



# INCOMING STUDENT CHECKLIST

Please have a look into our Exchange Guide for further information

## BEFORE THE MOBILITY

- ☐ Contact your authorized medical insurance agency at home about coverage abroad
- ☐ If you are a citizens of non-EU/EEA countries (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 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](http://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 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)
- ☐ Sign up for semester events (Angewandte, ESN, Student Union-events, university sports)
- ☐ Attend 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 (Ask you teachers, look up here if your grades appear: [service.uni-ak.ac.at](http://service.uni-ak.ac.at). If you received all grades write to the Student Office: [studien@uni-ak.ac.at](mailto:studien@uni-ak.ac.at) for receiving your 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

- ☐ Get your *Transcript of Records* from the Student Office (let them know if you want to have it via post/e-mail. Note: It can take up to 10 weeks.)
- ☐ Confirmation of Stay is sent via automated e-mail
- ☐ Fill in our *online survey*
- ☐ Become part of Angewandte ARTist-network