

Incoming Handbook

WU
WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS



Winter semester
2023/24

Welcome

Thank you for choosing WU for your exchange experience. As your host university, we would like to encourage you to make your exchange stay a remarkable experience you will never forget. Take advantage of the various tools and opportunities WU offers to connect and grow. Enjoy the unique study environment as well as famous Vienna to inspire you.

The WU Incoming Handbook aims at providing you with all relevant information for your exchange stay at WU. It is divided into two parts: Part one explains what you have to do in order to study successfully at WU, part two offers you additional information on WU and Vienna. Furthermore, the website for incoming students complements the information presented here.



At the end of part one of the WU Incoming Handbook, you find a summary of the [dates and deadlines](#) and at the end of part two you find a [comprehensive checklist](#). You can find the website for incoming students at wu.ac.at/en/programs/incoming-students/exchange-semester/your-semester-at-wu-from-start-to-finish.

Beyond the WU Incoming Handbook, you can get in touch with your fellow WU exchange students. Follow us on Instagram for interesting content about your exchange stay at WU and join the Signal group to get in touch with both fellow incoming and WU outgoing exchange students.



[Instagram](#)



[Signal](#)



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Part 1: Things to do to ensure a successful and smooth start at WU



Prepare your enrollment at WU

NOMINATION LETTER

You should have received a nomination letter from your coordinator at your home university. This letter includes the **login information**, which you need for the online pre-enrollment, to use WU Wi-Fi, your WU email address and other WU services. Please note that for all services (except for online pre-enrollment) your login information will only activate a few weeks before the beginning of the semester. If you have not received the nomination letter yet, please contact your home university immediately.

ONLINE PRE-ENROLLMENT AND LETTER OF ACCEPTANCE

In order to become an exchange student at WU, you have to complete the **online pre-enrollment until May 20, 2023**.

Please follow the link bach.wu.ac.at/start/vizas. To access the platform, you will need your WU student ID number (WU username) and password from your nomination letter.

As soon as you have completed all details, you can **download your Letter of Acceptance**.

The online pre-enrollment steps are

- > completing your personal data,
- > uploading a recent photo of yourself, and
- > filling in the survey by Statistics Austria.

You do not need to submit any other additional documents during the online pre-enrollment.

PAY THE STUDENT UNION FEE

Every student in Austria has to pay the Austrian Students' Union dues (ÖH fee), currently € 22.70.

Please note that you can pay the ÖH fees on July 1, 2023, at the earliest. The latest point at which you can pay the student fee is during the enrollment on campus.

Please pay the Students' Union dues before your arrival in Vienna using online banking or credit card payment. Please click [here](#) to start.

Be sure to enter the customer data (Kundendaten) number in the appropriate field in the online bank transfer form, otherwise your payment cannot be attributed to you.

Sign up for optional activities

WU offers two-week pre-semester programs, for which exchange students can register: the pre-semester German language course and the Orientation and Cultural Program. Use the chance to discover Vienna and Austrian culture together with other students. Both programs are optional and you can sign up separately. The schedules do not overlap.

Further information and a sample program can be found here: <https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/your-semester-at-wu-from-start-to-finish/orientation/>

Dates

- > Pre-semester German language course:
September 18 – September 29, 2023,
Monday/Tuesday/Thursday/Friday 09:00- 12:30
- > Orientation and Cultural Program:
September 18 – September 29, 2023,
Monday/Tuesday/Thursday/Friday in the
afternoon/ evening, Wednesday all day
(daytrips)

Costs

- > Pre-semester German language course: teaching material and administration fee €40
- > Orientation and Cultural Program: participation fee €350

Registration Period

- > May 2 – 20, 2023

How to register

1. Open the following link:
bach.wu.ac.at/z/wu/wuniverse/public/register_html
2. Scroll down to: Reset (forgotten) password:

Reset (forgotten?) Password

E-Mail (UserID):

✕ Cancel

Request Password Reset

E-Mail (UserID): your email address (to which the “welcome email” was sent to)

3. Sign up and pay for the pre-semester German language course and/or the Orientation and Cultural Program via this link: bach.wu.ac.at/z/wu/okdk
Login data: same as your WUniverse account

Please note: Your application is binding. The teaching material and administration fee is non-refundable and a refund of the participation fee of the Orientation and Cultural Program is only possible in exceptional cases.

