



Universität für Bodenkultur Wien  
University of Natural Resources  
and Life Sciences, Vienna

# WELCOME TO BOKU

## B. PLAN YOUR STAY

- Entry & Residence Permits
- Accommodation
- Insurance
- Working
- Buddy Network
- Language Courses
- Arrival Time
- Orientation in Vienna



**BOKU**

<http://www.boku.ac.at>

**Center for International Relations**

<http://www.boku.ac.at/zib.html>

**Course database**

<http://online.boku.ac.at>

*universität des lebens*

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Attention: The information in this guide was recently updated but no guarantee can be made of its accuracy!

# 1. Introduction

Dear Exchange Student,

Congratulations on having been selected as an exchange student at the University of Natural Resources and Life Sciences, Vienna. The Team at the Center for International Relations is looking forward to welcoming you to Vienna.

We are most certain, that you will have an interesting, exciting and joyful semester/year at our university and in our city. At BOKU, like at most of the other universities in Europe, people from different countries who speak different languages are studying, living and socialising together. This contact with other cultures has changed many lives and offers the basis for an interesting and informative time.



Living with people from all over the world is a great experience and offers many new and exciting opportunities. We are very honoured to be accompanying you during your time in Vienna and we will try our best to make your stay as comfortable as possible. Your exchange coordinator at the Center for International Relations, as well as your Buddy and your Austrian colleagues will be a great source of information. Just feel free to contact us!

The first step towards a successful stay as an exchange student is reading our information series **“Welcome to BOKU”**

- A. ERASMUS APPLICATION AT BOKU  
Application Procedure, The Academic Year, Structure of Programmes, Course Types, How to Look for Courses, ECTS, Thesis and Project Work, Language Proficiency, Contacts
- B. PLAN YOUR STAY AT BOKU**  
Entry & Residence Permits, Accommodation, Insurance, Working, Buddy Network, Language Courses, Arrival Time, Orientation in Vienna
- C. FIRST STEPS IN VIENNA  
Arrival in Vienna, Orientation at BOKU, Life in Vienna (City Information, Public Transport, Practical Issues, Free Time, ...), Useful Links, Checklist for Exchange Students

“PLAN YOUR STAY AT BOKU” deals with everything that has to be organised AFTER being accepted and BEFORE coming to Vienna. You will find information about the most important issues for preparing a longer stay in a new country: How do I get there? Where can I live? What legal aspects do I have to consider?

Next to administrative issues, cultural differences can also cause problems. It can be difficult to adjust to a different culture and learn a new language. To benefit from your stay both socially and academically, we would like to draw your attention to the fact that people are generally culturally different and therefore react in different ways in certain situations. If you are able to recognise and accept these differences you will easily benefit from your stay in Vienna.

All in all, we would like to wish you all the best for your EXCHANGE at BOKU!

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<http://www.boku.ac.at/zib.html>

**ERASMUS Incoming Coordinator**  
Ulrike Piringner: [erasmustoboku@boku.ac.at](mailto:erasmustoboku@boku.ac.at)

## 2. Entry and Residence Permits in Austria

Please find more detailed information and application forms at:

[http://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/entry\\_to\\_austria/EN/](http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/)

**a)** If you are from an **EU/EEA member state or Switzerland** (with valid health insurance) you do not have to apply for a visa. A valid travel document (passport or identity card) for your entry into and your stay in Austria is sufficient.

**b)** If you are from a **non-EU or EEA country** and are planning to stay for **less than 6 months** you need a residence

- a travel visa C (*Reisevisum C*) for entry to and residence in Austria for a stay of a maximum of 90 days (except students who are allowed to enter Austria without a visa)
- a residence visa D (*Aufenthaltsvisum D*) for entry to and residence in Austria for a stay of at least 91 days and a maximum of 6 months (except students with Japanese nationality).

These visas have to be applied for at the Austrian Embassy/Consulate in your home country before you leave.

**c)** If you are from a **non-EU or EEA country** and are planning to stay for **more than 6 months** you need a residence permit "student" (*Aufenthaltsbewilligung Studierender*), which you have to obtain from the Austrian embassy/consulate in your home country before you leave.

