

# EXPANDING HORIZONS



**MODUL University Vienna Student Guide #2:  
Getting settled in Vienna**

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## **PREFACE**

Dear Student,

Welcome to Vienna and to MODUL University Vienna. On behalf of the faculty and the administrative team, I am delighted to welcome you to MODUL University Vienna. You have made an excellent choice in choosing to study with us. We take great pride in providing a high quality, innovative and future-oriented educational program that meets the needs of our students, and just as importantly, the needs of employers, industry, and society. Our students will be prepared to meet the demands of future managerial and professional careers as well as the challenges of life-long learning necessary for success in an information-driven, customer-centric world.



This booklet forms the middle part of a set of three guides. The first one, “MODUL University Vienna Student Guide #1: Living in Vienna” should familiarize you with aspects of academic and everyday life in Vienna. The last one, “MODUL University Vienna Student Guide #3: Studying at MODUL University Vienna” will provide you with useful knowledge about the procedures and organisation of the university, as well as about your studies.

This guide however, should help you on a very concrete level with your first steps in Vienna and should hopefully help to facilitate them. It provides vital information about what to do in the weeks before arriving in Vienna as well as what to do during your first few weeks here. The index and the links in the document are active and can be used to navigate. The links to external websites are there for you to retrieve more detailed up-to-date information. These links were active when we installed them. Please be aware that we cannot guarantee the accuracy of their content.

**Student Service Center:**

t: +43 1 320 3555-202

f: +43 1 320 3555-901

e: [ssc@modul.ac.at](mailto:ssc@modul.ac.at)

If you need any more assistance please do not hesitate to contact the Student Service Center (SSC). If you have ideas for amendments to this guide or find certain information out-of-date, please let us know. That is what we are here for.

I hope this booklet will contribute to a smooth arrival in Vienna, and I wish you every success during the course of your studies.

A handwritten signature in black ink, appearing to read 'Karl Wöber'.

Prof. Dr. Karl Wöber, President

## **PREPARATIONS**

This chapter should give you information on what has to be done before arriving in Vienna. Most of these procedures concern legal questions of visas and immigration. Again, the Student Service Center (<http://www.modul.ac.at/studentsservicecenter>) will gladly assist you if you have questions or need help.

### ***Entry clearance into Austria***

The Student Service Center (SSC) can help you with information about prerequisites and procedures of Austrian entry conditions. Unfortunately, we are not in the position to inquire or intervene in visa matters with the Austrian authorities on your behalf. It is the students' responsibility to apply for a student visa for Austria.

#### ***First time visa application***

The following section gives instructions to those applying to study in Austria for the very first time. If you have been in the country with another type of visa, (C or D) or under a diplomatic status that is expiring, you will also need to file a first time application.

#### ***Do I need an entry visa for Austria?***

Students should determine whether they require an entry visa or not. For more detailed information on your visa requirements for entry into Austria, please see [www.bmi.gv.at/einreise](http://www.bmi.gv.at/einreise) and follow the link to "Liste der Visumspflichten nach Ländern" (German only). If there is a cross next to the name of your country, you will need an entry visa. Students are able to enter Austria with an entry visa or a residence permit.

#### ***Where do I apply?***

If an entry visa is required, you must **apply for an entry visa before you come to Austria** as visas can only be issued by Austrian representative authorities in your country. Please refer to the Austrian Foreign Ministry website <http://www.bmeia.gv.at/index.php?id=61960&L=1> for a complete list of contact details.

#### ***When should I apply?***

It is advised that Nationals of non-EU/EEA countries apply **at least 3 months** before their intended entry into Austria. Students from China and Arab countries are advised **to apply 5 months** before their intended entry into Austria.

Students from EU/EEA countries or Switzerland do not need to apply for an entry visa or residence permit prior to arriving in Austria.

### ***What is the difference between an entry visa and a residence permit?***

An entry visa allows a person to enter Austria. The residence permit entitles a person to enter Austria and to reside in Austria. There are many different types of residence permits available. Students should apply for the resident permit “student” (Aufenthaltsbewilligung Studierender) for entry and residence in Austria.

The residence permit is issued in the form of a plastic card with a photo. This serves as an identification document and has to be carried at all times (or else kept in a place that you can access it within a short amount of time). The residence permit proves your entitlement to reside in Austria.

### ***What is the process for EU/EEA Citizens and Swiss Nationals?***

EU/EEA countries include: Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

Nationals of EU and EEA member countries, as well as Swiss nationals do not require any special permit to enter and reside in Austria for up to 3 months. These nationals only require a valid travel document. The travel document has to be carried at all times to prove one’s entitlement to residence in Austria or at least to be kept in a place from where it can be collected within a short time.

