Exchange Students’ Guide

Incoming Students: Bachelor & Master
Dear students,

Thank you for your interest in studying at WU!

Each semester about 450 exchange students from around 230 partner institutions in 50 countries choose WU (Vienna University of Economics and Business) as a destination for their exchange experience. This guide is designed to introduce our programs we offer and the services we provide. It also covers all the important steps you need to consider as one of our incoming students.

We wish you an exciting and successful exchange experience.

Your
International Office Team
## Austria at a Glance

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>8.47 million</td>
</tr>
<tr>
<td>Area</td>
<td>83,879 km²</td>
</tr>
<tr>
<td>States and state capitals</td>
<td>Burgenland (Eisenstadt), Carinthia (Klagenfurt), Lower Austria (St. Pölten), Upper Austria (Linz), Salzburg (Salzburg), Styria (Graz), Tyrol (Innsbruck), Vorarlberg (Bregenz), Vienna (Vienna)</td>
</tr>
<tr>
<td>Currency</td>
<td>Euro</td>
</tr>
<tr>
<td>Form of Government</td>
<td>Parliamentary Democracy</td>
</tr>
<tr>
<td>Member</td>
<td>European Union, United Nations</td>
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</table>

## Vienna at a Glance

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Population</td>
<td>1,797,337 (2015)</td>
</tr>
<tr>
<td>Area</td>
<td>414.87 km²</td>
</tr>
<tr>
<td>Green space</td>
<td>188.89 km²</td>
</tr>
<tr>
<td>Districts</td>
<td>23</td>
</tr>
<tr>
<td>WU: 2nd District</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>May 1</td>
<td>Nomination deadline for partner universities</td>
</tr>
<tr>
<td>May 15</td>
<td>Application deadline for:</td>
</tr>
<tr>
<td></td>
<td>- Orientation and Cultural Program</td>
</tr>
<tr>
<td></td>
<td>- Pre-semester German language courses</td>
</tr>
<tr>
<td></td>
<td>- Housing &amp; accommodation</td>
</tr>
<tr>
<td></td>
<td>- Online pre-enrollment for students</td>
</tr>
<tr>
<td>July</td>
<td>Course schedules for the winter semester go online</td>
</tr>
<tr>
<td>August</td>
<td>Registration for winter semester courses begins</td>
</tr>
<tr>
<td>Early September</td>
<td>1st Information Session</td>
</tr>
<tr>
<td>September</td>
<td>Orientation and Cultural Program</td>
</tr>
<tr>
<td>September</td>
<td>Pre-semester German language courses</td>
</tr>
<tr>
<td>Early October</td>
<td>2nd Information Session</td>
</tr>
<tr>
<td>October</td>
<td>Start of semester</td>
</tr>
<tr>
<td>Mid-October</td>
<td>GO GLOBAL Exchange Fair</td>
</tr>
<tr>
<td>November 30</td>
<td>Latest possible date for final enrollment</td>
</tr>
</tbody>
</table>

For details of the academic calendar at WU please see: [https://www.wu.ac.at/en/students/my-degree-program/administrative-information/dates-and-deadlines/academic-year-division/](https://www.wu.ac.at/en/students/my-degree-program/administrative-information/dates-and-deadlines/academic-year-division/)
<table>
<thead>
<tr>
<th><strong>SUMMER SEMESTER</strong></th>
<th>March – June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November 1</strong></td>
<td>Nomination deadline for partner universities</td>
</tr>
</tbody>
</table>
| **November 15**     | Application deadline for:  
|                     | • Orientation and Cultural Program  
|                     | • Pre-semester German language courses  
|                     | • Housing and accommodation  
|                     | • Online pre-enrollment for students |
| **December**        | Course schedules for the summer semester go online |
| **January**         | Registration for summer semester courses begins |
| **Early February**  | 1st Information Session |
| **February**        | Orientation and Cultural Program |
| **February**        | Pre-semester German language course |
| **Early March**     | 2nd Information Session |
| **March**           | Start of semester |
| **April 30**        | Latest possible date for final enrollment |