Please contact us as soon as possible so that the Dean's office can send you the letter of admission to BOKU Vienna.

Along with the fully completed form "Antrag auf Erteilung eines Aufenthaltstitels" you are usually required to hand in the following documents to get a visa (Please note that this might differ from country to country):

- Recent colour photograph with size between 3.5 x 4.5 cm and 4.0 x 5.0 cm
- Valid passport
- Birth certificate
- Notification of admission (*Zulassungsbescheid, Aufnahmebestätigung*) of BOKU
- Proof of financial means to finance one's stay (a statement indicating that you will be able to support yourself financially during your stay in Austria or a confirmation of the receipt of your grant)
- Proof of accommodation in Austria (e.g. tenancy contract, OeAD housing confirmation)
- Proof of health insurance ("travel health insurance")
- Police record/certificate of good conduct (where available)

All documents have to be submitted in the original and in photocopy (certified, German translation).

If all documents are complete and in order, the Austrian embassy/consulate will issue the permit of residence (fee to pay).

Please note that the residence permit is not a work permit for Austria.

### 3. Online Pre-Registration at BOKU

When you have been accepted to BOKU, you will receive an admission letter by the Dean's Office (= admission office = „Studienabteilung“). If you have not received the admission letter one month before your arrival, please write an e-mail to [studabt@boku.ac.at](mailto:studabt@boku.ac.at).

On the letter of admission you will find a link to the online pre-registration.

Please make this **online pre-registration** at latest by **August 20** (winter semester) resp. **February 1** (summer semester). You have to upload a passport sized photograph to complete it. Further information can be found at: <http://www.boku.ac.at/zid-boo-stud-voranmeldung.html?&L=1>

After completing the online pre-registration please send an e-mail with the pre-registration number and your name to [studabt@boku.ac.at](mailto:studabt@boku.ac.at)

To be able to register for courses at BOKU, you have to pay the student union fee first (€ 16,50).

If you have made the pre-registration on time and sent an e-mail to [studabt@boku.ac.at](mailto:studabt@boku.ac.at), we will send you an e-mail with the payment notification (bank dates, student ID number,...) and a pin for BOKUonline. **Please pay the money immediately** (service/bank charges have to be covered by you).

Approximately 5-7 days after having paid the student union fee (from a European bank account – otherwise it might take longer), you will receive an e-mail with a confirmation of payment.

Then you can activate your BOKUonline account and register for courses,

***Please try to register for courses as soon as possible (before the semester starts) – some courses (excursions, seminars, practical courses,..) might be booked out soon.***

Further information and a checklist for the arrival will be sent out by e-mail on time.

## 4. Accommodation

### 4.1. Student Residences

To book a room in a student residence- please contact the **OeAD** (Österreichischer Austausch Dienst – Austrian Exchange Service): [http://www.housing.oead.at/index\\_e.asp](http://www.housing.oead.at/index_e.asp)

Please note that the contract with the OeAD runs for at least one semester. Therefore, during this period you are able to switch places within the OeAD-homes (if there are free places) but you will not be able to move into private accommodation.

Please take into consideration that a student residence hall is an easy way of finding a place to stay in a new city and provides the opportunity to meet people. When you move in you will have to pay a deposit for the room in addition to the deposit for the OeAD. You will get it back at the end of your stay providing the room is in the same condition as when you arrived.

[OeAD-Wohnraumverwaltungs GmbH](http://www.housing.oead.at)

Ebendorferstraße 7, A-1010 Wien

Tel.: +43 1 53408 800, Fax: +43 1 / 53408 899

[www.housing.oead.at](http://www.housing.oead.at)

E-Mail: [housing@oead.at](mailto:housing@oead.at)

**Please consider: Rooms in the student residences are assigned on a first come, first serve basis. For applications handed in after**

- **August 15<sup>th</sup>** for the winter semester and
- **January 15<sup>th</sup>** for the summer semester

**it can not be guaranteed that there are still free rooms available.**

#### **PROCEDURE:**

Register online at the OeAD webpage. As soon as you get the confirmation e-mail from OeAD pay your deposit of **€650 with bank transfer**. Only then OeAD can make a room reservation for you.

