

# What to do first?

## Checklist for Exchange Students at BOKU

(changes due to the current COVID-19 situation are possible anytime)



# Welcome to BOKU!

### ► Infosession "First Steps at BOKU":

- Wed, 13.9., 09:30-11:00 in presence (SR 21 /MENH [HS IV], Gregor Mendelstr. 33, 1180 Vienna) OR
- Tue, 19.9., 10:00-11:30 online (link will be available on the website on 15.09.) OR
- Thu, 21.9., 10:00-11:30 in presence (SR 21 /MENH [HS IV], Gregor Mendelstr. 33, 1180 Vienna) OR
- Tue, 26.9., 14:00-15:30 in presence (part of the Welcome Days, EH05, Exner-Haus, Peter-Jordan-Str. 82, 1190 Vienna)

### ► Infosession „BOKU-IT/BOKUonline“:

- Wed, 13.9., 11:00-12:00 in presence (SR 21 /MENH [HS IV], Gregor Mendelstr. 33, 1180 Vienna) OR
- Wed, 27.9., 10:00-13:00 (part of the Welcome Days, EH05, Exner-Haus, Peter Jordan-Str. 82, 1190 Vienna)

### ► Welcome Days: September 26 - 29, 2023 (<https://short.boku.ac.at/int-in-welcome-en.html>)

#### Before arrival:

- ☐ Receive the admission letter from BOKU-International Relations (BOKU-IR).
- ☐ Complete the **preliminary online registration** <https://short.boku.ac.at/it-pre-registration> → remember the number (Note: fill in your nationality – otherwise you will be asked to fill in an Austrian social security number and upload a picture). The deadline of September 5<sup>th</sup> does NOT apply to exchange students.
- ☐ **Book an appointment online for the registration at the study services** (you can only enrol in courses after the registration in person): <https://boku.ac.at/studienservices/terminbuchung-studienservices> (select "Termin Evidenz"; booking is recommended 10-14 days in advance)
- **Make sure you arrive in Vienna about 10 days BEFORE the semester starts (to register and enrol in courses on time!)**

#### Immediately after arrival:

- ☐ **At the appointment date** (see above): Get your **BOKUcard (= student ID)** and **PIN code for BOKUonline** at the study services (= Studienservices): Gregor Mendel Haus, 2<sup>nd</sup> floor, Gregor Mendel Str.33, 1180 Vienna.  
(Attention: only after booking an appointment – see above). Make sure you bring your:
  - passport or ID
  - admission letter, with the number from the online registration
  - bank card (maestro, visa, master card, ...) to pay the **student union fee of € 22,70**► If you don't have a bank card/credit card that works in Austria, you can ask your **Buddy** to go with you to the study services and pay with his/her card. - **Important: If you pay online or with a payment form, you can only activate your BOKUonline account and register for courses approx. 5 days after the payment was made.**
- ☐ **Activate your BOKUcard**  
Go to the green terminals on the bottom floor next to the vending machines (in the same building). Put in your card and the machine will print the validity date on it.
- ☐ **Activate BOKUonline account (to be able to enrol in courses)**  
<https://short.boku.ac.at/6gyr48> → Use the PIN that you received at the study services
- ☐ **Fill in the UHSTAT1 questionnaire**  
After the first login to BOKUonline, you might be asked to complete the UHSTAT1 questionnaire. Use the "[Substitute Code](#)" that you received at the study services or find it on your "Studienblatt" in BOKUonline.
- ☐ Plan your **weekly course schedule and register for all courses in BOKUonline**  
When and where are your courses? Are they online or onsite? Do courses overlap? If yes, which courses can you take instead? (If necessary your Learning Agreement can be changed later) – see "scheduled dates" in the course description in BOKUonline: <http://online.boku.ac.at> (see also <http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>; <https://short.boku.ac.at/e682v2>; <https://short.boku.ac.at/int-in-js-packages-en>)  
► **Register as soon as possible – some courses (excursions, seminars, practical courses...) can book up quickly!**