For important dates & deadlines for incoming students, please see also: [https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/](https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/)
Contents

1. Prior to arrival ................................................................. 7
  1.1. General information ..................................................... 7
       How do I become a WU exchange student ......................... 7
       How WU will contact me? .............................................. 7
       Official dates & deadlines ............................................. 8
       Online pre-enrollment and Confirmation of Stay ................. 8
       Housing and accommodation ...................................... 9
       Orientation and Cultural Program ................................ 11
       Pre-semester German language course .............................. 11
       The Buddy Network ..................................................... 12
  1.2. Entry regulations ......................................................... 15
       Entry and residence regulations for nationals of EU/EEA countries ..................................................... 15
       Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of up to six months ..................................................... 15

2. Upon arrival ........................................................................ 18
   Recommended arrival dates for the winter semester ......... 18
   Recommended arrival dates for the summer semester ..... 18
   Information Session and enrollment ............................... 18
   Registration with local authorities .................................. 19

3. During the semester .............................................................. 20
   Living costs ......................................................................... 20
   Getting around ................................................................. 20
   Bank account ..................................................................... 21
   Computer and internet access on campus ...................... 21
   Athletics ........................................................................... 21
   Climate ............................................................................ 21
   Useful links for incoming exchange students ................. 22

4. Contacts at the International Office ..................................... 23
   Bachelor Students ............................................................ 23
   Master Students ............................................................... 24
## 1. Prior to arrival

### 1.1. General information

<table>
<thead>
<tr>
<th>Application, nomination and enrollment</th>
<th>How do I become a WU exchange student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>There are four steps involved in becoming an exchange student at WU:</td>
</tr>
<tr>
<td></td>
<td>- Application at your home university</td>
</tr>
<tr>
<td></td>
<td>- Nomination by your home university</td>
</tr>
<tr>
<td></td>
<td>- Receipt of nomination letter from WU, also containing your WU student ID number and password</td>
</tr>
<tr>
<td></td>
<td>- Online pre-enrollment at WU. For details of the online pre-enrollment process please see page 8.</td>
</tr>
</tbody>
</table>

| Further information | For a complete overview please see our website: [https://www.wu.ac.at/en/programs/incoming-students/](https://www.wu.ac.at/en/programs/incoming-students/) |

**Please note:** The final steps in the process of enrolling at WU must be finished in person at WU upon arrival. All details will be explained at the Information Sessions organized by the International Office.

<table>
<thead>
<tr>
<th>How WU will contact me?</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Contact by WU</strong></td>
<td>We will contact you by email prior to your arrival and during the semester with important information.</td>
</tr>
<tr>
<td>! Please make sure you provide us with a valid email address.</td>
<td></td>
</tr>
</tbody>
</table>
## Official dates & deadlines

| Academic calendar | The **winter semester** (fall term): Early October through the end of January.  
N.B. Several Courses in English end before the Christmas break.  
The **summer semester** (spring term): Early March through the end of June  
**Before the semester:** Incoming students can sign up for the **Orientation & Cultural Program** and/or a **pre-semester German language course** (duration: 3 weeks). See pages 10 - 11 for further information. |
| Further information | For a wider overview of relevant dates and deadlines, please see our website:  
https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/  
WU academic calendar: https://www.wu.ac.at/en/students/my-degree-program/administrative-information/dates-and-deadlines/academic-year-division/ |
| Information session | Two Information Sessions organized by the International Office will be held prior to the beginning of the semester.  
‼ Please note that attendance in one of the sessions is **required and attendance will be taken!** |

## Online pre-enrollment and Confirmation of Stay

| Online pre-enrollment | 1. Pre-enrollment requires that you use the student ID (username) and password found in your nomination letter from WU.  
2. Use your student ID (user name) and password to complete online pre-enrollment here:  
http://bach.wu.ac.at/start/vizas |
| Confirmation of Stay | Please note that a **confirmation of stay** will always be issued for your real period of stay in Vienna. The information session that you attend and your final day of study at WU. |
### Housing and accommodation

| OeAD student residence halls with pre-reserved rooms | Exchange students arriving in Vienna have several options to choose from when booking housing for the duration of their exchange. These options include:  
- residence halls run by OeAD (Austrian Agency for International Cooperation in Education and Research), which is the main housing provider for students in Austria  
- a private flat that can be found through a housing platform like Housing Anywhere,  
- through another third-party provider.  
  
