • by 30 November (stay starting in the summer semester) <p>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).</p>
↓ You receive your admission letter via email		
8	Admission letter	<p>You will receive your admission letter</p> <p>→ With your admission letter, you can apply for a visa etc.</p> <p>When?</p> <ul style="list-style-type: none"> • by 15 June (stay starting in the winter semester) • by 15 December (stay starting in the summer semester)
↓ You will receive an email requesting to register for an orientation session		
9	Register for an orientation session	<p>Register for an orientation session</p> <p>→ The International Office offers special information events for incoming students (orientations) at the beginning of the semester</p> <p>→ You will receive an email request to register for one of the possible dates</p> <p>When?</p> <ul style="list-style-type: none"> • 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		
10	Admission to your studies	<p>You have been enrolled at the University of Vienna</p> <p>→ You will receive your student ID number and details regarding the payment of the fee for the „Austrian Students’ Union” (see below)</p> <p>When?</p> <ul style="list-style-type: none"> • by mid-August (stay starting in the winter semester) • by the beginning of February (stay starting in the summer semester)
↓		
11	Fee for the „Austrian Students’ Union“	<p>Pay the fee for the „Austrian Students’ Union“</p> <p>→ The fee has to be paid by all students for each semester they are enrolled</p> <p>→ 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.</p> <p>→ Further details on our website: "Registration"</p> <p>Deadlines:</p> <ul style="list-style-type: none"> • 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](#).
- Detailed information on other relevant topics such as “Living in Vienna” is provided on our [website](#).