You can choose between single and double rooms (see form). Just state your preference on the form. Prices range from between approximately € 178 and € 325 for a double room, and between € 260 and € 550 for a single room. Rooms can only be reserved for whole months (e.g. if you move in on 24<sup>th</sup> of October you have to pay for the complete month of October). Only in February and September are bookings for half a month possible.

To cover its costs, the OeAD housing service charges € 18 per month.

#### **ATTENTION:**

- If you wish to withdraw your reservation please inform the OeAD as soon as possible!
- If you decide not to come to BOKU Vienna, please notify the Center for International Relations.

Here is a list of **student residences in good distance to BOKU** (districts 17, 18, 19, 20, 7, 8, 9, 1):

- OeAD: Haus Döbling – 19, Gymnasiumstraße 85
- OeAD: Heim Michaelerstrasse – 18, Michaelerstrasse 11 (female students only)
- OeAD: Albert Schweitzer Heim – 9, Garnisongasse 14-16
- OeAD: Pfeilheim 1A – 8, Pfeilgasse 1A (female students only)
- OeAD: Pfeilheim 3A – 8, Pfeilgasse 3a

- OeAD: Pfeilheim 4-6 – 8, Pfeilgasse 4-6
- OeAD: Panorama – 20, Brigittenauer Lände 224
- OeAD: Adolf Schärf Studentenheime – 20, Lorenz Müller Gasse 1A
- OeAD: Adolf Schärf Studentenheime – 20, Forsthausgasse 2-8
- OeAD: OeAD-Gästehaus Sechshauser Straße – 15, Sechshauser Straße 31

A room in a student residence can also be arranged by contacting directly one of the residence organisations listed below. However, organizing it through OeAD is probably easier and more flexible.

**AH – Akademikerhilfe:** <http://www.akademikerhilfe.at>

- AH: Starkfriedheim – 18, Starkfriedgasse 15
- AH: Lerchenfelderheim – 7, Lerchenfelderstrasse 1-3

**SFS – Studentenförderungsstiftung:** <http://www.home4students.at>

- SFS: 55er Heim – 19, Döblinger Hauptstrasse 55
- SFS: Studentenheim Boltzmanngasse – 9, Boltzmanngasse 10
- SFS: Neudeggerheim – 8, Neudeggergasse 21
- SFS: Führichgasse – 1, Führichgasse 10

**WIHAST:** <http://www.wihast.at>

- WIHAST: Vindobona – 8, Skodagasse 20/ Laudongasse 36

**BOKU:** <http://www.boku.ac.at/homepage/studheim/>

- BOKU-Heim – 18, Pötzleinsdorferstrasse 40 (very limited places)

## 4.2. Flat Share

If you choose to rent or share a flat with other students you normally do not need to pay commission fees. On the other hand, there is the insecurity of not finding the right place or finding a place at all. However, the Center for International Relations sometimes receives offers from students who go abroad with ERASMUS for a semester or a year and these offers can be forwarded to you as well.

In addition, the flat exchange at the student union (ÖH) is a good source for finding a room in Vienna. You can start searching before your arrival and get in touch with the landlady/landlord or your future flatmates. In general, the rooms are from € 200 to € 400 per month.

**ÖH Flat Exchange (only in German)**

<http://www.jobwohnen.at>

**OeAD also offers apartments** for students: <http://www.housing.OeAD.ac.at/> ; scroll down at the homepage until the section with the pictures start. The application procedure is the same as for a room in a student residence.

Apartments in good distance to BOKU:

- 1170 Wien, Comeniusgasse 9
- 1080 Wien, Tigergasse 23-27
- 1090 Wien, Tendlergasse 12
- 1020 Wien, Obere Donaustrasse 21/3

A further possibility is to search at <http://www.studieren.at>. (only in German)

If you need a room, a flat or a place in a flat share at short notice, you can contact the "Mitwohnzentrale Odyssee" – they specialise in this kind of case and mediate between private people.

The charge for this service depends on the duration of your stay. For occupancy of up to one month the commission is 25 percent and for up to twelve months it is one and a half times the monthly rent.