WU works closely together with OeAD – Housing Office Vienna, the main provider of off-campus accommodation for students in Austria.  

Housing for incoming students from our partner universities can be guaranteed by students indicating a preference for pre-reserved rooms in specially selected student residence halls in Vienna, offering different standards and prices. Student residence halls are located all over Vienna but are not more than 30 minutes away from campus by public transport.  

**Please note that your housing contract is with OeAD and not with WU. Please be sure that you have carefully read the Terms and Conditions before booking.**  

**If you need proof of accommodation for visa purposes,** please mention this in your online application with the OeAD.  

**Application deadlines:** **May 15** for the winter semester/ **November 15** for the summer semester.  

If you would like to live in a student residency hall with pre-reserved rooms for WU incoming students, please make sure that you complete your housing application as soon as possible.  

Information regarding student residences with pre-reserved rooms for WU students, other OeAD residence halls, online application, etc., can be found on our website: [https://wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/](https://wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/)  

Please note that rental contracts for student residence halls with pre-reserved rooms for WU incoming students are always issued for a 4-month period:
Winter semester: September - December or October – January
Summer semester: March - June.

<table>
<thead>
<tr>
<th>Other OeAD student residence halls without pre-reserved rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to the pre-reserved rooms for incoming students mentioned above, the OeAD Housing Office has rooms in about 30 different student residence halls all over Vienna. If you prefer to live in any of the other student residence halls, please feel free to apply. The WU registration deadline does not apply in this case, but please keep in mind that, in this case, accommodation cannot be guaranteed.</td>
</tr>
</tbody>
</table>

### Contact OeAD

Please address any enquiries concerning OeAD housing to: housing@oead.at

<table>
<thead>
<tr>
<th>Application deadline: May 15 / November 15 for student residence halls with WU quotas</th>
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</thead>
<tbody>
<tr>
<td>Rooms in student residence halls are always booked on a first-come, first-served basis.</td>
</tr>
</tbody>
</table>

The OeAD will send you an information sheet with all the relevant facts after you have been assigned to a room. This sheet will state the address, contact details, and opening hours of your student residence. It will also indicate the costs, category of your room, and the equipment available at your student residence. The sheet will also inform you about when and where you can pick up your keys.

Depending on the date and time of your arrival, you may need to make special arrangements for picking up your key and/or moving into your room. The OeAD Housing Office is closed on weekends, as are most residence hall reception desks. If you are arriving on a weekend or after office hours, please arrange for someone else to pick up your key. The WU Buddy Network works on a voluntary basis. We strongly recommend you make use of Buddy Network services and not book any profit-oriented pick-up services, which are often quite expensive (for details please see p. 11).

