

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



Welcome to BOKU!

► Infosession “First Steps at BOKU”:

- Tue, 11.2., 09:00-10:30, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. 33 **OR**
- Fri, 14.2., 09:00-10:00, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. 33 **OR**
- Tue, 18.2., 14:00-15:30, Hörsaal XV (HS XV), Gregor Mendel Haus, Gregor Mendel Str. 33
(Part of the Welcome Days)

► Infosession “BOKUOnline”:

- Tue, 11.2., 10:30-12:00, Hörsaal IV (HS IV), Gregor Mendel Haus, Gregor Mendel Str. 33 **OR**
- Wed, 19.2., 10:00-13:00, Hörsaal EH05 (EH05), Wilhelm Exner Haus, Peter-Jordan-Straße 82
(Part of the Welcome Days)

► Welcome Days 18 – 21 February 2020 (<http://www.boku.ac.at/int-in-boku-en.html>)

Weekend program organized by ESN – 22 and 23 February 2020

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 February 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 € 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.**
- 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)
- USTAT1 Form**
After your registration at the study services you need to fill in the USTAT1 form in BOKUonline. For this you need the "Ersatzkennzahl" (alternative number) for the Austrian Social Security Number. You can find this "Ersatzkennzahl" in your "Studienblatt" (records of studies) that you can download in BOKUonline (-> enrolment documents, top right corner).
- 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 (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
- Application for incoming exchange students (Deadlines: 18 Feb for German courses, 28 Jan for all other 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
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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 (= 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)
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- ☐ **Students from countries without an E-card and from countries without specific agreements: Health Insurance (€ 61,43 per month)** at Wiener Gebietskrankenkasse WGKK: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.837818>
- 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 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/vorteilscard>
- Bring your BOKUcard and your identity card/passport
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If you have any further questions, please drop by the **BOKU-International Relations**, 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 SS 2020](#)” “[BOKU Exchange](#)”