<p><b>Mietwohnzentrale Odyssee</b>          Laudongasse 18, A-1080 Wien          Tel.: +43 1 402 60 61          Öffnungszeiten: Mo - Fr 10 – 14 und 15 – 18 Uhr  <a href="http://www.mwz.at/index.php">http://www.mwz.at/index.php</a></p>
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Youth Hostels offer the best **temporary accommodation**. Reservation is recommended.

<p>Jugendgästehaus Brigittenau          Friedrich Engels-Platz 24, A-1200 Wien          Tel.: +43 1 332 82 94          Fax: +43 1 330 83 79          E-Mail: <a href="mailto:jgh.1200wien@chello.at">jgh.1200wien@chello.at</a>  <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a></p>	<p>Wombat's City Hostel          Grangasse 6, A-1150 Wien          Tel.: +43 1 897 23 36          Fax: +43 1 897 25 77          E-Mail: <a href="mailto:office@wombats-vienna.at">office@wombats-vienna.at</a>  <a href="http://www.wombats.at">http://www.wombats.at</a></p>
<p>Jugendherberge Myrthengasse          Myrthengasse 7, A-1070 Wien          Tel.: +43 1 523 63 160          Fax: +43 523 58 49          E-Mail: <a href="mailto:hostel@chello.at">hostel@chello.at</a>  <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a></p>	<p>Hostel Ruthensteiner          Robert-Hamerling-G. 24, A-1150 Wien          Tel.: 43 1 893 42 02          Fax: +43 1 893 27 96          E-Mail: <a href="mailto:info@hostelruthensteiner.com">info@hostelruthensteiner.com</a>  <a href="http://hostelruthensteiner.com">http://hostelruthensteiner.com</a></p>
<p>Jugendgästehaus Hütteldorf          Schlossberggasse 8, A-1130 Wien          Tel.: +43 1 877 15 01          Fax: +43 1 877 02 632          E-Mail: <a href="mailto:jgh@hostel.at">jgh@hostel.at</a>  <a href="http://www.oejhv.at">http://www.oejhv.at</a></p>	<p>Turmherberge Don Bosco          Lechnerstraße 12, A-1030 Wien          Tel.: +43 1 713 14 94          Fax: +43 1 713 14 94  <a href="http://www.qype.at">http://www.qype.at</a></p>
<p>Hotel Praterstern          Mayergasse 6, A-1020 Wien          Tel.: 43 1 214 01 23          Fax: +43 1 214 78 80          E-Mail: <a href="mailto:hotelpraterstern@aon.at">hotelpraterstern@aon.at</a>  <a href="http://www.hotelpraterstern.at">http://www.hotelpraterstern.at</a></p>	<p>Schlossherberge am Wilhelminenberg          Savoyenstraße 2, A-1160 Wien          Tel. +43-1-4810300          Fax. +43-1-481 0 300 -13          E-Mail: <a href="mailto:shb@hostel.at">shb@hostel.at</a>  <a href="http://www.oejhv.or.at">http://www.oejhv.or.at</a></p>

## 5. Insurance

By paying the students union fee (ÖH-Beitrag - € 16.50 at registration) you automatically possess insurance against accidents and civil liability.

### **For students with bilateral health insurance agreements**

Students and visiting researchers from **EU/EEA countries** who are in possession of a valid national health insurance in their home country need the European Health Insurance Card.

In case you have a valid national health insurance in a country that has concluded a health insurance agreement with Austria (at the moment these are the following countries: Bosnia, Croatia, Herzegovina, Macedonia, Montenegro, Serbia and Turkey), you have to bring along the A3 form, which is available from your national health insurance carrier. This form, too, has to be exchanged for forms that entitle you to medical treatment in Austria (*Krankenscheine*, "*Krankenkassenschecks*") at the relevant Austrian health insurance carrier (*Gebietskrankenkasse*).

### **For students from countries with no national insurance agreement with Austria:**

Degree programme students (*ordentliche Studierende*) at all universities who do not fall into the above-mentioned categories may take out a health insurance policy with the *Wiener Gebietskrankenkasse* themselves. The costs for this insurance are EUR 24,93 per month. Students can insure themselves anytime for as long as necessary.