EU/EEA nationals and their family members planning to stay in Austria for longer than 3 months have to register their permanent residence with the authorities within 3 months of arrival in order to obtain a registration certificate (Anmeldebescheinigung). This is done at the Austrian immigration office Municipal Department 35 in Vienna. For location and office hours please refer to the following website:

<http://www.wien.gv.at/english/administration/civilstatus/immigration/office.html>

If all requirements have been satisfied, the authority will issue a registration certificate.

In order to apply you will need the following documents:

- ▶ A completed and signed application form (in German only). An explanation form in English is available.  
[www.bmi.gv.at/downloadarea/niederlassung/Anmeldebescheinigung%20für%20EWR-Bürger/Dokumentationen%20-%20Explanation.pdf](http://www.bmi.gv.at/downloadarea/niederlassung/Anmeldebescheinigung%20für%20EWR-Bürger/Dokumentationen%20-%20Explanation.pdf) or the Student Service Centre can help with translations.
- ▶ A valid identification card or passport.

- ▶ Proof of health insurance covering all the necessary costs (e.g. European Health Insurance Card)
- ▶ Proof of sufficient financial means, (if you are over 24 years of age you are required to prove that you have approximately EUR 726 per month in your bank account, if you are 24 years of age or less you are required to prove that you have EUR 400 per month in your bank account).
- ▶ Students also need a confirmation of admission from the university.

If you make Austria your permanent residence, you may, if you wish, also apply for an "identification card for E.E.A. citizens" ("*Lichtbildausweis für EWR-Bürger*") (a fee is charged for the issue of this card).

### ***What is the process for nationals of non-EU/EEA countries ("third country nationals")?***

For Nationals of non-EU/EEA countries (so-called "third country nationals") it is important to differentiate between whether you require an entry visa or not.

#### ***Nationals of non-EU/EEA countries that require an entry visa***

Students from third countries pursuing degree program studies in Austria should apply for a resident permit "student" (Aufenthaltsbewilligung Studierender) for entry and residence in Austria.

- ▶ Contact Austrian representative authority in your home country and enquire about the documents you would need to take with you. It is never too early to begin the process. It is suggested that students from China or Arab countries apply at least 5 months before their intended arrival in Austria (May). Students from other countries that require an entry visa should apply at least 3 months prior to their intended arrival in Austria (end of June, beginning of July).
- ▶ Collect the necessary forms. This could take a couple of weeks. Start early to avoid delays in the time it takes to process your application.
- ▶ Go to the Austrian representative authority in your home country as soon as possible to register for the resident permit for students.
- ▶ Make sure that you enclose ALL requested forms and make copies of EVERYTHING you submit.
- ▶ The completed application is sent to Austria for assessment
- ▶ You need to wait for the decision in your country.



- ▶ If the Austrian authority decides to grant you the permit, you will be issued a residence Visa D for entry to Austria
- ▶ When you arrive in Austria, you need to collect the residence permit. This is done at the Austrian immigration office 'Municipal Department 35' in Vienna. For location and office hours, please refer to the following website:  
<http://www.wien.gv.at/english/administration/civilstatus/immigration/office.html>.
- ▶ A fee of EUR 110.00 is payable for the residence permit and you will receive a letter informing you of the documents you need to bring with you. The following documents are needed in most cases:
  - a confirmation that the tuition fee has been paid.
  - a letter of acceptance.
  - a letter confirming your accommodation in Austria.

### ***Nationals of non-EU/EEA countries that do not require an entry visa***

If your nationality allows you to enter Austria without a visa you are able to apply for a student residence permit once in Austria. You should, however begin the application process as soon as you arrive because the application alone does not allow you to stay longer than your visa-free stay. Alternatively, you can start applying for the Austrian residency permit whilst in your home country, in this instance please follow the procedures outlined above.

In the case that you have already applied in your home country and are waiting for a notification of finalization of your visa, please bring your Meldezettel (police registration) to the Student Service Center (SSC) as soon as possible. The SSC will fax it to the local authorities processing your application who will then know where to notify you when your visa is finished or if more documents are needed. If this is not done, your visa will be sent to your permanent address.

### **If you are applying for the residence permit once in Austria:**

For the application the following documents are necessary:

- ▶ A fully completed and signed application form (*Aufenthaltsbewilligung Studierender*) the SSC will be able to help you with this.
- ▶ A recent colour photograph of between 3.5 x 4.5cm and 4.0 x 5.0cm in size.
- ▶ A valid passport.
- ▶ A birth certificate.