If you have further questions or require assistance with the registration, please contact orientation@wu.ac.at.

TANDEM LEARNING PROGRAM

The Tandem Learning Program is offered by the Raiffeisen Language Resource Center. It pairs up students with different native languages and proficiency levels to teach and learn from each other. The program is free of charge and open to WU students and incoming exchange students. Registration begins in September.



For further information, you can visit their website at wu.ac.at/en/lrc/tandem-learning/.

Book your accommodation

WU does not have on-campus accommodation but there are many accommodation providers in close range. One option is OeAD student housing. A limited number of rooms have been pre-reserved for WU until May 20, 2023. If you would like to stay in one of these rooms, please apply before May 20, 2023 at oeadstudenthousing.at/en/oead-student-housing.

You can find a number of other options, their prices and important deadlines here: short.wu.ac.at/accommodation

Early booking is strongly recommended.

Get informed about and sign up for courses

On June 21, 2023, the course catalog will be published at short.wu.ac.at/course-catalog. You will receive a first course information email on June 21, 2023, and a second email on August 7, 2023, where relevant information regarding the course registration will be explained. On August 8, 2023, there will be two MS Teams webinars on course registration. The attendance of one of these meetings is **mandatory**. Course registration takes place online **from August 9 to August 13, 2023**.

CEMS students are limited to CEMS courses from the following list (only those will be accredited as CEMS courses!): cems.org/academic-members/schools-list/wu-vienna-university-economics-and-business#offer

Please note: Students have to organize their schedule by themselves, attendance in courses is mandatory, and you have to attend courses during the entire semester (exams cannot be rescheduled). Thus, please choose your courses carefully and make sure that courses do not overlap. The student union offers a course planning tool, the [LV-Planer](#), which helps you organize your schedule.

It is also the students' responsibility to make sure they fulfill the prerequisites. Please check the course descriptions carefully. For general questions, reach out to the Incoming Team. In case you need further clarification about the content of a course, please contact the respective lecturer. General information on language requirements for courses, the course offer, grading and course registration can be found at short.wu.ac.at/academics.

Please note: WU academic culture may differ from your home university, please familiarize yourself with the suggestions and tips in the according chapter of this handbook and on our website at short.wu.ac.at/academic_culture.

LANGUAGE OFFERS

WU's Business Language Center offers German language courses during the semester. Courses are feebased and cost about €230. Apart from German, a variety of other language courses will also be accessible for exchange students. Please note that the course offer as well as organization and registration are solely conducted by the Business Language Center. For further information, please refer directly to wu.ac.at/en/blc.

Prepare your Learning Agreement

Most students will have to complete a Learning Agreement.

For your contact at the host institution, please fill:

Incoming Team, incoming@wu.ac.at, +43-1-31336-4310.

Please send us your Learning Agreement only after you have registered for all WU courses. In case your home university requires the Learning Agreement earlier, please let us know and we will sign a provisional Learning Agreement for you.

A signed Learning Agreement is no guarantee for getting into a course. Most Erasmus+ students will use the Online Learning Agreement (OLA). Alternatively, we will also accept your Learning Agreement as an editable PDF version.

Activate your WU email address

Please activate your WU email address by July 1, 2023, the earliest and by the beginning of August the latest. At WU, all communication is handled via the WU email address. Thus, check it regularly and use it to communicate with lecturers, students, or service units at WU.



Learn how to activate your WU email address at short.wu.ac.at/io-webmail



Prepare your arrival

VISAS, ENTRY, AND RESIDENCE REGULATIONS

Entry and regulations depend on your citizenship. Please check what applies to you:

- > Nationals of EU/EEA countries and Swiss nationals do not need a visa for entry to Austria or a residence title for residence in Austria. For entry to Austria, they only need a valid travel document (passport or identity card). However, if you stay in Austria for more than three months, you have to register with the residence authority and you will receive a confirmation of registration. Please find all further details and information regarding signing up at short.wu.ac.at/registration-EEA.
- > Students from third countries with a valid "residence permit – student" from another EU-member state (except Ireland and Denmark) are entitled to enter and stay-visa free in Austria for up to 360 days.
- > Students from third countries staying for 90 days or less need a Visa C, students staying 91 days up to six months need a Visa D. These visas can be obtained at the competent Austrian representative authority (embassy/consulate general) in your country of residence.

