

Exchange Students' Guide

Incoming Students: Bachelor & Master



Dear students,

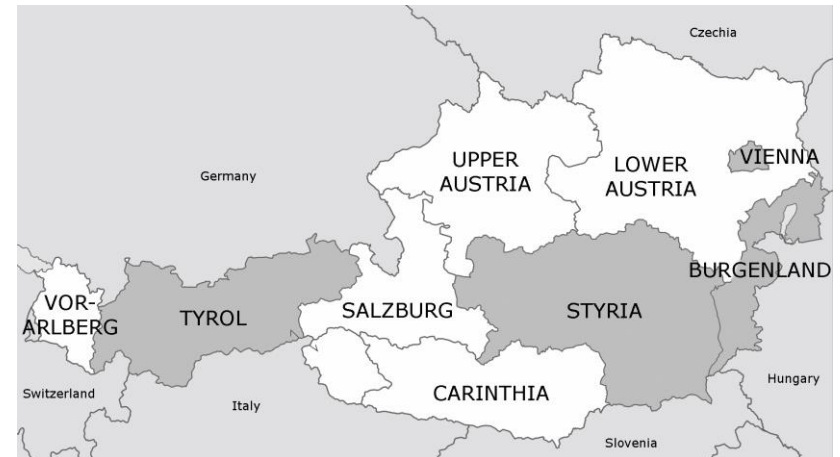
Thank you for your interest in studying at WU!

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.

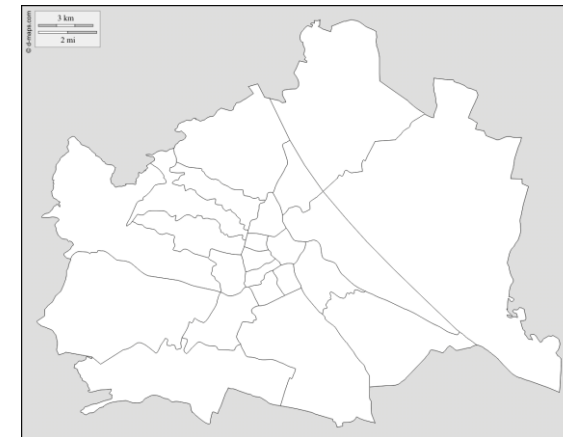
We wish you an exciting and successful exchange experience.

Your
International Office Team

Austria at a Glance
Population: 8.47 million
Area: 83,879 km ²
States and state capitals: Burgenland (Eisenstadt), Carinthia (Klagenfurt), Lower Austria (St. Pölten), Upper Austria (Linz), Salzburg (Salzburg), Styria (Graz), Tyrol (Innsbruck), Vorarlberg (Bregenz), Vienna (Vienna)
Currency: Euro
Form of Government: Parliamentary Democracy
Member: European Union, United Nations



Vienna at a Glance
Population: 1,797,337 (2015)
Area: 414.87 km ²
Green space: 188.89 km ²
Districts: 23
WU: 2 nd District



ACADEMIC CALENDAR AND APPLICATION DEADLINES

WINTER SEMESTER

October – January

May 1	Nomination deadline for partner universities
May 15	Application deadline for: <ul style="list-style-type: none"> • Orientation and Cultural Program • Pre-semester German language courses • Housing & accommodation • Online pre-enrollment for students
July	Course schedules for the winter semester go online
August	Registration for winter semester courses begins
Early September	1 st Information Session
September	Orientation and Cultural Program
September	Pre-semester German language courses
Early October	2 nd Information Session
October	Start of semester
Mid-October	GO GLOBAL Exchange Fair
November 30	Latest possible date for final enrollment
	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/

SUMMER SEMESTER March – June	
November 1	Nomination deadline for partner universities
November 15	Application deadline for: <ul style="list-style-type: none"> • 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	1 st Information Session
February	Orientation and Cultural Program
February	Pre-semester German language course
Early March	2 nd 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/