- ▶ A confirmation of admission (*Zulassungsbescheid, Aufnahmebestätigung*) from the university.
- ▶ Proof of financial means to finance your stay. For students up to 24 years at least €421.54 per month, for older students at least €747.00 per month (figures for 2008). If your accommodation costs exceed €239.157 month you would have to prove additional funds.
- ▶ Proof of accommodation in Austria: e.g a tenancy contract, an accommodation contract from a student hall of residence.
- ▶ Proof of health insurance.
- ▶ Police record/certificate of good conduct (where available)
- ▶ A fee of EUR 110.00 is payable for the residence permit.

When you arrive in Austria you will need to collect the residence permit. This is done at the Austrian immigration office Municipal Department 35 in Vienna.

For location and office hours, please refer to the following website:  
<http://www.wien.gv.at/english/administration/civilstatus/immigration/office.html>.

## ***Visa Renewals***

Students need to arrange for their own visa renewals; however the SSC can assist in answering any questions. Visa renewals need to be **arranged one month before the visa vignette in your passport expires**. Until a decision about the renewal of the student visa has been made, you are permitted to remain in Austria. If you have to leave Austria for a short time before you receive your permit renewal, the permit authority can add a confirmation to your travel document upon your application which will enable you to re-enter Austria. (Please be aware though, that this is not the same as a Schengen visa).

Applications which are submitted after the expiry of the old permit are only handled as renewal applications for up to six months after the expiry of the old permit. Applying for visa renewals after the expiry date may also incur penalties if you do this more than twice.

### ***How do I renew my visa?***

A renewal of a residence title has to be applied for at the immigration authorities. The headquarters are situated at:

Amt der Wiener Landesregierung, Magistratsabteilung 35  
Simmeringer Hauptstraße 154/Fickeystraße 1, 1110 Wien  
Tel. (01) 4000-8020

**For all renewals please go to the branch offices (*Außenstellen*) of the Magistratsabteilung 35.**

**You can find a list of all these offices (arranged according to postcode) under:**  
<http://www.wien.gv.at/advuew/internet/AdvPrSrv.asp?Layout=stelle&Type=K&stellecd=2006060816010398&Hlayout=personen&AUSSSEN=Y>

In order to apply you will need the following documents:

- ▶ A fully completed and signed application form, which can be found under:  
<http://www.bmi.gv.at/downloadarea/niederlassung/Aufenthaltsbewilligung-Studierender/Antrag.pdf> The SSC can help students complete the application form.
- ▶ A recent photograph between 3.5 x 4.5 and 4.0 x 5.0 in size.
- ▶ A travel document e.g. passport.
- ▶ Registration from (Meldezettel).
- ▶ Proof of accommodation e.g. tenancy agreement, accommodation contract of a student hall of residence.
- ▶ Proof of valid health insurance for Austria.
- ▶ Proof of sufficient funds to finance your stay.
- ▶ Confirmation of your continuing university enrolment (Bestätigung über die Meldung der Fortsetzung des Studiums) and (after the first year of study) proof of successful study of 8 hours per week per semester in each academic year or 16 ECTS credit points in each academic year. These documents can be obtained at the SSC.

## ***Passports***

**Please bring your valid passport with you, even if you are from the EU.** If you lose your passport whilst you are in Vienna, you should report it to your embassy as soon as possible and arrange for a new passport.

## ***Arriving in Vienna***

When arriving at Vienna International Airport, you have the possibility of taking the train to 'Wien Mitte' and then use the public transportation system to your final destination from there. There are fast trains (CAT, 16 minutes to downtown, €9 single trip) or the 'Schnellbahn' or 'S-Bahn', which takes a little longer (26 minutes to downtown), but it is cheaper (€3.40, including the continuing journey to your final destination in Vienna). Trains usually leave at intervals of ½ hour.

There is an airport taxi service which charges €23 for the ride to town, but check [www.airportservice.at](http://www.airportservice.at) as you might need to reserve ahead. Taking a regular taxi is very expensive from the airport. It might cost up to €40–46 to get to the Center, depending of course, on your place of residence.

When travelling to Vienna by train you will most likely arrive at either the 'Südbahnhof' or the 'Westbahnhof'. Both are directly connected to the public transportation system.

Vienna is also connected to motorways from all four directions.

## **GETTING SETTLED**

This section should aid you during your first days and weeks after your arrival in Vienna. As always, do not hesitate to contact the Student Service Center (<http://www.modul.ac.at/studentsservicecenter>) if you have questions.

### ***Communication***

#### ***Emergency numbers***

Ambulance: 144  
Doctors on call: 141 (night and weekend)  
Police Department: 133  
Fire Department: 122  
Detoxication hotline: 406 43 43

In any case you can also dial the **European emergency number 112** from your mobile phone. You can enter that number at any time, even without a SIM-card, without contract or positive balance or even if the key-pad is blocked. The phone will choose the strongest network, even if it is not yours and the call is free of charge. Misuse on the other hand is severely punished.

