

What to do first? – Checklist for Exchange Students at BOKU



Welcome to BOKU!

► Infosession “First Steps at BOKU”:

- Tue, 12.2., 09:00-10:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. 33 **OR**
- Fri, 15.2., 09:00-10:00, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. 33 **OR**
- Tue, 19.2., 14:00-15:30, Hörsaal XV (HS XV), Gregor Mendel Haus, Gregor Mendel Str. 33
(Part of the Welcome Days)

► Infosession “BOKUOnline”:

- Tue, 12.2., 10:30-11:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. **OR**
- Wed, 20.9., 10:00-13:00, Hörsaal XV (HS XV), Gregor Mendel Haus, Gregor Mendel Str. 33
(Part of the Welcome Days)

► Welcome Days 19 – 22 February 2019 (www.boku.ac.at/int-in-boku-en.html)

Weekend program organized by ESN – 23 and 24 February 2019

Before arrival:

- You will receive an acceptance letter from the Center for International Relations (ZIB). **NOTE: You do NOT have to register in person by 5th February. This deadline does not apply to exchange students; it is possible to register up until the end of February.**
- Complete the preliminary online registration <http://www.boku.ac.at/en/zid/themen/teach-learn/studium-meldung-weitermeldung-abschluss/voranmeldung/> and note the number (Note: Upload a picture and fill in your nationality – otherwise you will be asked to fill in an Austrian social security number). The deadline of 5th September 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.**

Immediately after arrival:

- Get your **BOKUcard (= student ID) and PIN code for BOKUonline** at the Study Services (= Studienservices)
Make sure you bring your:
 - bank card (maestro, visa, master card, ...),
 - admission letter, with the number from the online registration,
 - passport or ID

Gregor Mendelhaus, 2nd floor
Gregor-Mendel-Str. 33, 1180 Wien
Mon, Tue, Thu, Fri 9:00-12:00
+ Wed, 14:00-16:00

 - You have to pay the student union fee of €19.70 by bank card (Maestro, Visa, Master card).
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 your card in and the machine will print the validity date on it.
- Activate BOKUonline account**
<http://www.boku.ac.at/en/zid/themen/teach-learn/bokuonline-erste-schritte-fuer-studierende/schritt-1-account-aktivieren/> → Use the PIN that you received at the study services (Studienservices)
- Plan your **weekly course schedule** in BOKUonline and **register for all courses in BOKUonline**
When and where are your courses? 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>)
<http://www.boku.ac.at/en/zid/themen/teach-learn/bokuonline-erste-schritte-fuer-studierende/>
 - **Register as soon as possible – some courses (excursions, seminars, practical courses...) will book up quickly.**
- Find out about:**
 - E-Mail, E-Learning, Computer rooms, WiFi, printing: visit: <http://www.boku.ac.at/en/zid/themen/at-your-service/erste-schritte/ueberblick-fuer-neue-studierende/>

- ❑ **Register in Vienna** (by Austrian law you have to register within the first **3 days** of your stay) 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 needed**
→ **Register as your main residence in Vienna (public transport will be much cheaper)**
 - Bring your passport
- ❑ Get your public transport **semester ticket** (online: €75 if registered with **main residence** in Vienna - 150€ if not)
 - 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 (you can download this from BOKU Online)
 - July/August: you can buy a summer monthly ticket for €29.50

- ❑ **Language Courses at BOKU** contact: sprachkurse@boku.ac.at
 - Application for incoming exchange students (20 Feb for German courses): <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

ONLY for EU/EEA/Swiss citizens who intend to stay in Austria for longer than 4 months:

- ❑ Get the “Anmeldebescheinigung” (EU/EEA/Swiss citizens who plan to stay longer than 3 months – **application at the latest 4 months after registration in Vienna – additional costs**) at the MA 35 – Arndtstraße 65-67, Stiege 1, first floor, 1120 Vienna. Office hours: Mon, Tue, Thu, Fri: 08:00-12:00, and Thu: 15:30-17:30. Bring your:
 - Passport/ID, registration confirmation (= Bestätigung der Meldung) and your letter of admission (e.g. BOKUcard)
 - Bank statement or scholarship confirmation or affidavit of support from parents or spouse
 - Proof of health insurance (e.g. European Health Insurance Card)

- ❑ **Students from countries without an E-card and from countries without specific agreements: Health Insurance (€59.57 per month)** at Wiener Gebietskrankenkasse WGKK: <https://www.wgkk.at/cdscontent/?contentid=10007.755104&portal=wgkkportal&viewmode=content>
 - Bring a confirmation of studies certificate (= Inskriptionsbestätigung) with you (print from BOKUonline)

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 you might want to attend!
→ International Department of the ÖH (Österreichische HochschülerInnenschaft = 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 Secretariat (Österreichische HochschülerInnenschaft = student union). An ‚M‘ will be printed on your card.
→ Register your bankcard with your BOKUcard at the cashier on your first visit to the cafeteria.
- ❑ **Sports activities in Vienna**
Check the courses at Universitäts-Sport-Institut – USI Wien. <http://www.usi.at/en>
- ❑ **ÖBB VorteilsCard (< 26 years, €19): 45-50% discounts** on train journeys; available at any railway station, or online at <http://www.oebb.at/en/angebote-ermaessigungen/vorteils-card>
 - Bring your BOKUcard and your identity card/passport

If you have any further questions, please drop by the **Center for International Relations (ZIB)**, Peter Jordanstr. 82a.
Opening hours: Monday – Friday 10:00-12:00 + Wednesdays 14:00-16:00.

Information can be also found at:

- Website Erasmus+: <http://www.boku.ac.at/int-in-e-en.html>
- Facebook groups: “[ESN BOKU Incomings SS 2019](#)” “[BOKU Exchange](#)”