The following documents are required:

"Confirmation"

"Study book sheet "

"Registration forms "

#### **Wiener Gebietskrankenkasse (WGKK)**

Wienerbergstraße 15 – 19, A-1100 Wien

Tel.: +43 1 601 220 – 0

<http://www.wgkk.at>

## 6. Working

It's rather difficult for students from non-EU/EEA countries to receive a work permit. The information you can find here should just be seen as basic. Further details concerning this complicated matter can be found on the homepage of the OeAD:

[http://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/working/EN/](http://www.oead.at/welcome_to_austria/legal_practical_issues/working/EN/)

**a. Nationals of** Belgium, Denmark, Germany, Finland, France, Greece, Great Britain, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Sweden, Spain, Cyprus or Switzerland are allowed to work in Austria without any further permit (e.g. work permit) being required.

**b. Nationals of** Bulgaria, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia however, still need a work permit for gainful employment due to transitional arrangements. If you carry out a job that is not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals, you need no work permit.

Activities which are not subject to the regulations of the Austrian Act Governing Employment of Foreign Nationals are: activities in the framework of exchange or research programmes of the European Union or activities in academic teaching and research.

**c. Students from all other countries** who are in possession of a valid **residence permit for study purposes (*Aufenthaltsbewilligung "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 require a **work permit**.

**Ad work permit:** Please note that work permits are only granted in a limited number in consideration of the Austrian labour market and if the job cannot be filled by a jobless Austrian or integrated foreign worker. For part-time jobs and especially for people who stay in Austria for less than five years (e.g. students) this is almost impossible to achieve.

There are two **different types of employment**.

Please pay close attention to the regulations at the Oead website since violation of these regulations may lead to severe fines and to imposition of a ban on residence!

### **1. employment with employment-contract (*unselbständige Erwerbstätigkeit*)**

**1a. temporary employees (*befristet beschäftigte Fremde*)** for a maximum duration of three months per calendar year (primarily in tourism and agricultural and forestry enterprises). 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.

**1b. minimum income worker** limited to an income of EUR 374.02 per month (status of 2011). 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. In this case the amount you may earn is limited but not the duration of the employment. For part-time jobs and especially for people who stay in Austria for less than five years (e.g. students) this is almost impossible to achieve.

**1c. 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*) and the competent authority for taxes (*Abgabenbehörde*) at least 2 weeks before the beginning of the employment.

### **2. self-employment (*selbständige Erwerbstätigkeit*)**

may be based on a contract for work and labour (*Werkvertrag*). No work permit is necessary for this type of work. Please pay attention to legal regulations on social insurance, taxation and trade law. Please note the **difference** between an employment contract (*Dienstvertrag*) and a contract for work and labour (*Werkvertrag*) (not the name of the contract is relevant but the type of work that is actually carried out):

- An **employment contract** obliges you to personal repeated and regular presence and work in a fixed place of work (e.g. Monday to Thursday, 9:00 to 12:00 on the premises of the XY company in Vienna) and you have to strictly follow the instructions of your employer. You are integrated in the organisation of your employer. You are paid according to the hours you work. Your employer is obliged to report your employment to National Insurance for the time of your employment and to deduct the appropriate taxes from your salary.
- In the case of a **contract for work and labour** you only owe your employer the supply of a specified service/result (e.g. addressing of 1000 envelopes); in carrying out this job you are not bound to fixed working hours and/or a fixed place of work (this means that you can carry out the work for example at your home) or even have it carried out by somebody else. You are only paid for the pieces of work/for the result you accomplish. With a contract for work and labour you will – being self-employed – not be insured with National Insurance by your employer nor will he/she deduct taxes. Of both these things you have to take care yourself.

**Please note:** Since it is often difficult to determine whether a work contract is an employment contract (*Dienstvertrag*) or a contract for work and labour (*Werkvertrag*), this, however, being crucial to whether you need a work permit or not, please make sure to enquire at the Chamber of Labour, the employment office or an advice institution before taking up a job!

## 7. The Buddy Network at BOKU

The ZIB promotes the exchange of Austrian and international students through a buddy network. Therefore, you are appointed an Austrian student as a tutor to facilitate the first couple of steps in Vienna (if you have marked that in the application form).

