

CHECKLIST

Erasmus+ Incoming Student Mobility (SMS)

Winter Semester

All the details of the topics mentioned here as well as further topics such as “Living in Vienna” can be found on our website:

<https://international.univie.ac.at/en/student-mobility/incoming-students/erasmus-student-exchange/>

Start Planning			
What?	When?	How?	✓
<ul style="list-style-type: none"> Research if you can study at the University of Vienna 	Is there an agreement for your field of study and does the study program fit your study plan? before the nomination	→ „ Nomination “ and „ Course selection/Learning Agreement “	
<ul style="list-style-type: none"> Language requirements 	Depends on your field of study and the agreement. before the nomination	→ " Language Skills "	
<ul style="list-style-type: none"> Not sufficient German skills? 	Make sure there are enough courses (if any!) held in English in your field of study. before the nomination	→ " Language Skills "	
<ul style="list-style-type: none"> Nomination by your home university 	by 1 May	→ „ Nomination “	

After your Nomination			
What?	When?	How?	
<ul style="list-style-type: none"> Admission preparation (e.g. registration, student ID card, signing up for orientation) 	For deadlines please consult “ Admission Procedure ” – you will also receive individual deadlines in the registration emails.	→ „ Admission Procedure “	
<ul style="list-style-type: none"> Learning Agreement 	Depends on your home university and the mobility coordinator at the University of Vienna.	→ „ Course selection/Learning Agreement “	
<ul style="list-style-type: none"> Entry and residence requirements 	Find out about the requirements as early as possible.	→ " Entry into Austria / visa "	
<ul style="list-style-type: none"> Accommodation in Vienna 	Find out about the possibilities as early as possible.	→ " Accommodation "	
<ul style="list-style-type: none"> Health insurance 	Make sure you have an adequate health insurance for your stay abroad before your arrival in Vienna.	→ " Health Insurance "	
<ul style="list-style-type: none"> OPTIONAL: Sign up for German courses 	The Language Center of the University of Vienna offers preparatory German courses as well as courses throughout the semester. Registration usually opens at the beginning of August.	→ „ German Course “	

Before the beginning of the semester			
What?	When?	How?	
<ul style="list-style-type: none"> Pay the fee for the „Austrian Students' Union“ 	after receiving the student ID number, at the latest by 31 October	→ "Registration"	
<ul style="list-style-type: none"> Register for courses 	Depends on your field of study: starting approx. September, often ending mid-/end September. Research as early as possible when the course registration in your field of study opens!	→ „Course selection/Learning Agreement"	
<ul style="list-style-type: none"> OPTIONAL: Sign up for sport courses at the University Sports Institute (USI) 	USI offers sport courses at reasonable prices. Sign up from approx. mid-September	→ "Services of the University"	
<ul style="list-style-type: none"> (recommended) Arrival in Vienna 	approx. mid-/end-September , earlier if attending a preparatory German course	→ "Orientation"	
<ul style="list-style-type: none"> Register with the Municipal District Office 	within 3 days of arrival	→ "Entry into Austria / visa"	
<ul style="list-style-type: none"> Participate in an "Orientation" session 	Depends on the chosen date (between beginning of September and beginning of October). Register online after receiving an invitation e-mail.	→ "Orientation"	
<ul style="list-style-type: none"> OPTIONAL: Get in touch with Team Barrierefrei ("accessible studying") 	as soon as possible after nomination, before the start of the semester	→ "Services of the University"	
<ul style="list-style-type: none"> OPTIONAL: Sign up for the ESN Buddy System 	The organisation Erasmus Student Network (ESN) offers a Buddy System, which connects students of the University of Vienna with exchange students. if possible before the start of the semester	→ „Living in Vienna"	

Winter Semester			
What?	When?	How?	
Beginning of the semester	1 October		
<ul style="list-style-type: none"> Contact mobility coordinator, sign Learning Agreement 	after your arrival or as agreed on	→ „Course selection/Learning Agreement"	
<ul style="list-style-type: none"> Confirmation of registration for EU/EEA/Swiss citizens 	within 4 months of arrival	→ "Entry into Austria / visa"	
Lecture free periods	→ „Semester Dates"		
<ul style="list-style-type: none"> Extension of your stay? 	Extension is only possible from winter to summer semester – please submit the fully signed Extension Certificate to us by 31 January .	→ "Extension of Stay"	
<ul style="list-style-type: none"> Certificate of Departure? 	Check back with your home university if you need a Certificate of Departure and if so, if you are required to fill in a particular form. well before your departure	→ "Confirmation of stay"	
<ul style="list-style-type: none"> If you require a Certificate of Departure: Personal de-registration at the International Office 	It is not possible to confirm the dates without the personal de-registration! at the earliest 5 days before ending your study related activities	→ "Confirmation of stay"	
<ul style="list-style-type: none"> De-register with the Municipal District Office 	at the earliest 3 days before departing	→ "De-register your residence"	
End of lectures	31 January		
Lecture free period (Semester Holidays)	1 February – 28 February		
<ul style="list-style-type: none"> Transcript of Records 	Your u:space account will be active until 31 March . once all your marks have been registered in your u:space account .	→ "Transcript of Records"	
End of the semester	28 February		