<table>
<thead>
<tr>
<th>Housing Anywhere</th>
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<tbody>
<tr>
<td>If you prefer to arrange your own accommodation in a private apartment, we recommend using the Housing Anywhere platform: <a href="http://www.housinganywhere.com">www.housinganywhere.com</a>. It is a housing platform for students who want to sublet their room during their exchange semester. Housing Anywhere is free to use and operates on a student-to-student basis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Housing Options</th>
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<tbody>
<tr>
<td>There are of course other commercial/third party providers very close to Campus WU. For a list of accommodation close to Campus WU, please refer to our website <a href="https://wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/">https://wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/</a></td>
</tr>
<tr>
<td>Orientation and Cultural Program</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Contact</td>
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<table>
<thead>
<tr>
<th>Pre-semester German language course</th>
<th>In addition to the Orientation and Cultural Program, a pre-semester German language course is available at different levels for incoming students. Students can take this course for either a grade and 2 ECTS points or a participation certificate (general WU attendance requirements apply). <strong>The Orientation and Cultural Program does not overlap with the pre-semester German language course</strong>, so students can sign up for both.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-semester German language course</td>
<td>For further information about the pre-semester German language course please see: <a href="https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/orientation/pre-semester-german-language-course/">https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/orientation/pre-semester-german-language-course/</a></td>
</tr>
<tr>
<td>Further information</td>
<td>In case of any questions please contact: <a href="mailto:orientation@wu.ac.at">orientation@wu.ac.at</a></td>
</tr>
<tr>
<td>WU Buddy Network</td>
<td>The Buddy Network assigns a WU student ‘buddy’ to each incoming exchange student. Buddies assist exchange students during their time at WU. You can arrange to have your buddy to meet you upon arrival in Vienna. He/she will also be happy to assist with student residence procedures and administrative requirements, etc.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contact</td>
<td>For enquiries please contact <a href="mailto:international@oeh-wu.at">international@oeh-wu.at</a>.</td>
</tr>
<tr>
<td></td>
<td>! Further details about the buddy network and the registration process will be sent to you via email directly by the Buddy Network. This is a voluntary offer and there is no first-come, first-served system.</td>
</tr>
</tbody>
</table>
1. Studying at WU

<table>
<thead>
<tr>
<th>Courses in English and German</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WU offers a wide range of courses taught in English. The courses are available at both undergraduate and graduate levels. Students with advanced German skills can also choose from the wide variety of courses offered in the regular WU curriculum.</td>
</tr>
<tr>
<td></td>
<td>The list of courses in English for incomings goes online approximately 2 months prior to the beginning of the semester.</td>
</tr>
<tr>
<td></td>
<td>The online course catalog (Vorlesungsverzeichnis) including course schedules will be available approximately 6 weeks prior to the beginning of the semester: <a href="http://vvz.wu.ac.at/">http://vvz.wu.ac.at/</a></td>
</tr>
</tbody>
</table>

For further information on courses, registration periods etc., please visit the website:

- **Undergraduate:** [https://wu.ac.at/en/programs/incoming-students/exchange-semester/undergraduate-courses/](https://wu.ac.at/en/programs/incoming-students/exchange-semester/undergraduate-courses/)
- **Graduate:** [https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/](https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/)

| Business German language courses (Wirtschafts-deutschkurse) | Business German language courses for exchange students are available during the semester at five different levels. For more information, please see: [https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/german-business-communication/](https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/german-business-communication/) |

- Please note that course admissions are limited and that registration is on a first-come, first-served basis. We therefore strongly recommend having alternative courses approved by your home university in advance in case you are not assigned a place in your preferred course.

- The full workload for exchange students is 30 ECTS credits. Exchange students are allowed to take a maximum of 36 ECTS credits plus a Business German language course.
<table>
<thead>
<tr>
<th><strong>ECTS and transcripts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECTS credits</strong></td>
</tr>
<tr>
<td>Each course at WU is worth a certain number of ECTS credits. You will find the information for each course on our website.</td>
</tr>
<tr>
<td><strong>Grading system</strong></td>
</tr>
</tbody>
</table>
| The following **grading scale** applies at WU:  
  1 excellent *(Sehr gut)*  
  2 good *(Gut)*  
  3 satisfactory *(Befriedigend)*  
  4 sufficient *(Genügend)*  
  5 fail *(Nicht genügend)*  
  WU does not use a standardized percentage-based grading scale. The percentage scores needed to earn the grades given above differ from course to course. In most cases the course-specific grading scales can be found in the online course description. |
| **Exams and Transcripts** |
| There is no fixed exam week for incoming students at the end of the semester, exams are scheduled throughout the semester.  
Your **Transcript of Records** will be sent to your home university approximately two months after end of the semester. |
### 1.2. Entry regulations