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1. Prior to arrival

1.1. General information

	How do I become a WU exchange student
Application, nomination and enrollment	<p>There are four steps involved in becoming an exchange student at WU:</p> <ul style="list-style-type: none">• Application at your home university• Nomination by your home university• Receipt of nomination letter from WU, also containing your WU student ID number and password• Online pre-enrollment at WU. For details of the online pre-enrollment process please see page 8.
Further information	<p>For a complete overview please see our website: https://www.wu.ac.at/en/programs/incoming-students/</p>
	<p>! 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.</p>

	How WU will contact me?
Contact by WU	<p>We will contact you by email prior to your arrival and during the semester with important information.</p>
	<p>! Please make sure you provide us with a valid email address.</p>

	Official dates & deadlines
Academic calendar	<p>The winter semester (fall term): Early October through the end of January. N.B. Several Courses in English end before the Christmas break.</p> <p>The summer semester (spring term): Early March through the end of June</p> <p>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.</p>
Further information	<p>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/</p>
Information session	<p>Two Information Sessions organized by the International Office will be held prior to the beginning of the semester.</p> <p>! Please note that attendance in one of the sessions is required and attendance will be taken!</p>
	Online pre-enrollment and Confirmation of Stay
Online pre-enrollment	<ol style="list-style-type: none"> 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	<p>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.</p>

	Housing and accommodation
OeAD student residence halls with pre-reserved rooms	<p>Exchange students arriving in Vienna have several options to choose from when booking housing for the duration of their exchange. These options include:</p> <ul style="list-style-type: none"> • 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. <hr/> <p>WU works closely together with OeAD – Housing Office Vienna, the main provider of off-campus accommodation for students in Austria.</p> <p>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.</p> <p>Please note that your housing contract is with the OeAD and not with WU. Please be sure that you have carefully read the Terms and Conditions before booking.</p> <p>If you need proof of accommodation for visa purposes, please mention this in your online application with the OeAD.</p> <p>Application deadlines: May 15 for the winter semester/ November 15 for the summer semester.</p> <p>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.</p> <p>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/</p> <p>A complete list of OeAD student residence halls can be found at: http://housing.oead.at/en/accommodation/wien-en.</p>

	<p>! 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:</p> <p>Winter semester: September - December or October – January Summer semester: March - June.</p>
Other OeAD student residence halls without pre-reserved rooms	<p>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.</p> <p>OeAD student residence halls: http://housing.oead.at/en/accommodation/wien-en</p>
Contact OeAD	<p>Please address any enquiries concerning OeAD housing to: housing@oead.at</p>
<input type="checkbox"/>	<p>! Application deadline: May 15 / November 15 for student residence halls with WU quotas</p> <p>! Rooms in student residence halls are always booked on a first-come, first-served basis.</p> <p>! 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.</p> <p>! 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).</p>
Housing Anywhere	<p>If you prefer to arrange your own accommodation in a private apartment, we recommend using the Housing Anywhere platform: www.housinganywhere.com. 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.</p>
Other Housing Options	<p>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 https://wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation/</p>

	Orientation and Cultural Program
Orientation and Cultural Program	The International Office offers an optional Orientation and Cultural Program for incoming exchange students. The three-week program is held before the beginning of the semester. The Orientation and Cultural Program offers newly arrived exchange students the opportunity to learn about Austrian culture and business life through excursions in Vienna and to other major Austrian cities, while getting to know other exchange students. For further information about the Orientation and Cultural Program, including participation fees and how to apply, please see: https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/orientation/orientation-cultural-program/
Contact	In case of any questions please contact: orientation@wu.ac.at
□	<p>! Application Deadline: May 15 / November 15</p> <p>! The number of participants is limited and slots are filled on a first-come, first-served basis.</p> <p>! Participation fee: € 250</p> <p>! Please note: Proof of payment is required before we can process applications.</p>

