

HELLO WORLD!!!

INCOMING STUDENT 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*)

ARRIVING IN VIENNA

- Get a spot in our Free German Course (*email with application-link will follow*)
- Welcome Day (*You receive all the needed information for the upcoming semester*)
- Read your Exchange Guide (*It will answer 90% of your questions*)
- Enroll at the Angewandte („Aufnahmeblatt“, *Enrollment form, passport*)
- 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*)
- Pay your Student Union fee
- 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 go to the Student Office or write them an e-mail: 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*)