The international dialing code for Austria is 0043. The outgoing code is 00 followed by the relevant country code (e.g. 0044 for the United Kingdom). The area code for Vienna is (0)1. Public telephone boxes can be used for direct dial calls within the country and overseas. For a list of international dialing codes please visit: <http://kropla.com/dialcode.htm>.

#### ***Mobile phones***

Austria's mobile network operates on the 900 and 1800 bands for GSM. There are four main mobile phone providers in Austria: Mobikom (A1), ONE, Telering and T-Mobile. You can choose between a contract package which often includes a free mobile phone or a 'pay as you go' package. Each provider has a variety of packages and special offers at different times of the year. It is best to shop around a little, and to investigate which package would best suit you in terms of the amount of free minutes included in the package. Be aware that some packages also sometimes offer free text messages for students.

## ***Public Internet***

Vienna and MODUL University offer a broad range of possibilities to gain public access to the net. Besides the connection via the computers in the PC Lab (<http://www.modul.ac.at/pclab>) and at the library, access in the university building is also possible via a wireless LAN. A list of internet cafés and other public access internet possibilities in the city can be found on the following website: <http://www.internist.at/inet.htm>.

## ***Public Transport***

Vienna has a well-developed public transport network. Buses, trains, trams and underground lines will take you almost anywhere in the city. Vienna public transport, 'Wiener Linien' ([www.wienerlinien.at](http://www.wienerlinien.at)), operates five underground lines, 32 tram and 108 bus lines, of which 23 are night lines. Night lines only operate between 0.30 am and 5 am.

Vienna public transport is part of the 'Verkehrsverbund Ost-Region' VOR (transport association for Austria's eastern regions). 'Verkehrsverbund Ost-Region' is split into eight zones and includes parts of Lower Austria, Burgenland and all of Vienna. The city of Vienna accounts for one full zone or core zone (Kernzone or 'Zone 100'). A single ticket is valid for travelling one way in one zone. You may change to different lines during this journey but you may not interrupt your journey. Single tickets can be purchased at a price of around €1.70 (prices change every year due to inflation).

### ***Where to buy a ticket***

Tickets can be used for all public transport in the core zone. Tickets are available at ticket machines at most underground stations or at points of advance sale. Tobacconists also sell tickets. You may also purchase a ticket on board the bus or tram at an increased rate of 2.20€ per ticket. Don't forget to validate your tickets before you begin your journey (see beneath). It is also possible to buy your ticket with your mobile phone via SMS. All you need is an Austrian mobile number and you need to register for the service. After that the tickets purchased will be added to your phone invoice.



### ***Passes***

Apart from single tickets there are passes for longer periods of time. Passes are available for 24 hours and 72 hours, or as weekly, monthly or annual passes.

### ***How to validate your ticket***

Tickets must be validated before boarding. To validate your ticket, stamp the ticket at the blue machines located at the entrance of underground stations as well as on buses and trams. If you buy a slip for multiple rides make sure to start with line no. 1 as otherwise all other lines (i.e. rides) are void.

### ***Reduction for students***

Semester tickets (valid for the whole semester) are available for regular degree program students under the age of 26. You will need to get it from the points of advance sale of the Wiener Linien or their customer service Center at Erdberg (U3-stop Erdberg) producing the following documents: student ID and the admission record for the current semester, your proof of residence ('Meldezettel') -if you live in Vienna, an up-to-date picture and an application form. The ticket will cost either €50.50 (for residents of Vienna who are eligible for family benefit) or €128.50 (for other Viennese residents).

## ***Accommodation***

There are various accommodation options for students depending on individual needs and lifestyle. MODUL University Vienna provides accommodation for students, who do not wish to look for accommodation on their own. Our aim is to provide you with a high-quality, safe, affordable and happy environment for both academic and social life.

### ***Student residences***

As a guide, the cost for student residences in Vienna ranges from €180 and €300 for a single room and €150 to €250 for a double room.

The SSC arranges accommodation for Students through Wihast. (<http://www.wihast.at/index.en.html>). The student residence is conveniently located close to public transport, the university and the city.

### ***Facilities***

Students have their own single furnished bedroom and share a bathroom with one other person. There are communal cooking facilities on each floor. The rooms cost approximately €240 per month. Contracts are valid for one year with the possibility of renewing.

The following amenities are also available: internet connection in each room, car parking, club room, computer room with internet, darkroom, community kitchen, music practice room, party room, bicycle storage, a satellite TV connection in the room, sauna, fitness

rooms, table tennis, rooms with terrace and TV. For further information, or to register for a room, please contact the Student Service Center.

