



INCOMING STUDENT CHECKLIST

Please also have a look at our Exchange Guide for further information

BEFORE THE MOBILITY

- ☐ Contact your authorized medical insurance agency at home to find out about coverage abroad
- ☐ If you are a citizen of a non-EU/EEA country (third countries), you might require a visa for Austria. Get in contact with your embassy/consulate regarding the visa modalities
- ☐ Watch out for housing possibilities. (*We may send you offers by other students*)
- ☐ Get in touch with your Angewandte department and get to know about your kick-off-event of your department
- ☐ Find your courses on Angewandte BASE-website (base.uni-ak.ac.at) and fill in your (*Online*) *Learning Agreement* (if needed)
- ☐ Online admission as a student at the Angewandte (*registration form, ID, declaration of consent*)
- ☐ Pay your Student Union fee
- ☐ Attend the Q&A-sessions provided by the International Office
- ☐ Get your *Learning Agreement* signed (Erasmus+ / SEMP)

ARRIVING IN VIENNA

- ☐ Welcome Day (*mandatory – meet & greet, info, Welcome bag, mingling, lunch*)
- ☐ Read our Exchange Guide (*It will answer for sure 90% of your questions 😊*)
- ☐ Register in Vienna („Meldezettel“ signed by your landlord_lady, passport or EU-ID)
- ☐ Get your *Confirmation of Arrival* signed (if needed)
- ☐ Get your semester ticket (*age <26, You need to have your „Meldezettel“ and your student status for that beforehand*)
- ☐ Check the Online Services (*WIFI, BASE, email forwarding*)
- ☐ Sign up for semester events (*Angewandte, ESN, Student Union-events, university sports*)
- ☐ Attend the kick-off-event of your department

- ☐ Be clear about your ECTS-points (*mostly it is 30ECTS/semester in the Erasmus+/SEMP-program*)
- ☐ Register in Austria (*after 90-120 days if you aren't a visa-owner*)

DURING THE MOBILITY

- ☐ Update your Learning Agreement “During the Mobility” (if needed)
- ☐ Find friends 😊
- ☐ Get your grades (*Inform teachers that you need grades in a timely matter; check via Online Services whether you have received all grades, and then download your official Transcript of Records*)
- ☐ Deregister in Vienna

EXTENDING YOUR MOBILITY

*ONLY POSSIBLE FROM WINTER TO SUMMER TERM
NEW APPLICATION FROM SUMMER TO WINTER TERM*

- ☐ The head of your department at the Angewandte has to send us (International Office) an e-mail with their consent
- ☐ Your home university needs to confirm the extended stay to us via e-mail as well
- ☐ Register once again at the Student Office
- ☐ Pay your *Student Union fee*
- ☐ Renew your *Learning Agreement* (if needed)
- ☐ Ask back at your International Office at home what else you need for your extension

AFTER THE MOBILITY

- ☐ Download your *Transcript of Records* via Online Services.
- ☐ Confirmation of Stay is sent via automated e-mail
- ☐ Fill in our *online survey*
- ☐ Become part of Angewandte ARTist-network