You may apply for the visa at the competent representative authority at the earliest six months before your planned travel date. It is important to apply for them before leaving for Austria. You can find more information at oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d

- > Students from third countries planning to stay longer than six months need a “residence permit – student” for their stay in Austria. It is normal for resident permit applications to last 3 to 5 months. We recommend applying no later than end of May 2023. Extensive information on entry regulations for third country nationals and a list of the documents needed to apply for a residence permit can be found at oead.at/en/to-austria/entry-and-residence/residence-permit-student-mobility-programme

OUR SERVICES RELATED TO YOUR ENTRY TO AUSTRIA

Please be aware that you are the applicant in any visa or residence permit procedure. As such, it is your responsibility to fully comply with the requests of the authorities. This means to hand in all required documents in the correct format and in time. Visa and residence permit applications can be complex and bureaucratic, therefore we offer the following special services:

- > Visa application guidance for US & Canadian citizens that cannot obtain the Austrian visa in North America
- > Residence Permit guidance for all third-country students staying a full exchange year at WU
- > Information for EU, EEA & Swiss citizens regarding their registration in Austria with MA35

The role of the International Office is to advise and consult you in the process. Please be advised that we are not responsible for your legal entry and stay in Austria and refuse any liability in this context.

HEALTH INSURANCE

All incoming students must have insurance coverage for their entire stay at WU and in Austria. WU does not offer its own insurance plan for students. Students are responsible for obtaining health insurance from a third party provider.

Please check our recommendations for EEA citizens and non-EEA citizens regarding public and private health insurance at short.wu.ac.at/health.

GREEN TRAVEL

Be mindful of your ecological footprint. Vienna is very well connected in the European train network. We recommend travelling to Vienna by train or other sustainable ways where possible. If there are no alternatives to flying (due to the distance, e.g.), please consider compensating for additional emissions. You can find information about green travel at short.wu.ac.at/green-travel.

ERASMUS BUDDY NETWORK

If you are looking for new contacts in Vienna, you can join the Erasmus Buddy Program. This Program is organized by the Erasmus Buddy Network (EBN), which is part of the students' union at WU (ÖH WU).

Sign up for a Buddy, who will help you before and during your exchange stay.

You can find more information about the program at ebnwu.com/buddy-program. Registration will begin on July 1 and end on August 14, 2023 at buddy.oeh-wu.at/incoming/login.

For any enquiries, please contact miriam.magritzer@oeh-wu.at.

TRANSPORTATION

More information on how to get to the city center from the airport and the main train station is available at short.wu.ac.at/arriving-in-vienna.

REGISTRATION

Within three days after arriving in Vienna, all students must register with one of the Registration Offices in Vienna (Meldeamt). Further information on the registration in Vienna can be found at short.wu.ac.at/registration-Vienna.



WU Incoming Kickoff

Before the official start of the semester, we organize **mandatory welcome events** for incoming exchange students. Depending on your arrival date and pre-semester activities, you can **choose between two WU Incoming Kickoffs**. The first is best suited for participants of the Orientation and Cultural Program as well as for participants of the presemester German language course. The second set of dates is recommended for all other students. We are looking forward to meeting you.

During the WU Incoming Kickoff, you will have the chance to get to know fellow exchange students and will discover Campus WU. Integral parts of our program are the campus tour and the enrollment process, during which you will receive your student ID card.

Here are the details: The WU Incoming Kickoffs will take place on September 14 and September 15, 2023, as well as on September 27 and September 28, 2023. Keep in mind that the attendance at one of the kickoffs is mandatory.

To keep you informed, we will send you an email one week before the first kickoff takes place. You can find additional information and an overview of our program on this website: short.wu.ac.at/wu-incoming-kickoff

The enrollment process will take place on September 15, 2023, and on September 28, 2023, respectively.

Every student in Austria has to pay the Austrian Students' Union dues (ÖH fee), currently € 22.70. **Please note that you can pay the ÖH fees on July 1, 2023, at the earliest.** The latest point at which you can pay the student fee is during the enrollment on campus.

Please pay the Students' Union dues before your arrival in Vienna using online banking or credit card payment. Please click [here](#) to start.

Be sure to enter the customer data (Kundendaten) number in the appropriate field in the online bank transfer form, otherwise your payment cannot be attributed to you.

