

What to do first? – Checklist for trainees at BOKU

Welcome to BOKU!

Before arrival:

- ☐ You received the acceptance letter sent by the BOKU-International Relations (BOKU-IR) via Mobility-Online. **You have to register personally at BOKU directly after your arrival.**
- ☐ **Book an appointment online for the registration at the study services during the registration period** (only after the physical registration you can enrol in courses): <https://boku.ac.at/studienservices/terminbuchung-studienservices> (select “Termin Evidenz”; booking is recommended 10-14 days in advance)
- ☐ Complete the preliminary online registration <https://short.boku.ac.at/it-pre-registration> + 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 on 5th September does **NOT** apply for exchange students.

Make sure you arrive in Vienna 1-2 days BEFORE your traineeship starts to deal with administrative issues !

Immediately after arrival:

- ☐ **At the appointment date** (see above): Get your **BOKUcard (= student ID) and PIN code for BOKUonline** at the study services (= Studienservices): Gregor Mendel Haus, 2nd floor, Gregor Mendel Str.33, 1180 Wien. (Attention: only after booking an appointment – see above). Make sure you bring your:
 - passport or ID
 - admission letter, with the number from the online registration
 - bank card (maestro, visa, master card, ...) to pay the **student union fee of € 25,20**

► 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 ground floor by the vending machines (in the same building). Put your card in and the machine will print the validity date on it.
- ☐ **Mark in Mobility-Online that you have received and activated your BOKUcard.**
- ☐ **Activate BOKUonline account**
<https://short.boku.ac.at/6gyr48> → Use the PIN that you received at Study Services (Studienservices).
- ☐ **Find out about:**
E-Mail, E-Learning, Computer rooms, Wifi, printing: visit: <https://short.boku.ac.at/it-overview-stud>
- ☐ **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/>)
 - **Make an appointment:** <https://www.wien.gv.at/meldetermin/internet/Startseite.aspx>
 - Download the registration form at
 - <https://www.wien.gv.at/verwaltung/meldeservice/pdf/meldezettel.pdf> (inofficial engl translation see: <https://short.boku.ac.at/int-in-vienna-registration-en.html>)
 - ➔ **Signature of landlord/dormitory**
 - Bring your passport
- ☐ Get your public transport **semester ticket** <https://www.wienerlinien.at/web/wl-en/tickets-for-students>
You can buy the ticket online (€ 75 - only a few days after your registration at BOKU) and print it out yourself, or go to any Wiener Linien ticket office (€ 78)
 - Bring your BOKU card and confirmation of study enrolment (Studienbestätigung, which you can download from BOKUonline)

Alternative: monthly pass ➔ <https://www.wienerlinien.at/monatskarte>
- ☐ **Language Courses at BOKU** contact: sprachkurse@boku.ac.at

- Application for incoming exchange students (Deadlines: August 17th for German intensive courses, August 31st 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://sprachenzentrum.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. Or MA 35 Karmelitergasse 9, first floor, 1020 Wien (depending on district of residence). Office hours and appointment booking: <https://www.wien.gv.at/kontakte/ma35/terminvereinbarung-ewr.html>
 - ☐ Bring your:
 - passport/ID, registration confirmation (= Bestätigung der Meldung) and your proof 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 E-card and from countries without specific agreements: Health insurance (€ 73, 48 per month) at Österreichische Gesundheitskasse ÖGK:**

<https://www.gesundheitskasse.at/cdscontent/?contentid=10007.868713&portal=oegkportal>

- Bring the application form + confirmation of studies (= Inskriptionsbestätigung + Studienblatt) (print from BOKUonline)
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Further options:

- ☐ **ESN – Erasmus Student Network:** ESN card (€ 15, <https://esncard.org/>) offers discounts (Pubs, hostels, Ryanair, Flixbus,...) + Austrian SIMcard. ESN organizes social and cultural events in Vienna and trips you might want to attend!
→ International Department of the ÖH (Österreichische Hochschüler_innenschaft = 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 Sekretariat (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% discount** for journeys by train, available at any railway station, or online at <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteilscard>
 - Bring your BOKUcard and your identity card/passport
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If you have any further questions, please feel free to contact **BOKU-International Relations (BOKU-IR)**, (Peter Jordanstr. 82a, 1180 Vienna)

E-mail: erasmustoboku@boku.ac.at, **consulting hours:** <https://short.boku.ac.at/piringerulrike>

Information can be also found at:

- Website Erasmus+: <http://www.boku.ac.at/int-in-ep-en.html>
- Facebook: “[ESN BOKU Incomings WS25](#)” “[BOKU Exchange/](#)”
- Instagram: [@esnbooku](#)
- WhatsApp group: [BOKU Incomings WS25/26](#)