- ☐ Find out about **E-Mail, E-Learning, Computer rooms, WiFi, printing**: visit <https://short.boku.ac.at/it-overview-stud>
- ☐ **Register in Vienna** (by Austrian law you have to register within the first **3 days** of your stay) at the municipal district offices (locations and opening hours: <https://www.wien.gv.at/english/living-working/registration/>)
  - Make an appointment: <https://www.wien.gv.at/meldetermin/internet/Startseite.aspx>
  - Download the registration form at <https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>  
→ **Signature of landlord/dormitory**
  - Bring your passport
- ☐ Get your public transport **semester ticket** (€75 online / € 78 at shop)  
<https://www.wienerlinien.at/web/wl-en/tickets-for-students>
  - You can buy the ticket online and print it out yourself, or go to any Wiener Linien ticket office
  - You will need your BOKU card and confirmation of study enrolment (Studienbestätigung, which you can download from BOKUonline)
  - Alternative: monthly pass: <https://www.wienerlinien.at/web/wl-en/monthly-pass>

- ☐ **Language Courses at BOKU** contact: [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at)
  - Application for incoming exchange students (Deadlines: 15.08. for German intensive courses (beginners), 18.09. for German semester courses, 28.08. for all other courses): <http://www.boku.ac.at/int-languages-ex-en.html>.
  - Information about courses and fees: <http://www.boku.ac.at/int-languages-en.html>
  - **TANDEM** – Learning languages without courses: <http://www.boku.ac.at/int-languages-tandem-en.html>
  - Other language courses in Vienna: <https://sprachenzentrum.univie.ac.at/en>, [http://www.campus-austria.at/en/campus\\_austria](http://www.campus-austria.at/en/campus_austria)

**ONLY for EU/EEA/Swiss citizens who intend to stay in Austria for longer than 4 months:**

- ☐ Get the “**Anmeldebescheinigung**” (EU/EEA/Swiss citizens who plan to stay longer than 3 months – **application at the latest 4 months after registration in Vienna – additional costs**)  
MA 35 – Arndtstraße 65-67, Stiege 1, first floor, 1120 Vienna, or  
MA 35 Karmelitergasse 9, first floor, 1020 Vienna (dependent on district)  
Office hours an appointment booking:  
<https://www.wien.gv.at/amtshelfer/dokumente/aufenthalt/ewr/bescheinigungen/schueler.html>  
Bring your:
  - passport/ID, registration confirmation (= Bestätigung der Meldung) and your letter of admission (e.g. BOKUcard)
  - bank statement or scholarship confirmation or affidavit of support from parents or spouse
  - proof of health insurance (e.g. European Health Insurance Card)

- ☐ **Students from countries without an E-card and from countries without specific agreements:**  
**Health Insurance (€ 66,79 per month)** at Österreichische Gesundheitskasse ÖGK:

<https://www.gesundheitskasse.at/cdscontent/?contentid=10007.837818>

- Bring your confirmation of study enrolment with you

**Further options:**

- ☐ **ESN – Erasmus Student Network (for all international students)**: ESN card (<https://esncard.org/>) offers discounts (pubs, hostels, Ryanair, Flixbus,...), costs €10 and provides a cheap SIMCard. ESN organizes social and cultural events in Vienna and trips!  
→ International Department of the ÖH (Österreichische Hochschüler\*innenschaft = student union) in Peter-Jordan-Str. 76 (Opening hours: see Facebook page ESN BOKU Vienna)
  - Bring your BOKUcard
- ☐ **ÖH-cafeteria sticker “Mensapickerl”** (discount for the cafeterias)  
→ Fill out the “Mensapickerl” form at the ÖH Sekretariat (Österreichische Hochschüler\*innenschaft = student union). An “M” will be printed on your BOKUcard.  
→ Register your bankcard with your BOKUcard at the cashier on your first visit to the cafeteria.
- ☐ **Sports activities in Vienna**: Check the courses at the University Sports Institute (Universitäts-Sportinstitut) – USI Wien.  
<http://www.usi.at/en>
- ☐ **ÖBB VorteilsCard (for < 26 years, €19): 45-50% discounts** on train journeys; available at any railway station, or online at <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteilscard>
  - Bring your BOKUcard and your identity card/passport
- ☐ **Flixbus**: Cheap bus connections within Europe. <https://global.flixbus.com>