For your enrollment on Campus WU, please bring the following documents:

- > Your passport (or personal ID card if you are an EU/ EEA & Swiss citizen). A driver's license or a copy of your passport/ID is not sufficient.
- > Your Nomination Letter (a digital copy on your smartphone or tablet is sufficient).
- > Your debit or credit card, if you were not able to pay the students' union fee online in advance.

After successful enrollment on campus, you will then receive your student ID card. Your WU student ID card is an official photo ID in Austria and fulfills the following functions at WU:

- > Printing your enrollment information sheet („Studienblatt“) and enrollment confirmation („Studienbestätigung“)
- > Identification at exams
- > Entry to the library and use of lockers
- > Cashless payment in the student cafeteria
- > Admission to project rooms and PC labs in the LC building (night operation from 9:00pm to 8:00am)

Please note: In the event of loss, theft, or damage, you can apply for a new student ID card at the Study Service Center (LC building, 2nd floor) for a fee of €15.



Documents

CHANGES IN YOUR ERASMUS+ ONLINE LEARNING AGREEMENT

If your courses changed and your home university requires you to get those changes signed, we are happy to countersign this section of your Online Learning Agreement (OLA).

Please note: WU does not sign the section after the mobility. The transcript of records in combination with your Confirmation of Study Period is a sufficient substitute for the section after the mobility. If you need more help, please refer to short.wu.ac.at/learningagreement.

CONFIRMATION OF STUDY PERIOD

You can download standardized documents via the [Online Services for Students](#), once you have completed the enrollment. We do not sign any alternative documents from your home university.

Confirmation of Arrival

- > Date of arrival: We confirm either the first or the second WU Incoming Kickoff as your date of arrival, depending on your participation. We check your attendance.

Confirmation of Stay

- > The confirmation will be issued for the exact period of your studies.
- > Date of arrival: We confirm either the first or the second WU Incoming Kickoff as your date of arrival, depending on your participation.
- > End date: The end date will be the last day you need to be physically present at WU (i.e., the last course or exam day at WU). This does not include seminar papers to be handed in online. In some cases, we may have to ask for a return flight/train/bus ticket.

Erasmus+ scholarship minimum requirement: You need to make sure that you are registered for courses at WU over a period of at least 2 months. For questions, please contact your home university coordinator.

Contact

The main contact point during your exchange is the Incoming Team. You can find all faces, names, and contact details at short.wu.ac.at/team.

The first point of contact for CEMS students is the CEMS Office. You can find their contact details at short.wu.ac.at/cems_office

AVAILABILITY

You can find the opening hours of the International Office at short.wu.ac.at/openinghours. The IO has different opening hours in February and September, as these periods are lecture free. During the semester, check our website for regular opening hours.

We also offer Q&A sessions before and during the semester. You can find more information here: short.wu.ac.at/info-sessions

WHERE YOU CAN FIND US

The International Office is in the Library & Learning Center (LC) on the 4th floor ([short.wu.ac.at/location IO](https://short.wu.ac.at/location_IO)). The CEMS Office is located in building D1, room 3.010 ([short.wu.ac.at/location CEMS](https://short.wu.ac.at/location_CEMS)).



AR ADMINISTRATION AND RESEARCH

- › Administration
- › Research Institutes

EA WU EXECUTIVE ACADEMY

- › Corporate Relations & Alumni Services
- › Research Institutes

D5 DEPARTMENTS 5

- › Strategy and Innovation
- › Socioeconomics (only Ecological Economics)
- › Research Institutes

AD ADMINISTRATION

- › Rector's Council
- › Finance, Accounting and Statistics (only Accounting)

D4 DEPARTMENTS 4

- › Economics
- › Socioeconomics
- › Finance, Accounting and Statistics (without Accounting)
- › Library for Social Sciences

D3 DEPARTMENTS 3

- › Public Law & Tax Law
- › Private Law
- › Research Institutes
- › Library for Law

LC LIBRARY & LEARNING CENTER

- › Ceremonial halls
- › Forum
- › IT-Services
- › Central Library
- › Study Service Center
- › International Office
- › WU Shop

D1 DEPARTMENTS 1

- › Global Business & Trade
- › Research Institutes
- › Cafeteria

TC TEACHING CENTER

- › Audimax
- › Aula

D2 DEPARTMENTS 2

- › Foreign Language Business Communication
- › Information Systems & Operations
- › Management
- › Marketing
- › Support Center

