

Arrival-Checklist for PhD Erasmus Mundus Students at BOKU

Before arrival:

- You received the acceptance letter sent by the Center for International Relations (ZIB). **You do not have to register personally at BOKU before the end of September.**
- Complete the preliminary online registration <http://www.boku.ac.at/en/zid/themen/teach-learn/studium-meldung-weitermeldung-abschluss/vor anmeldung/> and remember the number (Attention: Please upload your picture and fill in your nationality – otherwise you are asked to fill in an Austrian social security number). The deadline September 5th is **not** valid for exchange students.
 - ▶ **Make sure you arrive in Vienna a few days BEFORE semester start to deal with administrative issues.**

Right after arrival:

- Get **BOKUcard (= student ID) and code for BOKUonline** at the Registration Office (Studienabteilung: Gregor-Mendel-Strasse 33, 1180 Wien; Mo, Tue, Thu, Fr 9.00-12.00, We 14.00-16.00)
 - Make sure to bring your bank card (maestro, visa, master card, ...), your letter of admission, the number from the online registration, and your passport or ID
 - You have to pay **the student union fee of € 19,20** by bank card (maestro, visa, master card).
 - ▶ If you don't have a valid cash card, you can ask you **Buddy** to go with you to the Registration Office 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 charged.**
- Activate your BOKUcard**
You can activate your BOKUcard (Student ID) at the green terminals just next to the Registration Office (right side). Just put your card in and the machine will print the validity date on it.
- Activate BOKUonline account**
Now you can activate your personal BOKUonline account (information see <http://www.boku.ac.at/zid/themen/get-connected/account-password/pin-code/>)
 - Use the PIN that you have received in the Registration Office (Studienabteilung).

Bachelor and Master Students

- Make your **weekly course schedule** in BOKUonline **and register for all courses in BOKUonline**
When and where are your courses? Are courses overlapping? 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> (for information see also <https://www.boku.ac.at/en/international/themen/wie-plane-ich-mein-studium-an-der-boku/vor-der-ankunft/wie-finde-ich-meine-kurse/>)
 - ▶ **Please try to register as soon as possible – some courses (excursions, seminars, practical courses...) might be booked out soon.**
- Register for the BOKU library (in the library in Exner-House)

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- Get your **registration 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: <http://www.wien.gv.at/mba/mba.html>)
 - Download the registration form at <http://www.wien.gv.at/verwaltung/meldeservice/pdf/meldezettel.pdf> -> signature of landlord needed
 - Bring your passport

- Get your **semester ticket** for public transport (€ 75 per semester, if Vienna is principal residence before 1st of September, or € 150 if not)
 - Get the form at Wiener Linien or register online at <https://shop.wienerlinien.at/index.php/> (Vienna Public Transport Lines)
 - Bring your valid BOKUcard!
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- Language Courses at BOKU (registration from Sept 3rd ; Contact: sprachkurse@boku.ac.at)
 - Application for incoming exchange students: <http://www.boku.ac.at/int-languages-ex.html?&L=1>
 - Information about courses and fees: <http://www.boku.ac.at/int-languages.html?&L=1>
 - **TANDEM** – Learning languages without courses : <http://www.boku.ac.at/int-in-boku-tandem.html?&L=1>
 - Other language courses in Vienna: <http://sprachzentrum.univie.ac.at>, www.campus-austria.at
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Further options:

- ESN – Erasmus Student Network: Events + Welcome Package** (€ 10), including a bank account with € 10 starting money, a sim card and lots of discounts (www.esnaustria.org) at the International Department of the ÖH (Österreichischen Hochschülerschaft = student union) → in TÜWI Building, Peter Jordan Strasse 76
 - Bring your BOKUcard
 - ÖH-cafeteria sticker “Mensapickerl”** (a discount for the cafeterias) at the ÖH Secretariat (Österreichischen Hochschülerschaft = student union, <http://oeh.boku.ac.at>) → in TÜWI Building, Peter Jordan Strasse 76
 - Bring your BOKUcard ID, register and re-activate your card in a terminal (M is printed on it)
 - Print – Copy - Scan**
For printing/copying/scanning use your BOKUcard (see: <http://www.boku.ac.at/en/center-for-international-relations-cir/themen/plan-your-studies-at-boku/upon-arrival/print-copy-scan/>)
 - Sports activities in Vienna**
Check the courses at Universitäts-Sport-Institut – USI Wien. <http://www.univie.ac.at/USI-Wien/index2.htm>
 - ÖBB VorteilsCard** (19 € < 26 years): 45-50% discount for journeys by train, available at any railway station, http://www.oebb.at/en/Customer_cards/VORTEILSCARD/index.jsp
 - Bring your BOKUcard, your identification card and a passport size picture
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Consulting: Tue, Wed, Thur 10:00-12:00
Wed also 14:00-16:00

Come to my office as soon as you arrive:

- To get your insurance card
- To sign your student contract
- To sign your arrival notice
- To give me your Boarding pass (travel from Home to Vienna)
- To give me a copy of your confirmation of registration. (Login in BOKU-online, you will see your business card. Under this card on the left, click on Registration documents. Then you can print or save the confirmation of registration, and bring / or send it to me per e-mail: erasmus.mundus2@boku.ac.at)
- To give me your Austrian Bank Account Data (Please be aware that you only can get your scholarship in a Austrian Bank account)
- To receive first month scholarship