<table>
<thead>
<tr>
<th>Entry regulations</th>
<th>Entry and residence regulations for nationals of EU/EEA countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU/EEA countries and Switzerland</td>
<td><strong>Nationals of EU/EEA countries and Switzerland</strong> who fulfill certain requirements (sufficient financial means and valid health insurance) do not need a visa and have the right to reside in Austria (<em>Niederlassungsfreiheit</em>). These citizens need only a <strong>valid travel document</strong> (passport or personal identity card) to enter and live in Austria.</td>
</tr>
<tr>
<td></td>
<td><strong>Please note:</strong> Residence in Austria for more than 3 months requires you to acquire a <strong>confirmation of registration (Anmeldebescheinigung)</strong>. In Vienna, these applications must be submitted to Municipal Department 35 (MA35). This registration is required in addition to your residence registration (Meldezettel). In cases of non-compliance with this regulation, you may be subject to a fine.</td>
</tr>
<tr>
<td></td>
<td><strong>For more information and a list of documents needed, please read these details provided by MA35:</strong> <a href="https://www.wien.gv.at/english/e-government/documents/residence/permanent-leave/confirmation-registration-students.html">https://www.wien.gv.at/english/e-government/documents/residence/permanent-leave/confirmation-registration-students.html</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entry Regulations</th>
<th>Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of up to six months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationals of non-EU countries (third-country nationals)</td>
<td>Students from non-EU countries (third countries) staying <strong>for no longer than 6 months</strong> need to check with their <strong>local Austrian authority (embassy/consulate general)</strong> regarding whether they need to apply for a visa, what kind of visa they potentially need and the conditions relating thereto.</td>
</tr>
<tr>
<td>Stays up to six months</td>
<td><strong>A)</strong> <strong>Visas must be applied for at and issued by the appropriate Austrian authority</strong> (embassy, consulate general) in your home country <strong>BEFORE</strong> leaving for Austria.</td>
</tr>
</tbody>
</table>
## Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of over six months

<table>
<thead>
<tr>
<th>Entry Regulations</th>
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<tbody>
<tr>
<td>Nationals of non-EU countries (third-country nationals)</td>
<td></td>
</tr>
<tr>
<td>Stays of over six months</td>
<td></td>
</tr>
</tbody>
</table>

Students from third countries, **who plan to stay over six months** need a **residence permit for students (Aufenthaltsbewilligung Studierender)** for residence in Austria. For information as to what is necessary to submit with your application, please check with your local Austrian Embassy/Consulate General.

**Please note:** Students without visa-free entry into Austria may also need to apply for a travel visa.

### A list of documents needed to apply for a residency permit can be found here:


The Austrian representation authority may ask for additional documents in individual cases.

### Please note that this information on entry regulations is **subject to change**. For the most up-to-date information, please check with your local Austrian authority (embassy/consulate general).

### Further information

- List of Austrian embassies around the world:
- MA 35: http://www.wien.gv.at/english/administration/civilstatus/openinghours.html

## Insurance

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<thead>
<tr>
<th>Insurance</th>
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**EU-citizens** need to bring their European Health Insurance Card to show that they have health insurance coverage.  
**Non-EU-citizens** need to have insurance coverage for their whole stay in Vienna. You can either purchase appropriate health insurance coverage in your home country or sign up for a voluntary insurance coverage (**freiwillige Selbstversicherung**) in Austria after enrollment at WU. It covers any kind of medical treatment at the costs of approximately € 54 per month. However, you have to be enrolled at an Austrian university to be eligible for this insurance, so we advise you to buy additional travel insurance (e.g. credit card insurance) before coming to Vienna to cover the period until enrollment.
The Students’ Union dues (ÖH-Beitrag) paid at enrollment (€ 19.20) include accident insurance coverage for your way to and from the university.

Further information
Website of the Austrian Social Security:
http://www.sozialversicherung.at/portal27/portal/esv_enportal/start/startWindow?action=2&p_menuid=69246&p_tabid=1