### ***Finding your own Housing in Vienna***

The process of finding an apartment in Vienna is not something you should underestimate. It is wise to start informing yourself about the housing market early on, and come prepared to pay large deposits. It is best to be located in Vienna while you are searching. You may want to stay in a hostel or hotel for that period. Through <http://www.wien.info/article.asp?IDArticle=9425> you can find short-term accommodation. A comprehensive rental terms dictionary (common rental terms in German translated into English) can be found on the following page:

[www.virtualvienna.net/vvnrealty/modules.php?name=News&file=article&sid=3](http://www.virtualvienna.net/vvnrealty/modules.php?name=News&file=article&sid=3)

Rents for unfurnished or furnished apartments in Vienna may vary. Rents depend on the location, the standard of the building, and the available facilities. Rent laws and regulations are applicable in various cases, particularly when dealing with older buildings. due to the fact that apartments' provisions are a rather complex and often complicated matter, it may be advisable to seek legal advice before signing a rent agreement or lease. It is also advisable to gather information about your rights and duties.

SIZE	BASIC	AVERAGE	HIGH	LUXURIOUS
Flat, 40 m <sup>2</sup> Studio	350-400 €	400-560 €	560-680 €	More
Flat, 65 m <sup>2</sup> 1 bedroom	550-650 €	650-910 €	910-1200 €	More
Flat, 110 m <sup>2</sup> 2 bedrooms	400-700 €	700-1200 €	1200-1600 €	1600-2000 €
Flat, 160 m <sup>2</sup> 3 bedrooms	800-1200 €	1200-1800 €	1600-2200 €	2200-3000 €
Flat, 200 m <sup>2</sup> 4 bedrooms	1200-1800 €	1600-2200 €	2200-3000 €	3200-4000 €
House, 160 m <sup>2</sup> 3 bedrooms	1800-2200 €	2000-2600 €	2000-3000 €	3000-4000 €
House, 250 m <sup>2</sup> 4 bedrooms	2000-2500 €	2500-3500 €	3500-4200 €	4300-5300 €
House, 300 m <sup>2</sup> + 5 bedrooms	2500-3500 €	3500-4000 €	4300-4700 €	4500-5500 €

### **Furnished or unfurnished?**

Both types of apartments are available but furnished houses are fairly difficult to find on the rental market. Be aware that it is more expensive initially to furnish an apartment, but this option saves money in the long-term. Rent is more expensive for furnished apartments.



### **What is 'Kaution'?**

This is an amount of money paid once as a deposit and then returned at the end of the contract as long as the property has not been damaged during the tenancy. The "Kaution" can be the equivalent of 3-6 monthly rents. Always ask for a receipt of money paid.

### **What is an 'Ablöse'?**

In some cases you will also have to pay an "Ablöse" in order to buy furniture or appliances which are already in the apartment (this amount varies depending on the furniture included). This is a payment to the former tenant for improvements they have made to the property. This also ensures that the rent cannot be higher than that of the former tenant. Demanding an 'Ablöse' is only legal if the terms of the 'Ablöse' on the property are met and are tied into construction dates and the financing of the property.

### **What is included in the rent?**

This varies with each apartment, it is best to check the terms of the contract. The terms below give you some idea of what can be included in the rent:

- ▶ Betriebskosten = Running Costs
- ▶ Nettomietzins = (Taxes) Heating (depends on type of heat), rubbish, sewage, water, chimney cleaning, common area cleaning, insurance, general upkeep, Mehrwertsteuer (tax of ca. 10%).
- ▶ Heizung und Strom = Heating and Electricity

### **Estate Agents**

Not many apartments are privately rented, which means you should expect to pay an estate agent's fee of 2-3 months' rent. This is often termed a 'provision' or 'commission' and is a non-refundable fee. An agent will help you to find a suitable apartment. Some agents offer student reductions, it is wise to ask.

### **Private rentals**

Students not wanting to pay provision/ commission to an agent have the alternative option of renting from a property owner directly.

These are websites where you can search for a suitable place:

**Wohnen career:** <http://www.wohnen.career.at> (in German only, follow 'Mietobjekt suchen')

**Bazar:** [http://www.bazar.at/?ren=i\\_bz](http://www.bazar.at/?ren=i_bz) (in German only)

**Cybermarkt :** [www.cybermarket.at/](http://www.cybermarket.at/) (in German only, follow 'Immobilien')

**Jobwohnen:** [www.jobwohnen.at/index.php?id=172](http://www.jobwohnen.at/index.php?id=172) (in German only) a site administered by the Austrian Student Union (ÖH) for apartments rented out by their owners or by agents.

