

## Welcome to BOKU!

- ▶ **Infosession “First Steps at BOKU”:**
  - Tues, 13.2, 09.00-10.30, HS IV, Mendelhaus, Gregor-Mendel-Str. 33 OR
  - Fri, 16.2, 09.00-10.00, HS IV, Mendelhaus, Gregor-Mendel-Str. 33
- ▶ **Infosession “BOKUOnline”:**
  - Tues, 13.2. 10.30-12.00, HS IV, Mendelhaus, Gregor-Mendel-Str. 33
- ▶ **Welcome Days 20<sup>th</sup> – 23<sup>rd</sup> February 2018** ([www.boku.ac.at/int-in-boku-en.html](http://www.boku.ac.at/int-in-boku-en.html))  
Weekend program organized by ESN – 24<sup>th</sup> and 25th February 2018

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### Before arrival:

- ☐ You received the acceptance letter sent by the Center for International Relations (ZIB). **You do NOT have to register personally by 5<sup>th</sup> February. This deadline does not apply to exchange students; you can also do the registration in the middle/ at the end of February or upon arrival.**
- ☐ Complete the preliminary online registration <http://www.boku.ac.at/en/zid/themen/teach-learn/studium-meldung-weitermeldung-abschluss/voranmeldung/> + remember the number (Attention: Please upload your picture and fill in your nationality – otherwise you will be asked to fill in an Austrian social security number). The deadline on 5<sup>th</sup> February does NOT apply for exchange students.
  - ▶ **Make sure you arrive in Vienna a few days BEFORE semester start to deal with administrative issues and register for courses.**

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### Immediately after arrival:

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

**Gregor Mendelhaus, 2<sup>nd</sup> 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 €19.20, 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 next to the registration office (right side). 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 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/>
  - ▶ **Please try to register as soon as possible – some courses (excursions, seminars, practical courses...) get booked 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 for the BOKU library** (in the library in Exner Haus)

- ❑ **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: <http://www.wien.gv.at/mba/mba.html>)
  - Download the registration form at <https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>  
→ **Signature of landlord/dormitory needed**  
→ **Register with main residence in Vienna (public transport will be much cheaper)**
  - Bring your passport
- ❑ Get your **semester ticket** for public transport (€75 per semester, if registered with main residence in Vienna)
  - Register online <https://shop.wienerlinien.at/index.php/> or with a form at the ticket offices of Wiener Linien (Vienna Public Transport Lines) (form also available at ZIB)
  - Bring your valid BOKUcard and confirmation of registration!
  - July/August: monthly ticket for students (Ferienmonatskarte) (with BOKUcard)

- ❑ **Language Courses at BOKU** contact: [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at)
  - Application for incoming exchange students (by email by 27<sup>th</sup> Jan, resp. by 23<sup>rd</sup> 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://sprachenzentrum.univie.ac.at/en>, [http://www.campus-austria.at/en/campus\\_austria](http://www.campus-austria.at/en/campus_austria)

**ONLY for EU/EEA/Swiss citizens who 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, +Thu: 15:30-17:30
  - Bring your passport, your registration confirmation (Meldezettel) and your BOKUcard
  - Bring your bank statement or scholarship confirmation or affidavit of support from parents or spouse
  - Bring your health insurance confirmation (e.g. European Health Insurance Card)

- ❑ **Students from countries without E-card and from countries without specific agreements: Health insurance (€56.74 per month)** at Wiener Gebietskrankenkasse WGKK: <http://www.wgkk.at/portal27/wgkkportal/content?contentid=10007.755276&viewmode=content>
  - Take a confirmation of studies certificate (= Inscriptionsbestätigung) with you (print from BOKUonline)

**Further options:**

- ❑ **ESN – Erasmus Student Network: Events + Welcome Package.** ESNCard for discounts (<https://esncard.org/>) costs 10 Euro, provides a cheap SIMCard (around 10 Euro per month). Ask ESN for social and cultural events in Vienna and trips you might want to attend!  
→ at the International Department of the ÖH (Österreichische HochschülerInnenschaft = student union) in Augasse 2-6, 1090 Wien (Opening hours: see Facebook page ESN BOKU Vienna)
  - Bring your BOKUcard or ID!
- ❑ **ÖH-cafeteria sticker “Mensapickerl”** (a discount for the cafeterias)  
→ at the ÖH Sekretariat (Österreichische HochschülerInnenschaft = student union, <http://www.oehboku.at/>) in Augasse 2-6, 1090 Wien
  - Bring your BOKUcard ID, register and re-activate your card in a terminal (M will be printed on it)
- ❑ **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% discount** for journeys by train, available at any railway station, or online at <http://www.oebb.at/en/angebote-ermaessigungen/vorteilscard>
  - Bring your BOKUcard and your identity card/passport

If you have any further questions, please feel free to stop by at the **Center for International Relations (ZIB)**, Peter Jordanstr. 82a

**Opening hours:** Monday – Friday 10:00-12:00 + Wednesday 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 2018](#)” “[BOKU Exchange](#)”