Your buddy will be very helpful to you especially at the beginning, when you move into your new room and have to deal with Austrian and BOKU administration. They can introduce you to Viennese university life, help you to get accustomed to BOKU and show you a side of Vienna and Austria you would probably not discover otherwise.

If you wish to have a buddy, please contact: [buddy@boku.ac.at](mailto:buddy@boku.ac.at)

## 8. Language Courses

### 8.1. German Intensive Language Course (before semester start)

To get accustomed to the language, ZIB offers a German Intensive Language Course for exchange students. The course runs for two weeks **before the semester starts**, both in the winter semester and in the summer semester (<http://www.boku.ac.at/4013.html>) and costs € 250 for 25 hours per week.

Registration for the Intensive Language Course takes place in ZIB. There is no deadline, but the number of participants is limited. Places will be allocated on a first come first served basis, thus if you are interested, it is best to send an e-mail to [sprachkurse@boku.ac.at](mailto:sprachkurse@boku.ac.at) as soon as possible.

<p>German Intensive Language Course          Center for International Relations          Christina Röhl          Peter-Jordan-Straße 82a, A-1190 Wien          Tel.: +43 1 47654 2613, Fax: +43 1 47654 2606          Email: <a href="mailto:sprachkurse@boku.ac.at">sprachkurse@boku.ac.at</a>  <a href="http://www.boku.ac.at/sprachkurse.html?&amp;L=1">http://www.boku.ac.at/sprachkurse.html?&amp;L=1</a></p>
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### 8.2. German Language Courses (during the semester)

Courses in “Deutsch als Fremdsprache“ (German as a Foreign Language) are available at the Center for International Relations during the semesters. Besides the improvement of your language skills, the courses also try to widen your social and intercultural skills. Before the beginning of the semester a German Intensive Language Course is offered for exchange students.

We strongly recommend the attendance of German courses. The following courses are offered:

Course	Semester	Weekly hours/ ECTS credits
German – Beginners I	WS	2
German – Beginners II	SS	2
German Fachsprache A (free of charge for ERASMUS students)	WS	2
German Conversation II – Intermediate	WS	2
German Fachsprache B (free of charge for ERASMUS students)	SS	2
German Conversation III – Intermediate	SS	2

Please find information about the registration at <http://www.boku.ac.at/sprachkurse.html?&L=1>.

### 8.3. Other German Courses in Vienna

If you want to improve your German knowledge beyond the courses offered at BOKU, you have a big choice of courses held in Vienna.

A list of Austrian language schools can be found at the homepage of Campus Austria, an association of Austrian language schools:

<http://www.campus-austria.at/index.php?mode=sectionInstitutes>

Here is a list of institutions that offer German courses:

<p><b>Wiener Internationale Hochschulkurse der Universität Wien</b>            Universitätscampus – Altes AKH            Alser Straße 4, Hof 1.16            Tel.: +43 1 4277 24101            Email: <a href="mailto:deutschkurse@univie.ac.at">deutschkurse@univie.ac.at</a>  <a href="http://deutschkurse.univie.ac.at/content/site/dk/en/home/index.html">http://deutschkurse.univie.ac.at/content/site/dk/en/home/index.html</a></p>	<p><b>Deutschakademie Wien</b>            Opernring 1, Stiege E,            1010 Wien (1. Bezirk).            Sekretariat im 3. Stock            Tel : +43-1-585 73 13            Fax: +43-1-585 57 13            Email: <a href="mailto:info@deutschakademie.com">info@deutschakademie.com</a>  <a href="http://www.deutschakademie.com/learn-german-courses/index.htm">http://www.deutschakademie.com/learn-german-courses/index.htm</a></p>
<p><b>Internationales Kulturinstitut IKI</b>            Opernring 7, A-1010 Wien            Tel.: +43 1 586 73 21, Fax: +43 1 586 29 93            Email: <a href="mailto:office@ikivienna.at">office@ikivienna.at</a>  <a href="http://www.ikivienna.at">http://www.ikivienna.at</a></p>	<p><b>ActiLingua Academy</b>            Wattmanng. 15, A-1130 Wien            Tel.: +43 1 877/6701, Fax: DW 6703            E-Mail: <a href="mailto:german@actilingua.com">german@actilingua.com</a>  <a href="http://www.actilingua.com">http://www.actilingua.com</a></p>
<p><b>Cultura Wien</b>            Bauernmarkt 18, A-1010 Wien            Tel.: +43 1 533 24 93, Fax: +43 1 533 59 12            Email: <a href="mailto:office@culturawien.at">office@culturawien.at</a>  <a href="http://www.culturawien.at/eng">http://www.culturawien.at/eng</a></p>	<p><b>Inlingua Wien</b>            Neuer Markt 1, A-1010 Wien            Tel.: +43 1 512 22 25, Fax: +43 1 513 94 56            Email: <a href="mailto:wien@inlingua.at">wien@inlingua.at</a>  <a href="http://www.inlingua.at/lang_en.html">http://www.inlingua.at/lang_en.html</a></p>