## **Flat/apartment sharing**

A very common alternative to living in a student residence is sharing a flat/apartment with other students. There are several ways of making sure tenancy agreements for shared apartments are legally sound:

- ▶ One person signs the tenancy agreement and becomes chief tenant. The other persons living in the apartments are subtenants only. Problems may arise when the chief tenant moves out and the subtenants cannot take over the agreement.
- ▶ All persons living in the apartment sign the tenancy agreement and therefore have equal legal protection. The tenancy agreement does not change when any one of them move out. Subsequent new occupants must be granted the same tenancy rights.
- ▶ Separate tenancy agreements are signed between the landlord and each person living in the apartment for the room they are occupying.

Some important websites with information on tenancy agreements and tenants' legal rights:

- ▶ Austrian Tenants Association (Mietervereinigung Österreich): [www.mietervereinigung.at](http://www.mietervereinigung.at): Information about owners and tenants legal rights
- ▶ Vienna Tenants Association (Wiener Mietervereinigung)  
[www.mietervereinigung.at/leistungen/wien](http://www.mietervereinigung.at/leistungen/wien): Information about owners and tenants' legal rights
- ▶ The Consumer Information Association (Verein für Konsumenteninformation VKI)  
[www.konsument.at/konsument/k\\_detail.asp?id=10558&cookie%5Ftest=1](http://www.konsument.at/konsument/k_detail.asp?id=10558&cookie%5Ftest=1): General information on issues concerning tenancy agreements (Mietvertrag)

## ***Purchasing a flat/apartment***

The best website about purchasing a flat and its legal implications can be found at: <http://www.wien.gv.at/english/administration/civilstatus/immigration/landacquisition.html>

## ***Internet at home***

For a complete guide of the internet connection possibilities in Austria, please visit: <http://www.virtualvienna.net/vienna/electronics/computers.html> With an internet connection and headphones you are able to take advantage of 'skype' and MSN programs which allow you to telephone cheaply or even for free.

## ***Legal Questions***

### ***Residence registration and de-registration (Meldezettel)***

Persons moving to Austria from other countries, persons changing residence within Austria, and persons changing their primary residence all need to register with the Municipal District Office within 3 working days. This is Austrian law.

For your convenience forms are available from the Student Service Center. Forms are also available directly from the registration office and at some tobacco shops <http://www.help.gv.at/Content.Node/documents/meldez.pdf>. The form is written in German, those requiring help with translations should come to the Student Service Centre.

Students should register in person. You are not permitted to register by email or fax. You should go to the Municipal District Office in the district where you will be living. Exact addresses of the municipal district offices are available at the SSC or on the website

<http://www.wien.gv.at/advuew/internet/AdvPrSrv.asp?Layout=stelle&Type=K&stellecd=2006060816010398&Hlayout=personen&AUSSSEN=Y>

You are required to take:

- ▶ A completed Meldezettel form.
- ▶ A travel document (e.g. Passport).
- ▶ A birth certificate (Geburtsurkunde).
- ▶ A marriage certificate and/or proof of academic titles as applicable.
- ▶ A contract or letter confirming the name of your accommodation provider.
- ▶ If you are living in student accommodation you will need to get a letter from the accommodation provider confirming your address for the semester. If you are living in private accommodation you need to have your landlord signature on the Meldezettel.

The confirmation of registration (*Meldebestätigung*) should be kept safe because you will need it for certain dealings with the authorities.

Please be aware that you are also required to de-register before you leave Austria.

### **Change of personal data**

If any of your personal data changes this needs to be reported within 1 month to the Municipal District Office. Please also provide this information to the SSC so that we can make sure we have your most recent contact data.

## **Health insurance**

### **It is important that you are insured for your whole stay in Austria.**

Usually EU- and EEA-citizens' insurance policies are recognized here, but if you need medical care you will normally have to pay for the treatment yourself and claim the reimbursement from your insurance company. If you are insured in another country you need to check with your insurance company if and how you are covered.

It is advisable to insure yourself here in Austria as the rates for students are very favorable. If you are a regular student at an Austrian university with a regular residence (registration as a secondary resident is sufficient) in Austria you can apply for the students' insurance. Monthly rates are around 25€ for full coverage.

You will need a confirmation of study from the university and a proof of registration in Vienna ('Meldezettel'). The 'Wiener Gebietskrankenkasse' will then be able to insure you. Their main office is located at Wienerbergstrasse 15-19 in the 10<sup>th</sup> district (phone: 01-60122-2461). Other branches are located all over town.

The only drawback is that you need to be here and you need to be registered as a student to take out the students insurance. Therefore you must also make sure that you are covered for the first period of time that you are here.

If you start to work in Austria your health insurance will be paid with a certain percentage taken off your income (around 10%, but usually a minimum of about € 70 per month). Your insurance number etc. will stay the same.

In the case of accidents during excursions and other casualties causally connected with the education (but only for those), the General Accidents Insurance (AUVA) will cover the expenses or a part of it for all students, provided that they live correctly registered in Austria. It will also, if necessary, provide a small injured person's pension. For further information, please visit [www.auva.at](http://www.auva.at).