	Pre-semester German language course
Pre-semester German language course	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). The Orientation and Cultural Program does not overlap with the pre-semester German language course , so students can sign up for both.
Further information	For further information about the pre-semester German language course please see: https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/orientation/pre-semester-german-language-course/
Contact	In case of any questions please contact: orientation@wu.ac.at

□	<p>! Application Deadline: May 15 / November 15</p> <p>! Please note: We need to see proof of payment before we can process your application. Students admitted to the JOSZEF-program are exempt from the fee.</p> <p>! The number of participants is limited. The slots are filled on a first-come, first-served basis.</p> <p>! Participation Fee: Pre-semester German language courses are subject to a participation fee of € 400. The courses are partly funded by EU's ERASMUS program. Thus a reduced fee of € 130 is available for ERASMUS students, which includes students from the member countries of the European Union, and also Iceland, Norway, Switzerland, and Turkey.</p>
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The Buddy Network	
WU Buddy Network	<p>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.</p>
Contact	<p>For enquiries please contact international@oeh-wu.at.</p>
□	<p>! Further details about the buddy network and the registration process will be sent to you via email directly by the Buddy Network.</p> <p>This is a voluntary offer and there is no first-come, first-served system.</p>

1. Studying at WU

	Courses
<p>Courses in English and German</p>	<p>WU offers a wide range of courses taught in English. The courses are available at both undergraduate and graduate levels.</p> <p>Students with advanced German skills can also choose from the wide variety of courses offered in the regular WU curriculum.</p> <p>! The list of courses in English for incomings goes online approximately 2 months prior to the beginning of the semester.</p> <p>! The online course catalog (<i>Vorlesungsverzeichnis</i>) including course schedules will be available approximately 6 weeks prior to the beginning of the semester: http://vvz.wu.ac.at/</p> <p>For further information on courses, registration periods etc., please visit the website:</p> <p>Undergraduate: https://wu.ac.at/en/programs/incoming-students/exchange-semester/undergraduate-courses/</p> <p>Graduate: https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/</p>
<p>Business German language courses (<i>Wirtschafts-deutschkurse</i>)</p>	<p>Business German language courses for exchange students are available during the semester at five different levels.</p> <p>For more information, please see: https://wu.ac.at/en/programs/incoming-students/exchange-semester/graduate-courses/german-business-communication/</p>
<p>□</p>	<p>! 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.</p> <p>! 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.</p>

ECTS and transcripts																
ECTS credits	Each course at WU is worth a certain number of ECTS credits. You will find the information for each course on our website.															
Grading system	<p>The following grading scale applies at WU:</p> <table style="margin-left: 20px;"> <tr><td>1</td><td>excellent</td><td><i>(Sehr gut)</i></td></tr> <tr><td>2</td><td>good</td><td><i>(Gut)</i></td></tr> <tr><td>3</td><td>satisfactory</td><td><i>(Befriedigend)</i></td></tr> <tr><td>4</td><td>sufficient</td><td><i>(Genügend)</i></td></tr> <tr><td>5</td><td>fail</td><td><i>(Nicht genügend)</i></td></tr> </table> <p>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.</p>	1	excellent	<i>(Sehr gut)</i>	2	good	<i>(Gut)</i>	3	satisfactory	<i>(Befriedigend)</i>	4	sufficient	<i>(Genügend)</i>	5	fail	<i>(Nicht genügend)</i>
1	excellent	<i>(Sehr gut)</i>														
2	good	<i>(Gut)</i>														
3	satisfactory	<i>(Befriedigend)</i>														
4	sufficient	<i>(Genügend)</i>														
5	fail	<i>(Nicht genügend)</i>														
Exams and Transcripts	<p>There is no fixed exam week for incoming students at the end of the semester, exams are scheduled throughout the semester.</p> <p>Your Transcript of Records will be sent to your home university approximately two months after end of the semester.</p>															

