

HELLO WORLD!!!

INCOMING CHECKLIST

+++Please have a look into our Incoming 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
(You receive a pdf-file from us)
- Get in touch with the department you got accepted at and get to know about your kick-off-event of your department
(You receive a department-list from us)
- Find your courses on Angewandte BASE-website (base.uni-ak.ac.at) and fill in your Learning Agreement *(if needed)*
- Get a spot in our Free German Course
(email with application-link will follow)
- Enroll at the Angewandte
(„Aufnahmeblatt“, Enrollment form, passport)
- Pay your Student Union fee

ARRIVING IN VIENNA

- Welcome Day *(You receive all the needed information for the upcoming semester)*
- Read your Exchange Guide *(It will answer 90% of your questions)*
- Register in Vienna *(„Meldezettel“ signed by your landlord/-lady*, passport)*
- 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)*
- Get your Learning Agreement signed
- Attend kick-off-event of your department

- Be clear about your ECTS-points *(mostly it is 30ECTS/sem. in the Erasmus+-programme)*
- Register in Austria *(after 90 days)*

DURING THE MOBILITY

- Update your Learning Agreement “During the Mobility” *(if needed)*
- Find friends ;)
- Get your *Confirmation of Stay*
- Get your grades *(Ask you teachers, look up here if your grades appear: service.uni-ak.ac.at. If you received all grades write to the Student Office: studien@uni-ak.ac.at regarding your Transcript of Records)*
- Deregister in Vienna
- If you stay for a whole study year, you have to pay your Student Union fee again!*

PROLONGING YOUR MOBILITY

- The head of your department at the Angewandte has to send us (International Office) an e-mail with his/her consent
- Your home university needs to confirm the prolonged stay to us via e-mail as well
- Get your new *Aufnahmeblatt*
- Register once again at the Student Office
- Pay your Student Union fee

AFTER THE MOBILITY

- Get your transcript of records from the Student Office *(let them know if via post/e-mail. Note: It can take up to 10 weeks.)*
- Fill in the Mobility Tool Online Survey *(only Erasmus+)*
- Fill in our International Office Online Survey *(Email will be sent out to you)*