## **E-card**

A plastic E-card is issued by your Health Insurance Company.

The E- card proves that you are eligible for treatment by a medical doctor without additional payments. The E-card is valid as long as you have valid health insurance. You should contact your health insurance company if you lose your card. The Wiener Gebietskrankenkasse (WGKK) is one local Vienna health insurance company that offers student reductions on health insurance. Find more information at the following page: [http://www.chipkarte.at/portal/index.html?ctrl:cmd=render&ctrl>window=ecardportal.chanel\\_content.cmsWindow&p\\_menuid=52069&p\\_tabid=5](http://www.chipkarte.at/portal/index.html?ctrl:cmd=render&ctrl>window=ecardportal.chanel_content.cmsWindow&p_menuid=52069&p_tabid=5)

## **Social insurance number**

Each student is required to register their social insurance number at the Student Service Center. This information is required for Austrian statistics.

## ***Working in Austria while you're a student***

If you wish to work in Austria whilst studying please make sure that you enquire about the legal regulations before commencing employment. Working in Austria illegally may lead to fines, prison sentences or expulsion from the country. Whether or not foreign students are allowed to take up gainful employment in Austria depends on their nationality and the kind of employment. The work must not affect the students' progress with his/her studies and the studies have to be the primary purpose of staying in Austria.

### **Nationals that are allowed to work in Austria without any further permit being required**

Nationals of Belgium, Denmark, Germany, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Sweden, Spain, Cyprus or Switzerland

### **Nationals that need a work permit**

Nationals of Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia however, still need a work permit because of transitional arrangements (except for employment which is not subject to the regulations of the 'Austrian Act Governing Employment of Foreign Nationals').

Students from all other countries who are in possession of a valid residence permit for study purposes (Aufenthaltbewilligung Studierender) are allowed to work to a limited extent, and by taking into account the regulations of the 'Austrian Act Governing Employment of Foreign Nationals' (Ausländerbeschäftigungsgesetz - AuslBG) which as a rule requires a work permit. If you are in any doubt enquire at the employment office (Arbeitsmarktservice/AMS) [www.ams.at](http://www.ams.at) before commencing employment.

***Please note that work permits are only granted in a limited number of cases and only in line with the requirements of the Austrian labor market and only if the job cannot be filled by a jobless Austrian or integrated foreign worker.***

- ▶ **Employment with employment-contract (unselbständige Erwerbstätigkeit):** This type of work refers to temporary employees (befristet beschäftigte Fremde) for a maximum duration of three months per calendar year. The work is primarily in tourism or in agricultural and forestry. The prerequisite for this type of employment is a work permit which has to be applied for by the employer at the employment office (Arbeitsmarktservice/AMS) in advance. In this case the duration of the employment is limited (maximum of 3 months) but not the amount you may earn.
- ▶ **Minimum income worker:** This type of work is limited to an income of €349,01 per month. The prerequisite for this type of employment is also a work permit, which has to be applied for by the employer at the employment office (Arbeitsmarktservice/AMS) in advance.

- ▶ **Volunteer work:** Special cases e.g. unpaid trainees (Volontäre) or vocational internships (Berufspraktika). Unpaid trainees are persons who are employed for up to three months per calendar year exclusively for the purpose of acquiring practical knowledge and skills without commitment to work and without any right to remuneration. A vocational internship is an employment (practical training) which is required by the study plan of an Austrian educational institution with public status. In both cases no work permit is required but the employer has to notify the employment office (Arbeitsmarktservice/AMS) and the competent authority for taxes (Abgabenbehörde) at least 2 weeks before the beginning of the employment.

## ***Money and Banking***

### ***Currency and payment***

Austria's valid currency is the Euro (€). For the current exchange rate visit the currency converter at <http://www.xe.com/>. Major credit cards are accepted in most places as well as checks, although these are not really in use anymore.

For paying smaller amounts without using cash, there exists the Quick Card, which is also used by MODUL University's Cafeteria services. Basically, it is a card with a chip that can be charged with up to €400. Charging is possible at nearly all cash dispensers.

### ***Opening a bank account***

In order to facilitate cashless transactions, which you will need to pay the tuition fees, it is necessary to open a bank account in Austria. Most of the banks offer especially attractive student accounts.

The two banks recommended by MODUL University Vienna are:

- ▶ Bank Austria (<http://www.bankaustria.at/en/index.html>)
- ▶ Erste Bank (<https://www.sparkasse.at/erstebank>)

On both sites you will find a tool enabling you to locate your nearest branch.

# **FIRST STEPS AT MODUL UNIVERSITY**

This last chapter should enable you to master the challenges of the first days at MODUL University. For more detailed information on the organization and the services available at MODUL University Vienna, please consult student guide #3 “Studying at MODUL University Vienna”.

