

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



## Welcome to BOKU!

### ► Infosession “First Steps at BOKU”:

- Tue., 10.09., 09:00-10:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor-Mendel-Str. 33 OR
- Wed., 18.09., 10:00-11:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor-Mendel-Str. 33 OR
- Mon., 23.09., 13:30-15:00, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor-Mendel-Str. 33 OR
- Wed., 25.09., 14:00-15:30, EH05, Exner Haus, Peter-Jordan-Str. 82 (**Part of the Welcome Days**)

### ► Infosession “BOKUOnline”:

- Tue., 10.09., 10:30-11:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor-Mendel-Str. 33 OR
- Mon., 23.09., 15:00-16:00, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor-Mendel-Str. 33 OR
- Fri., 27.09., 10:00-13:00, EH03, Exner Haus, Peter-Jordan-Str. 82 (**Part of the Welcome Days**)

**Welcome Days 25 – 30 September 2019** ([www.boku.ac.at/int-in-boku-en.html](http://www.boku.ac.at/int-in-boku-en.html))

Weekend program organized by ESN – 28 and 29 September 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 5<sup>th</sup> September. This deadline does not apply to exchange students; it is possible to register up until the end of September.**
- 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 5<sup>th</sup> 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. (recommended 10 days before).**

### 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
  - You have to pay the student union fee of € 20.20 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.**

**Gregor Mendel Haus, 2<sup>nd</sup> floor**  
**Gregor-Mendel-Str. 33, 1180 Wien**  
Mon, Tue, Thu, Fri 9:00-12:00  
+ Wed, 14:00-16:00
- 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 fill 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 (Studienbestätigung, which you can download from BOKUonline)
  - July/August: you can buy a summer monthly ticket for € 29.50
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- **Language Courses at BOKU** contact: [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at)
- Application for incoming exchange students: <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)
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**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 (= Meldungsbestätigung) 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)
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- **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 your confirmation of study enrolment with you
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**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 trips and social and cultural events in Vienna.
- 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 with the cashier at the cafeteria (not between 11:00 and 14:00).
- **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/vorteilscard>
- Bring your BOKUcard and your identity card/passport
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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 Joint Study: <https://short.boku.ac.at/int-in-js-en.html>
- Website Ceepus: <https://short.boku.ac.at/int-in-c-en.html>
- Facebook groups: “[ESN BOKU Incomings WS 2019/20](#)” “[BOKU Exchange](#)”