Pre-arrival checklist

<table>
<thead>
<tr>
<th>Checklist – To do’s before arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-enroll for your exchange semester</strong> online using your ID number (user name) and password at: <a href="http://bach.wu.ac.at/start/vizas">http://bach.wu.ac.at/start/vizas</a></td>
</tr>
<tr>
<td><strong>Register for courses</strong>: Information on course registration will be sent to you by email in time to sign up for classes.</td>
</tr>
<tr>
<td><strong>Arrange for visa/residence permit</strong> (if required): Please make sure that you apply in time, i.e. at least 4 to 6 months before the intended departure to Austria. We strongly recommend to start preparing the documents in due time.</td>
</tr>
<tr>
<td>Compulsory: Arrange for health/travel <strong>insurance</strong> (mandatory!)</td>
</tr>
<tr>
<td>Optional: Apply for the <strong>Orientation and Cultural Program</strong> and pay the participation fee.</td>
</tr>
<tr>
<td>Optional: Apply for the <strong>pre-semester German language course</strong> and pay the course fee.</td>
</tr>
<tr>
<td>Optional: Register online for <strong>accommodation</strong>.</td>
</tr>
<tr>
<td>Optional: At least six weeks before your arrival in Vienna, register online with the <strong>Buddy Network</strong></td>
</tr>
<tr>
<td><strong>Documents you need to bring</strong>: Nomination Letter with ID number/password, your passport/ID card</td>
</tr>
</tbody>
</table>

Documents you need to bring: Nomination Letter with ID number/password, your passport/ID card
### 2. Upon arrival

<table>
<thead>
<tr>
<th><strong>Winter semester</strong></th>
<th><strong>Recommended arrival dates for the winter semester</strong></th>
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<tbody>
<tr>
<td><strong>Winter semester</strong>:</td>
<td><strong>Term dates:</strong> October – January</td>
</tr>
<tr>
<td><strong>Introduction days:</strong></td>
<td>September (Orientation and Cultural Program, pre-semester German language course)</td>
</tr>
<tr>
<td><strong>Last possible date of arrival:</strong></td>
<td>late September / early October</td>
</tr>
<tr>
<td>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early September. <strong>For details please see p. 10/11</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Summer semester</strong></th>
<th><strong>Recommended arrival dates for the summer semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer semester</strong>:</td>
<td><strong>Term dates:</strong> March – June</td>
</tr>
<tr>
<td><strong>Introduction days:</strong></td>
<td>February (Orientation and Cultural Program, pre-semester German language course)</td>
</tr>
<tr>
<td><strong>Last possible date of arrival:</strong></td>
<td>late February/early March</td>
</tr>
<tr>
<td>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early February. <strong>For details please see p. 10/11</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Information Session and enrollment</strong></th>
<th><strong>Enrollment upon arrival</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The final steps in the process of enrolling at WU as an exchange student will be explained at the Information Sessions organized by the International Office.</td>
<td></td>
</tr>
</tbody>
</table>
At enrollment, students have to pay € 18,70 in Students' Union dues (ÖH-OeH-Beitrag), which is the membership fee for the Austrian Students’ Union (Oesterreichische HochschulerInnenschaft, ÖH).

### Information Sessions

The International Office organizes two Information Sessions: one for those students who arrive earlier to participate in the Orientation & Cultural-Program and/or the pre-semester German language course, and another for those who choose not to attend either of these programs.

The dates and locations will be announced on our homepage: [https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/](https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/)

In order to complete your enrollment at WU and get settled in Vienna in time, students should arrive before the official semester starts in time for one of the Information Sessions.

! Please note that participation in one of the sessions is mandatory (attendance list)!

### Registration with local authorities

After arrival in Vienna, students must register with one of the Registration Offices (Meldeamt), which are located in the Municipal District Offices (Magistratische Bezirksämter), within three days.

To register, students need their passport and a registration form signed by their landlord (Meldezettel) which can be downloaded from the internet:


Further information

Please find the closest Registration Office online at: [http://www.wien.gv.at/mba/mba.htm](http://www.wien.gv.at/mba/mba.htm)

! Registration must be completed within three days after arrival.
### 3. During the semester