## ***Location***

MODUL University Vienna is located on top of Kahlenberg, a scenic hill with an altitude of 484 meters. It offers a view over the entire city of Vienna.



The address of MODUL University Vienna is:  
Am Kahlenberg 1  
1190 Vienna



How to reach the university building using public transportation:

Take the 38A line with “Kahlenberg” or “Leopoldsberg” written as the final destination from Heiligenstadt (U4) or from Grinzing (tram 38) and get off the bus at the Kahlenberg stop.



## ***Academic Calendar and Public Holidays***

Being a country with a history of strong church influence, there are a number of public holidays. The most important are:

1st January (New Year's Day)  
6th January (Epiphany)  
24th March (Easter Monday)  
1st May (Labor Day)  
1st May (Ascension Day)  
12th May (Whit Monday)  
22nd May (Corpus Christi)  
15th August (Assumption of the Virgin Mary)  
26th October (Austrian National Holiday)  
1st November (All Saints' Day)  
8th December (Immaculate Conception)  
25th December (Christmas Day)  
26th December (St. Stephen's Day/Boxing Day)

The academic year for BBA students is divided into a fall and a spring term. For MBA students it is divided into trimesters: a fall, a spring and a summer term. The actual plan for the current academic year is agreed upon by the University Board, and can be found at: <http://www.modul.ac.at/thm/bba/bbacalendar>

## ***Student Service Center***

As already mentioned, if you are in need of help or information, the Student Service Center is the place to go. It is your first point of contact for nearly all the procedures connected with your studies. It is located on the ground floor of the university building.

### **Student Service Center:**

t: +43 1 320 3555-202

f: +43 1 320 3555-901

e: [ssc@modul.ac.at](mailto:ssc@modul.ac.at)

## ***Tuition fees and Scholarships***

### ***BBA Program***

The tuition fee is € 25,000 for the entire program. The study fee does not include costs for study materials. Exchange students pay their fees at their home university.

**First instalment**

€10,000 is to be remitted to the account indicated on the application form within 30 days of written assurance of admission, and at least one week before the study semester starts.

**Second instalment**

€5000 is to be remitted at the latest 30 days prior to the beginning of the 3rd term.

**Third instalment**

€5000 is to be remitted at the latest 30 days prior to the beginning of the 5th term.

**Fourth instalment**

€5000 is to be remitted at the latest 30 days prior to the beginning of the 6th terms.

***Master Programs***

The tuition fee is €28.000 for the entire program.

**First instalment**

The first installment of €14.000 has to be paid at least one week before the beginning of the first term. If the student pays the first instalment before 31st May, then a reduction of €1000 will be granted for the total study fee for the program.

**Second instalment**

The second installment has to be paid at least 30 days before the start of the third term (full-time program) or at least 30 days before the start of the second year (part-time program).

***Bank transfers***

Bank fees on bank transfers from countries other than Austria must be paid by the student. If they are not paid in advance, these fees will be charged to the student's account. Transfers from countries outside Austria take more time, so transfer the funds at least a week before the due date to MODUL University's bank account. Make certain that international bank codes are included. Students should include their name and matriculation number (where possible).

**Account holder:**  
**MODUL University Vienna**  
**Am Kahlenberg 1**  
**1190 Vienna**

**Account nr: 50663 114 201**  
**Bank sort code: 12000**  
**Bank Austria Creditanstalt**  
**IBAN: AT29 1200 0506 6311 4201**  
**BIC: BKAUATWW**

If an embassy or company is sponsoring the student's studies, a letter from the sponsor is usually required which indicates how payment will be made. Per semester/term or yearly invoices can be prepared, please contact the Student Service Center (SSC).

If a financial statement of the total amount of yearly fees paid is required, the SSC can also provide this statement upon request.

## ***General Procedures***

These remarks on procedures are only to give you a first idea of what to do. For more information please consult Student Guide #3.

### ***Notification of Admission (Zulassungsbescheid)***

An official document that acknowledges you have been successfully admitted or provisionally admitted to a program at MODUL University Vienna. This document is often required for visa applications for international students. It is available at the Student Service Center.

### ***Course and Examination Registration***

It is necessary to register for lectures and seminars. The Student Service Center will gladly supply the information needed. It is also necessary to register for exams. For details see Student Guide #3.

### ***Credit Transfer***

It is possible to transfer credits from previous studies to your studies at MODUL University. If you want to apply for accreditation you must fill out an accreditation form and attach the documentary evidence required. Please note that tuition fees cannot usually be reduced due to accreditation. The necessary forms are available at the Student Service Center, where you will also receive guidelines on how to apply for a credit transfer.