1.2. Entry regulations

Entry and residence regulations for nationals of EU/EEA countries	
Entry regulations EU/EEA countries and Switzerland	<p>Nationals of EU/EEA countries and Switzerland who fulfill certain requirements (sufficient financial means and valid health insurance) do not need a visa and have the right to reside in Austria (<i>Niederlassungsfreiheit</i>). These citizens need only a valid travel document (passport or personal identity card) to enter and live in Austria.</p>
	<p>! Please note: Residence in Austria for more than 3 months requires you to acquire a confirmation of registration (Anmeldebescheinigung). 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.</p>
□	<p>! For more information and a list of documents needed, please read these details provided by MA35: https://www.wien.gv.at/english/e-government/documents/residence/permanent-leave/confirmation-registration-students.html</p>
Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of up to six months	
Entry Regulations Nationals of non-EU countries (third-country nationals) Stays up to six months	<p>Students from non-EU countries (third countries) staying for no longer than 6 months need to check with their local Austrian authority (embassy/consulate general) regarding whether they need to apply for a visa, what kind of visa they potentially need and the conditions relating thereto.</p> <p>A) ! Visas must be applied for at and issued by the appropriate Austrian authority (embassy, consulate general) in your home country BEFORE leaving for Austria.</p>
Further information	<p>List of Austrian Embassies around the world: http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html</p>

	Entry and residence regulations for nationals of non-EU countries (third-country nationals) for stays of over six months
Entry Regulations Nationals of non-EU countries (third-country nationals) Stays of over six months	<p>Students from third countries, who plan to stay over six months need a residence permit for students (<i>Aufenthaltsbewilligung Studierender</i>) 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.</p> <p>Please note: Students without visa-free entry into Austria may also need to apply for a travel visa.</p>
□	<p>A list of documents needed to apply for a residency permit can be found here: https://www.wien.gv.at/english/e-government/documents/residence/limited-leave/student.html</p> <p>The Austrian representation authority may ask for additional documents in individual cases.</p>
	<p>! 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).</p>
Further information	<p>List of Austrian embassies around the world: http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html</p> <p>MA 35: http://www.wien.gv.at/english/administration/civilstatus/openinghours.html</p>

	Insurance
Insurance	<p>EU-citizens need to bring their European Health Insurance Card to show that they have health insurance coverage.</p> <p>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 (<i>freiwillige Selbstversicherung</i>) 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.</p>

	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

	Checklist – To do's before arrival
□	<p>Pre-enroll for your exchange semester online using your ID number (user name) and password at: http://bach.wu.ac.at/start/vizas</p> <p>Register for courses: Information on course registration will be sent to you by email in time to sign up for classes.</p> <p>Arrange for visa/residence permit (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.</p> <p>Compulsory: Arrange for health/travel insurance (mandatory!)</p> <p>Optional: Apply for the Orientation and Cultural Program and pay the participation fee.</p> <p>Optional: Apply for the pre-semester German language course and pay the course fee.</p> <p>Optional: Register online for accommodation.</p> <p>Optional: At least six weeks before your arrival in Vienna, register online with the Buddy Network</p> <p>Documents you need to bring: Nomination Letter with ID number/password, your passport/ID card</p>

2. Upon arrival

	Recommended arrival dates for the winter semester
Winter semester	<p>Winter semester: Term dates: October – January</p> <p>Introduction days: September (Orientation and Cultural Program, pre-semester German language course)</p> <p>Last possible date of arrival: late September / early October</p> <p>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early September. For details please see p. 10/11</p>
	Recommended arrival dates for the summer semester
Summer semester	<p>Summer semester: Term dates: March – June</p> <p>Introduction days: February (Orientation and Cultural Program, pre-semester German language course)</p> <p>Last possible date of arrival: late February/early March</p> <p>! Recommended arrival date for participants in the Orientation and Cultural Program and/or pre-semester German language course is early February. For details please see p. 10/11</p>
	Information Session and enrollment
Enrollment upon arrival	<p>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.</p>