<table>
<thead>
<tr>
<th>Living costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>approx. € 400 – 600 per month</td>
</tr>
<tr>
<td>Insurance</td>
<td>approx. € 50 per month</td>
</tr>
<tr>
<td>Food, personal expenses</td>
<td>approx. € 220 – 300 per month</td>
</tr>
<tr>
<td>Vienna public transportation</td>
<td>approx. € 150 per semester</td>
</tr>
<tr>
<td>Utilities (telephone, mail...)</td>
<td>approx. € 15 – 30 per month</td>
</tr>
<tr>
<td>Entertainment</td>
<td>approx. € 50 – 150 per month</td>
</tr>
<tr>
<td>Books</td>
<td>approx. € 75 – 150 per semester</td>
</tr>
<tr>
<td>Students’ Union (ÖH) dues</td>
<td>€ 18 per semester</td>
</tr>
</tbody>
</table>

### Getting around

The following link shows you the location of our campus within Vienna: [https://wu.ac.at/en/the-university/campus/orientation-campus-map/](https://wu.ac.at/en/the-university/campus/orientation-campus-map/)

Campus WU is close to the [subway line U2](http://www.wienerlinien.at) (stations [Messe Prater](http://www.wienerlinien.at) and [Krieau](http://www.wienerlinien.at)).

**Public Transportation:** During your stay in Vienna, we recommend you buy a student semester ticket ("Semesterticket") if you are under the age of 26. It is available at the price of approx. € 150 at any major subway station. For more information please see [http://www.wienerlinien.at](http://www.wienerlinien.at)
<table>
<thead>
<tr>
<th><strong>Bank account</strong></th>
<th>Student bank accounts, available also to exchange students, can be opened at almost any bank and are generally free of charge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer and internet access on campus</strong></td>
<td>PC labs can be booked for courses that require students to use computer workstations. Selected PC labs are open for student use at scheduled times. Printers and scanners are also available. Each student has a printing account and can print 50 pages per semester free of charge from the PC lab computers. The WU campus also offers a wireless LAN service.</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td>The ÖH Students’ Union athletic office (Sportreferat) organizes athletic events and provides information on where to go for training and practice, tennis and squash courts, gymnastics courses, etc. It also organizes group trips in Austria and abroad. You can also join the University of Vienna’s athletic institute (Universitätssportinstitut Wien), which offers classes and the use of athletic facilities and sports courses to students at a reduced rate.</td>
</tr>
<tr>
<td><strong>Further information</strong></td>
<td>ÖH Students’ Union athletic office (Sportreferat): <a href="mailto:oehsport@isis.wu-wien.ac.at">oehsport@isis.wu-wien.ac.at</a>, <a href="http://www.unisport.at">www.unisport.at</a> University of Vienna’s athletic institute (Universitätssportinstitut Wien): <a href="http://www.usi.at">www.usi.at</a></td>
</tr>
<tr>
<td><strong>Climate</strong></td>
<td>Vienna has a temperate continental climate: moderately cold winters (December to mid-March) and warm summers (June to mid-September), with low precipitation levels distributed evenly throughout the year.</td>
</tr>
<tr>
<td><strong>Useful links for incoming exchange students</strong></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Austrian Agency for International Cooperation in Education and Research (OeAD)</strong></td>
<td></td>
</tr>
<tr>
<td><a href="https://www.oead.at/index.php?id=3017&amp;L=1">https://www.oead.at/index.php?id=3017&amp;L=1</a> (general information about studying in Austria, including entry regulations, grants, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>WU Tandem Language Learning program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Austrian Students’ Union at WU (ÖH WU) - Buddy Network</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.oeh-wu.at">www.oeh-wu.at</a></td>
<td></td>
</tr>
<tr>
<td><strong>Wien Online: Vienna City Council web service</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.wien.at/english">www.wien.at/english</a> (online city map available)</td>
<td></td>
</tr>
<tr>
<td><strong>Austrian government</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.austria.gv.at/">www.austria.gv.at/</a> click on &gt;English</td>
<td></td>
</tr>
<tr>
<td><strong>Austrian embassies and consulates</strong></td>
<td></td>
</tr>
</tbody>
</table>
# 4. Contacts at the International Office

## Bachelor Students

<table>
<thead>
<tr>
<th>International Office</th>
<th>WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library and Learning Center (LC), level 4</td>
<td>Welthandelsplatz 1</td>
</tr>
<tr>
<td></td>
<td>1020 Vienna, Austria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General information and initial consultation</th>
<th>Information for applicants and nominees</th>
</tr>
</thead>
</table>