SC STUDENT CENTER

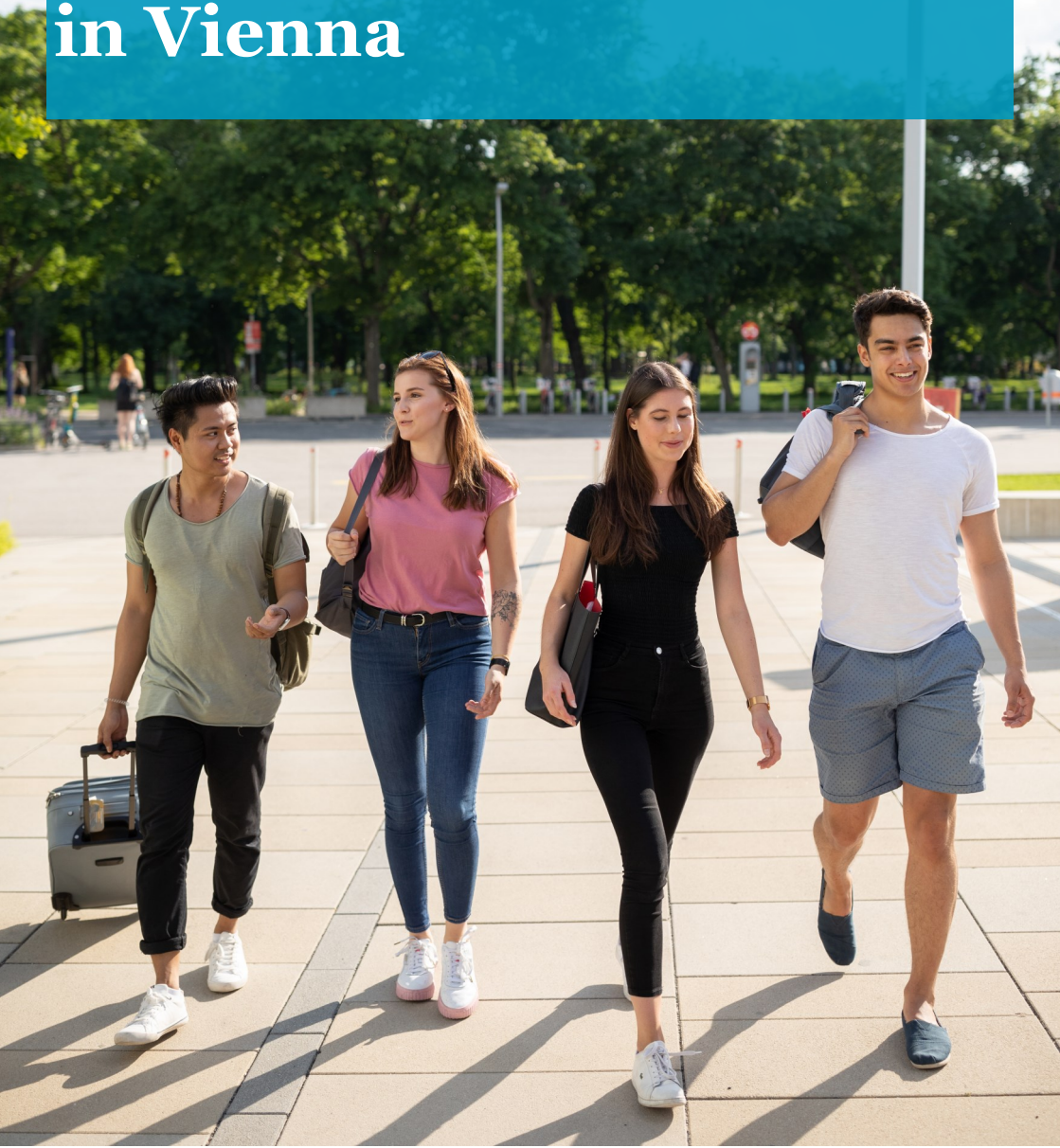
- › OH Students' Union
- › Sports Center
- › Student organizations
- › University Chaplain
- › Kindergarten

Dates and deadlines

WHAT	WHEN
Application period for <ul style="list-style-type: none"> > Online pre-enrollment for students > Orientation and Cultural Program > Pre-semester German language course 	May 2- May 20, 2023
Housing	May 20, 2023
Course catalog for the winter semester will be published and first course information email	June 21, 2023
Second course information email	August 7, 2023
Webinars on course registration	August 8, 2023
Registration for winter semester courses	August 9, 2023 to August 13, 2023
Waiting list available	August 16, 2023
Latest arrival date for participants of the pre-semester program(s)	September 13, 2023