	At enrollment, students have to pay € 18,70 in Students' Union dues (<i>ÖH-OeH-Beitrag</i>), which is the membership fee for the Austrian Students' Union (<i>Oesterreichische HochschuelerInnenschaft, ÖH</i>).
Information Sessions	<p>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.</p> <p>The dates and locations will be announced on our homepage: https://wu.ac.at/en/programs/incoming-students/dates-and-deadlines/</p> <p>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.</p>
<input type="checkbox"/>	! Please note that participation in one of the sessions is mandatory (attendance list)!

Registration with local authorities	
Registration	<p>After arrival in Vienna, students must register with one of the Registration Offices (<i>Meldeamt</i>), which are located in the Municipal District Offices (Magistratische Bezirksämter), within three days.</p> <p>To register, students need their passport and a registration form signed by their landlord (Meldezettel) which can be downloaded from the internet: https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez_speicherbar.pdf</p>
Further information	Please find the closest Registration Office online at: http://www.wien.gv.at/mba/mba.htm
<input type="checkbox"/>	! Registration must be completed within three days after arrival.

3. During the semester

Living costs			
Living costs	Housing	approx. € 400 – 600	per month
	Insurance	approx. € 50	per month
	Food, personal expenses	approx. € 220 – 300	per month
	Vienna public transportation	approx. € 150	per semester
	Utilities (telephone, mail...)	approx. € 15 – 30	per month
	Entertainment	approx. € 50 - 150	per month
	Books	approx. € 75 – 150	per semester
	Students' Union (ÖH) dues	€ 18	per semester

Getting around	
Getting around	<p>The following link shows you the location of our campus within Vienna: https://wu.ac.at/en/the-university/campus/orientation-campus-map/ Campus WU is close to the subway line U2 (stations Messe Prater and Krieau).</p> <p>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</p>

	Bank account
Bank account	Student bank accounts, available also to exchange students, can be opened at almost any bank and are generally free of charge.

	Computer and internet access on campus
Computer and internet	<p>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</p> <p>The WU campus also offers a wireless LAN service.</p>

	Athletics
Athletics	<p>The ÖH Students' Union athletic office (<i>Sportreferat</i>) 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.</p> <p>You can also join the University of Vienna's athletic institute (<i>Universitaetssportinstitut Wien</i>), which offers classes and the use of athletic facilities and sports courses to students at a reduced rate.</p>
Further information	<p>ÖH Students' Union athletic office (Sportreferat): oehsport@isis.wu-wien.ac.at , www.unisport.at University of Vienna's athletic institute (Universitätssportinstitut Wien): www.usi.at</p>

	Climate
Climate	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.

	Useful links for incoming exchange students
	<p>Austrian Agency for International Cooperation in Education and Research (OeAD) https://www.oead.at/index.php?id=3017&L=1 (general information about studying in Austria, including entry regulations, grants, etc.)</p> <p>WU Tandem Language Learning program https://wu.ac.at/en/raiffeisen-language-resource-center/</p> <p>Austrian Students' Union at WU (ÖH WU) - Buddy Network www.oeh-wu.at</p> <p>Wien Online: Vienna City Council web service www.wien.at/english (online city map available)</p> <p>Austrian government www.austria.gv.at/ click on >English</p> <p>Austrian embassies and consulates www.bmeia.gv.at/en/foreign-ministry/startpage.html (under "Country Information")</p>

4. Contacts at the International Office

Bachelor Students

<p>International Office</p> <p>Library and Learning Center (LC), level 4</p>	<p>WU (VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS)</p> <p>Welthandelsplatz 1 1020 Vienna, Austria</p>	
<p>General information and initial consultation</p>	<p>Information for applicants and nominees</p>	
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Master Students

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