

# What to do first?

## Checklist for Exchange Students at BOKU

(changes due to the current COVID-19 situation are possible anytime)



## Welcome to BOKU!

### ► Infosession "First Steps at BOKU":

- Held at BOKU before the start of the semester

### ► Welcome Days: end of February/end of September: <http://www.boku.ac.at/int-in-boku-en.html>

#### Before arrival:

- Please **check the entry regulations** and border control requirements due to the current Covid-19 situation (quarantine, Testing, ...), see also: <https://short.boku.ac.at/int-in-current-en>
- Receive the acceptance letter from BOKU-International Relations (BOKU-IR). **NOTE: You do NOT have to register in person by 5<sup>th</sup> Feb./5<sup>th</sup> Sept. This deadline does not apply to exchange students; it is possible to register up until the end of Sept.**
- Start your visa procedure right away! The process can take up to several months!  
<https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/#students-stays-for-up-to-6-months>
- Get your health insurance (Dr. Walter) from your Erasmus+ International Mobility coordinator** (send the exact dates of your stay as soon as you know them)
- Complete the **preliminary online registration** <https://short.boku.ac.at/it-pre-registration> → remember the number (Note: fill in your nationality – otherwise you will be asked to fill in an Austrian social security number and upload a picture). The deadline of September 5<sup>th</sup> does NOT apply to exchange students.
  - **Make sure you arrive in Vienna a few days BEFORE the semester starts in order to deal with administrative issues and register for courses.**
- Book an appointment online for the registration at the study services** (you can only enrol in courses after the registration in person): <https://boku.ac.at/studienservices/terminbuchung-studienservices> (select "Termin Evidenz"; booking is recommended 10-14 days in advance) Attention: You can only **register in person at the study services after a possible quarantine.**
- Make sure you arrive in Vienna about 10 days BEFORE the semester starts (to register and enrol in courses on time) – 10 days earlier if you have to be under quarantine.**

#### Immediately after arrival:

- At the appointment date** (see above): Get your **BOKUcard (= student ID) and PIN code for BOKUonline** at the study services (= Studienservices): Gregor Mendel Haus, 2<sup>nd</sup> floor, Gregor Mendel Str.33, 1180 Vienna.  
(Attention: only after booking an appointment – see above). Make sure you bring your:
  - passport or ID
  - admission letter, with the number from the online registration
  - bank card (maestro, visa, master card, ...) to pay the **student union fee of € ca. 25 EUR**
- If you don't have a card that works in Austria, you can ask your **Buddy** to go with you to the study services and pay with his/her card. - **Important: If you pay online or with a payment form, you can only activate your BOKUonline account and register for courses approx. 5 days after the payment was made.**
- Activate your BOKUcard**  
Go to the green terminals on the bottom floor by the vending machines (in the same building). Put in your card and the machine will print the validity date on it.
- Activate BOKUonline account (to be able to enrol in courses)**  
<https://short.boku.ac.at/6gyr48> → Use the PIN that you received at the study services
- Fill in the UHSTAT1 questionnaire**  
After first login to BOKUonline you are asked to complete the UHSTAT1 questionnaire. Use the "[Substitute Code](#)" that you received at the study services or find it on your "Studienblatt" in BOKUonline.
- Plan your **weekly course schedule and register for all courses in BOKUonline**  
When and where are your courses? Are they online or onsite? Do courses overlap? If yes, which courses can you take instead? (If necessary your Learning Agreement can be changed later) – see "scheduled dates" in the course description in BOKUonline: <http://online.boku.ac.at> (see also <http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>); <https://short.boku.ac.at/e682v2>
  - **Register as soon as possible – some courses (excursions, seminars, practical courses...) can book up quickly.**

- ❑ Find out about **E-Mail, E-Learning, Computer rooms, WiFi, printing**: visit <https://short.boku.ac.at/it-overview-stud>
- ❑ **Register in Vienna** (by Austrian law you have to register within the first **3 days** of your stay, make the appointment 2 weeks in advance) at the municipal district offices (locations and opening hours: <https://www.wien.gv.at/english/living-working/registration/>)
  - Download the registration form at <https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>  
→ **Signature of landlord/dormitory**  
→ **Register in Vienna as your main residence (public transport will be much cheaper)**
  - Bring your passport
- ❑ Register with MA35 if you need a residence permit (stays of more than 6 months)
  - <https://www.wien.gv.at/english/administration/civilstatus/openinghours.html>
  - Bring the documents needed. If you have been in contact with the embassy in your home country, you will already have the information, otherwise consult the website of OeAD: <https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/#students-without-entrance-examination-stays-for-more-than-6-months>
- ❑ Get your public transport **semester ticket** (online: €75 if registered with **main residence** in Vienna - €150 if not) <https://www.wienerlinien.at/web/wl-en/tickets-for-students>
  - You can buy the ticket online and print it out yourself, or go to any Wiener Linien ticket office
  - You will need your BOKU card, confirmation of registration (Meldebestätigung), and confirmation of study enrolment (Studienbestätigung, which you can download from BOKUonline)  
Alternative: monthly pass: <https://www.wienerlinien.at/web/wl-en/monthly-pass>
- ❑ Open a **bank account**:
  - <http://www.boku.ac.at/en/international/themen/international-students-coming-to-boku/wie-plane-ich-mein-leben-in-wien/wie-plane-ich-mein-leben-wien-nach-der-ankunft/geld-bankkonto/>
  - The first instalment will be handed out to you in cash, but we will need your bank details for further transfers.

- ❑ **Language Courses at BOKU** contact: [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at)
  - Application for incoming exchange students (Please note deadlines for registration: <http://www.boku.ac.at/int-languages-ex-en.html>).
  - Information about courses and fees: <http://www.boku.ac.at/int-languages-en.html>
  - **TANDEM** – Learning languages without courses: <http://www.boku.ac.at/int-languages-tandem-en.html>
  - Other language courses in Vienna: <https://sprachzentrum.univie.ac.at/en>, [http://www.campus-austria.at/en/campus\\_austria](http://www.campus-austria.at/en/campus_austria)

- ❑ **Students from countries without an E-card and from countries without specific agreements: Health Insurance (€ ca. 70 EUR per month)** at Österreichische Gesundheitskasse ÖGK: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.837818>
  - Bring your confirmation of study enrolment with you

#### Further options:

- ❑ **ESN – Erasmus Student Network**: ESN card offers discounts (<https://esncard.org/>), costs €10 and provides a cheap SIMCard (around €10 per month). ESN organizes social and cultural events in Vienna and trips!  
→ International Department of the ÖH (Österreichische HochschülerInnenenschaft = student union) in Peter-Jordan-Str. 76 (Opening hours: see Facebook page ESN BOKU Vienna)
  - Bring your BOKUCard
- ❑ **ÖH-cafeteria sticker “Mensapickerl”** (discount for the cafeterias)  
→ Fill out the “Mensapickerl” form at the ÖH Sekretariat (Österreichische HochschülerInnenenschaft = student union). An “M” will be printed on your BOKUcard.  
→ Register your bankcard with your BOKUcard at the cashier on your first visit to the cafeteria.
- ❑ **Sports activities in Vienna**: Check the courses at the University Sports Institute (Universitäts-Sportinstitut) – USI Wien. <http://www.usi.at/en>
- ❑ **ÖBB VorteilsCard (for < 26 years, €19): 45-50% discounts** on train journeys; available at any railway station, or online at <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteils-card>
  - Bring your BOKUcard and your identity card/passport
- ❑ **Flixbus**: Cheap bus connections within Europe. <https://global.flixbus.com>