WHAT	WHEN
<p>WU Incoming Kickoff 1 For students registered for any presemester program(s)</p>	September 14 - September 15, 2023
<p>WU Incoming Kickoff 2 (For all other students)</p>	September 27 - September 28, 2023
<p>Attendance at one kickoff is</p>	
<p>Pre-semester programs (optional)</p> <ul style="list-style-type: none"> > Orientation and Cultural Program: > Pre-semester German language courses: 	<p>September 18 - September 28, 2023</p> <p>September 18 - September 28, 2023</p>
<p>Latest arrival date for all students</p>	September 26, 2023
<p>Start of the semester</p>	October 1, 2023
<p>Christmas break</p>	December 24, 2022 to January 7, 2023
<p>End of semester</p>	February 2, 2024

Part 2: Information for your successful semester at WU and a pleasant stay in Vienna



Academic culture and code of conduct

University life in Austria may be different from your home university. Part of your exchange experience will be adapting to your new environment at WU. Please consider the following aspects:

- > Academic life in Austria is rather formal, e.g. we address a professor with “Dear professor XY” and communicate in a polite way with students, lecturers, and staff.
- > At WU, most courses are taught in a seminar-like format and require active participation and group work.
- > Students are expected to do pre-course readings, hand in pre-course assignments on time, and get familiar with WU’s learning and information portals.
- > As a student, you are also expected to check your WU email address on a regular basis.

WU is a place of learning, teaching, research, and working. These activities are always interactive and bring together many different people of the WU community.

Therefore, it is important to know what expectations we all have: **What do students expect from WU, its faculty, and staff? And what does WU expect of its students?**

This is the core of WU's code of conduct, which you can find in detail at short.wu.ac.at/codeofconduct. Please be aware that WU expects all incoming students to acknowledge and follow the code of conduct when interacting with each other – be it in the virtual space or on campus. We expect you to take your studies seriously and show this in your behavior. Respect your colleagues as well as WU staff and address them politely.

WU's Student Counselling Program

If you feel like you need support during your studies at WU or for students with disabilities, chronic illnesses, mental disorders, and learning difficulties, you can turn to the student support. The offers are free of charge, confidential, and anonymous.



You can find further information on the counselling program at short.wu.ac.at/studentcounselling.

Students who are entitled to special accommodations at their home university should get in contact with the Incoming Team as soon as possible.

Going green

Sustainability is important to WU. This is why we want to encourage you to reflect on your consumption and mobility habits. To find out more about the various opportunities for a sustainable stay at WU, please check our website at short.wu.ac.at/sustainable-exchange

and for even more inspiration, you can have a look at [short.wu.ac.at/sustainable vienna](https://short.wu.ac.at/sustainable_vienna).



WU facilities

IT SERVICES

Your WU account provides access to services such as Wi-Fi, email, course registration (LPIS), the PC lab printers, Learn@WU platform, etc. A detailed overview of their services can be found at [wu.ac.at/it/services/support/it-support/](https://www.wu.ac.at/it/services/support/it-support/).

The use of a WU account is subject to IT-SERVICES' Directives and Policies. In case of any violation, your account and your 24/7 access to the PC labs will be suspended. You can read the directives and policies at [wu.ac.at/en/it/security/policy](https://www.wu.ac.at/en/it/security/policy).

If you have any problems with your account or your e-learning software, for example your MS Teams account, please visit the IT Support Center in the D2 building Entrance C, contact them by telephone (+43 1 313 36-3000) or email (hotline@wu.ac.at). Please find their opening hours at [short.wu.ac.at/it-opening-hours](https://www.wu.ac.at/it-opening-hours).

CONTROL PANEL

The control panel, which can be found at controlpanel.wu.ac.at/en/login, is an online tool that allows you to manage your WU account, including

- > changing your WU account password
- > changing your Wi-Fi password
- > registering for SMS services (e.g. password reset, grading info, etc.). Only available for Austrian cell phone numbers.