### 8.4. Tandem at BOKU

#### What is it about?

Tandem learning is reciprocal language learning in which you are paired with a native speaker of the target language to learn together. That means, that students with different native languages teach each other. There is no financial cost involved and you can benefit whatever is your level of language. You meet to study together, practise speaking, find out more about the culture, discuss language problems and support each other's learning. Tools like cell phones, emailing, skype or MSN can support tandem learning additionally.

#### How does it work?

There aren't any certain rules or schedules you have to follow. But on the following URL you can find some useful hits:

<http://www.boku.ac.at/tandem-tips.html?&L=1>

#### Purpose?

You can practise with a native speaker of the target language and help one another to improve your language skills in a low anxiety environment. Furthermore, you can experience using the target language in authentic communicative interactions and you have the possibility to learn more about another's character and culture. Finally you can exchange additional knowledge, for example about your recent or future professional life.

#### How to apply?

Fill in the printed tandem form and bring it to the Center for International Relations or fill in the form on any computer and send it via email after your arrival. You can find the form on our homepage:

<http://www.boku.ac.at/tandem.html?&L=1>

There will be a list containing all Tandem participants and their target languages which will be sent via email. You can contact your partner via telephone or email and arrange a meeting. To help you with the first steps we arrange a kick-off meeting for all participants at the beginning of the semester.

Center for International Relations  
 Agnes Lehner  
 Peter-Jordan-Straße 82a, A-1190 Wien  
 Email: [tandem@boku.ac.at](mailto:tandem@boku.ac.at)  
<http://www.boku.ac.at/tandem.html?&L=1>

## 9. Arrival Time in Vienna

Exchange students participating in the Intensive German Language Course should arrive in Vienna at least one day before the course starts. For all other students, the best time to arrive is a few days before the semester begins (winter semester starts at 1<sup>st</sup> of October, summer semester the 27<sup>th</sup> of February). If you are coming to Vienna for the second semester and have a room in a student residence, arrival at the 1<sup>st</sup> of March is also possible.

But please be aware that you have to **register for your courses on time**. To be able to do that you need your BOKUonline account, which you can activate only after having paid the student union fee (€ 16,50) and after having received the payment confirmation.

If you have completed your online pre-registration (see chapter 3) on time, you will get a payment notification and a code for your BOKUonline account.

As soon as the money is on BOKU's bank account, you will receive the payment confirmation. Then you can activate your BOKUonline account and register for courses.

If you do not manage to pay the student union on time, we strongly recommend that you arrive earlier, as many courses may be booked out soon.

In any case, you should adjust your arrival time with the office hours of the students' residence or with the presence of your landlord/landlady. In most cases it is not possible to move in in the evening or during the weekend. So please try to arrive in Vienna during daytime hours on a weekday. However, if it is only possible for you to arrive during the night or at the weekend and if you are not able to move into your room, please try to find a room for the first night at one of the temporary accommodations mentioned above.