### IO Front Office

- **T**: +43 1 31336 4310
- **F**: +43 1 31336 90 4310
- **zas@wu.ac.at**

**Office hours (during the semester):**
- Mon, Tue, Thu 9:30 am – 5:00 pm
- Wed 9:30 am – 6:00 pm
- Fri 9:30 am – 4:00 pm

**Coordinators’ consultation hours (during the semester):**
- Tue, Wed, Thu 9:30 am – 12:30 pm
- Wed 2:00 pm – 6:00 pm

**Office hours (during the holidays):**
- Tue, Wed, Thu 9:30 am – 12:30 pm
- Wed 2:00 pm – 6:00 pm

### Regional Coordinators:

**Europe**
- Central and Eastern Europe (CEE) | Belgium | Finland | Ireland | Scandinavia | The Netherlands | Turkey | United Kingdom
- Julia Fischill
  - **T**: +43 1 31336 4303
  - **F**: +43 1 31336 90 4303
  - **julia.fischill@wu.ac.at**

**Europe**
- Germany | France | Greece | Italy | Portugal | Switzerland | Spain
- Sandra Benecchi
  - **T**: +43 1 31336 4251
  - **F**: +43 1 31336 90 4251
  - **sandra.benecchi@wu.ac.at**

**Asia, Australia, Latin America, New Zealand**
- Christiane Dietrich
  - **T**: +43 1 31336 4315
  - **F**: +43 1 31336 90 4315
  - **christiane.dietrich@wu.ac.at**

### North America
- Kaan Tasli
  - **T**: +43 1 31336 4962
  - **F**: +43 1 31336 90 4962
  - **kaan.tasli@wu.ac.at**

### Coordinator Courses in English and Business German Language Courses
- Anna Rösch
  - **T**: +43 1 31336 4390
  - **F**: +43 1 31336 90 4390
  - **christine.anna.roesch@wu.ac.at**

### Coordinator Orientation and Cultural Program and pre-semester German language course
- Ayse Kocakulah
  - **T**: +43 1 31336 4317
  - **F**: +43 31336 90 4317
  - **orientation@wu.ac.at**
## Master Students

<table>
<thead>
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<th>WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS)</th>
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<td>Welthandelsplatz 1</td>
</tr>
<tr>
<td></td>
<td>1020 Vienna, Austria</td>
</tr>
</tbody>
</table>

### General Information and Initial Consultation

#### IO Front Office
- **Tel.:** +43 1 31336 4310
- **Fax:** +43 1 31336 90 4310
- **Email:** zas@wu.ac.at

**Office hours (during the semester):**
- Mon, Tue, Thu: 9:30 am – 5:00 pm
- Wed: 9:30 am – 6:00 pm
- Fri: 9:30 am – 4:00 pm

**Coordinators’ office hours (during the semester):**
- Tue, Wed, Thu: 9:30 am – 12:30 pm
- Wed: 2:00 pm – 6:00 pm

**Office hours (during the holidays):**
- Tue, Wed, Thu: 9:30 am – 12:30 pm
- Wed: 2:00 pm – 6:00 pm

### Information for Applicants and Nominees

#### Graduate Exchange Coordinator
- Claudia Grafenhofer
- **T:** +43 1 31336 5553
- **F:** +43 1 31336 90 5553
- claudia.grafenhofer@wu.ac.at

#### Coordinator Courses in English and Business German Language Courses
- Anna Rösch
- **T:** +43 1 31336 4390
- **F:** +43 1 31336 90 4390
- christine.anna.roesch@wu.ac.at

#### Coordinator Orientation and Cultural Program and pre-semester German language course
- Ayse Kocakulah
- **T:** +43 1 31336 4317
- **F:** +43 31336 90 4317
- orientation@wu.ac.at

#### CEMS Office
- Building D1, Room 3.010

#### CEMS Program Manager
- Steffi Winterfeld
- **T:** +43 1 31336 4311
- cems@wu.ac.at