LIBRARIES

The University Library has three branch libraries on Campus WU. The Central Library is located in the Library & Learning Center (building LC). The other two branches are the Library for Law in the D3 building and the OeNB Library for Social Sciences in the D4 building. Your valid student ID card grants access to all the branch libraries and your login information will allow you to make use of the library's online services. You can also access the library's electronic resources remotely via VPN at short.wu.ac.at/vpn. For up-to-date information, please check the University Library website at short.wu.ac.at/library.

Besides the libraries on Campus WU, you can find a variety of other libraries in Vienna. These libraries are also open on Sundays: short.wu.ac.at/Vienna-libraries.

SCANNING, COPYING, AND PRINTING

Please act in an environmental-friendly manner and only print/copy if necessary. Scanning is completely free of charge: Scanners are located in the library and in the PC labs. If you need to make a copy, you can buy a Copy Chip-Card at Management Book Service on campus (building D2). It is valid for all machines located on Campus WU (see below):

BUILDING	LEVEL
TC	Ground floor, level 2 and 4
SC	Ground floor, entrance E
AD	Ground floor, entrance F
D3, Library for Law	Level 2
D4	Ground floor
LC	Level 1, PC lab

SPORT FACILITIES

The University Sports Institute Vienna (USI Wien) offers approximately 1,200 classes in roughly 120 different sports at a reduced rate for students. Courses take place at different locations across Vienna, including sports facilities of WU. You can find their exact location at usi.at/de/sportstaetten. Registration for USI courses starts at the end of September 2023 online and at their cash desks. The exact date for registration will be published at usi.at/en, where you can also explore the course offer.

The WU Students' Union (ÖH) provides general information on sports activities at WU and organizes some on their own. Find out how to contact them at oeh-wu.at/service/foreign-students.

There are publicly accessible sports facilities on campus:

- > basketball court (outside, between EA and D4 buildings)
- > table tennis (outside, between D5 and D3 buildings)

About Vienna

Vienna is a city with a high quality of life. Use the links below to enjoy the city and explore its various offers. We especially encourage you to bookmark and familiarize yourself with the following websites:

- > City map of Vienna: wien.gv.at/stadtplan/en
- > Official website of the Vienna Tourist Board: wien.info/en
- > City of Vienna's events page: wien.gv.at/english
- > Weather forecast: zamg.ac.at/cms/en/weather/weather-forecast
- > Vienna Wurstelstand – Vienna related blog ran by locals and expats in English language, offering weekly updates for exhibitions, flea markets, parties, concerts, and other events: viennawurstelstand.com

Banking and money

Many Austrian banks offer student bank accounts. These bank accounts are usually free of charge. You need the following documents to open a bank account:

- > Residence registration (Meldezettel)
- > Valid WU student ID card
- > Passport
- > Separate passport photo

Predominantly, Austria is a country of cash. For that reason, we strongly recommend that you always carry some cash with you. In recent years, contactless payment became more popular but it is not the standard everywhere.

ATMs are called “Bankomat” in German and can be found throughout the city. On Campus WU, you can find an ATM in front of the D1 building, as well as just inside the Spar supermarket in the D2 building.



Transportation

Vienna has an outstanding public transportation network, which includes night buses during the week and 24-hour subway service on weekends. It is operated by the Wiener Linien and we recommend you to get the WienMobil App for your smartphone. You can also check out their website at [wienerlinien.at/web/wl-en](https://www.wienerlinien.at/web/wl-en).

Students can purchase a student semester ticket at a reduced price and get unlimited access to the transportation network for an entire semester. You can buy the ticket in the online ticket shop and print it out yourself or by using the WienMobil app or you can buy the ticket at one of the many ticket offices. You will need a valid confirmation of enrollment for the respective semester and your valid student ID card. If you want to buy your student ticket before the enrollment on campus, you can take your Letter of Acceptance to Praterstern station and get your student ticket there.



Find all information at [wienerlinien.at/web/wl-en/tickets-for-students](https://www.wienerlinien.at/web/wl-en/tickets-for-students).

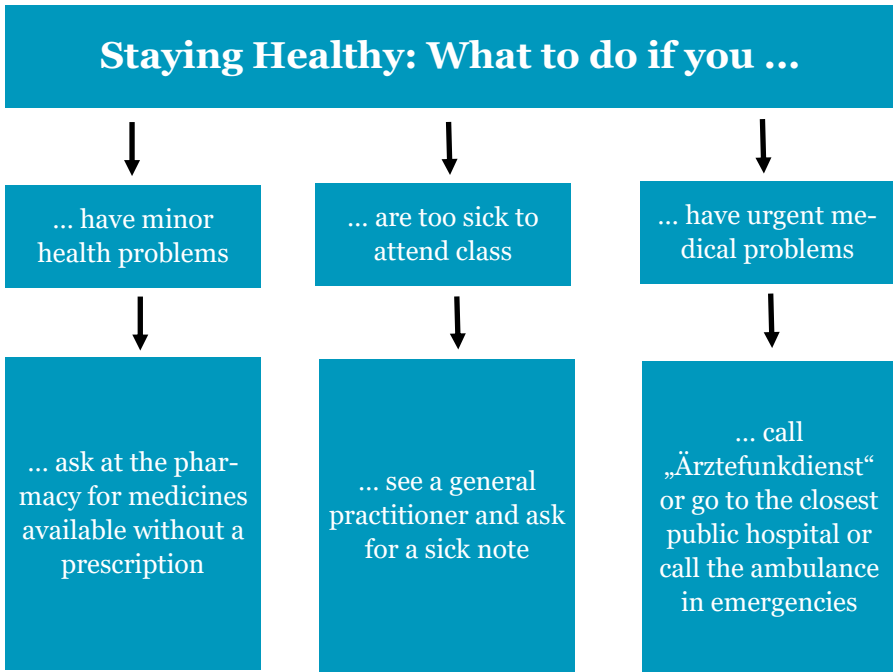
Once you are set up with your WienMobil App, you can also make use of the bike sharing offers.



You can find further information about the offer at short.wu.ac.at/citybike.



Health Care



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For more information, recommendations for dentists, insurance, and Covid-19 consult our website: short.wu.ac.at/health-care-and-emergencies

Security advice

Vienna is one of the safest cities in the world. Nevertheless, all rules that apply to larger cities worldwide apply to Vienna, too. We advise you to:

- > exercise caution when you are out in the city at night
- > not leave valuables unattended
- > ask the police for help if necessary
- > save scans and/or photos of your most important documents

What to do in case you lose your passport (and your visa)?

If you lose your passport including a visa D, Austrian authorities will not provide a temporary replacement. Your exchange stay in Austria remains legal; however, you cannot travel to other countries in the Schengen area. To avoid troubles associated with the loss of visa, residence permit, and/or passport, we recommend to copy and scan all relevant documents.

Before your arrival

- Check your nomination letter
- Complete online pre-enrollment by
 - Completing your personal data
 - Uploading a recent photo of yourself
 - Filling in the survey by Statistics Austria
- Check your Letter of Acceptance
- Sign up for the Orientation and Cultural Program and/or the pre-semester German language courses (optional)
- Book your accommodation
- Check visa, entry, and residence regulations that apply to you
- Check your insurance plan
- Get informed about and sign up for courses
- Activate your WU email address
- Pay the student fee in advance (if you have a SEPA bank account)
- Sign up for the Erasmus Buddy Program (optional)
- Bring your Letter of Acceptance to Vienna

During the first weeks in Vienna

- Within three days after your arrival, get your „Meldezettel“
- Attend the WU Incoming Kickoff
- For enrollment on campus please bring
 - Your passport (or personal ID card if you are an EU/EEA & Swiss citizen). A driver's license or a copy is not sufficient.
 - Your nomination letter (a digital copy is sufficient).
 - Your debit or credit card, if you were not able to pay the Students' Union (ÖH) fees in advance.
- Sign up for the Tandem Learning Program and language courses during the semester (optional)
- Double check your Learning Agreement (if applicable)
- Get acquainted with the academic culture and code of conduct at WU

Before you leave

- Make sure you have all the documents required by your home university (Confirmation of Stay, Transcript of Records, etc.)
- Deregister your place of residence in Vienna within three days before departure
Settle your housing bills and get your deposit back
- Insurance: Check the procedure to cancel your Austrian insurance (if you have one)
- Bank account: Close your Austrian bank account before departure (if applicable)
- Transcript of records:
- You can download your transcript of records yourself at short.wu.ac.at/transcript (as soon as all grades are final).
- If your home university does not accept the transcript of records from you, we are informed and send it automatically to your home university.



Enjoy your stay!

Contact Information

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Welthandelsplatz 1
Library and Learning Center (LC), Level 4
1020 Vienna

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