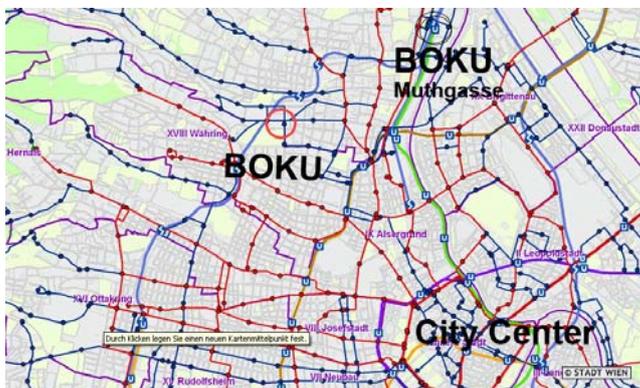
As an ERASMUS student you will have been appointed a buddy, who might, if you wish, be able to pick you up at the airport or the train station. Please contact your buddy in advance to arrange a meeting with them.

When choosing your means of transport, you should consider that a car is only useful for the outer districts of Vienna (for the inner districts you need to pay for parking). For the inner districts and the city Center, public transport, a bicycle or your feet are the best way of getting around.

## 10. Orientation

BOKU is located in the Northwest of Vienna and has two different “campuses”: Boku Türkenschanze and Boku Muthgasse.

Please find a city map at: <http://www.anachb.at/> or <http://www.wien.gv.at/stadtplan>



### 10.1. Arrival at the airport or station

#### *Arrival at Wien-Schwechat Airport*

When you arrive at the airport Wien-Schwechat you will be in the Bundesland (Federal State) of Lower Austria, about 15 kilometres south of Vienna.

There are regular bus transfers from the airport to the „Südbahnhof“, the „Westbahnhof“ and to the underground station “Landstraße“. A ticket costs € 7.00 and it lasts about 20-45 minutes. The first bus leaves at 5:55 in the morning and the last short past midnight, with a frequency of 30 minutes each. Further information can be found at:

<http://www.viennaairport.com>

The suburban railway (S-Bahn) runs from the airport to the underground station “Landstrasse – Wien Mitte” and then on to “Floridsdorf (U6) and costs € 3.60 (€ 1.80 with Vorteilscard). It’s a bit cheaper if you buy a ticket for public transport in Vienna and then buy a ticket for the train up to the city boundary (Stadtgrenze). The first train leaves at 4:31 in the morning, the last one at 11:46 in the evening.

Timetables can be found at. <http://www.oebb.at>

You also have the possibility of using the recently introduced City Airport Train (CAT) to get from the airport to „Landstrasse – Wien Mitte“. A ticket costs € 9.00 and the journey takes 16 minutes. The first train leaves at 5:38 in the morning every day, and then every half an hour until 11:08 in the evening. <http://www.cityairporttrain.com/default.aspx?lang=en-US>

A taxi to the center is around € 27 to € 30.

### Arrival at Westbahnhof

If you are travelling by train from western or northern Europe you will arrive at “Westbahnhof”. From there, you can take the underground U3 (orange) and U6 (brown) as well as trams 5, 6, 9, 18, 52 and 58.

### Arrival at Südbahnhof

Trains from southern and eastern Europe arrive at „Südbahnhof“. But as the train station is under construction now, many trains are getting redirected to “Meidling”. In 2012 parts of the than called “Hauptbahnhof” (main train station) will open again. It is not far from “Südtirolerplatz” (U1). Tram D takes you directly to the Center (Karlsplatz with connections to U1, U2 and U4). Furthermore, you can take tram O and 18 (to the “Westbahnhof”) or the buses 13A and 69A. There is also a suburban train stop at the “Südbahnhof”.

## 10.2. Getting to the University / Center for International Relations

From “Westbahnhof” you can reach us by taking the U6 to “Währinger Straße - Volksoper” and then transferring to Bus 40A towards “Döblinger Friedhof“. Your stop is “Dänenstraße“. Then it’s only a couple of metres to our office. Turn right just before hot-dog stand (Würstelstand) and take the path up to our office, which is in a small house ~“villa”.

From the “Südbahnhof“, you can take tram 18 (direction “Floridsdorf”) towards “Westbahnhof“, and then follow the instructions above.

From “Landstraße – Wien Mitte” you can take the U3 (direction “Ottakring”) to “Westbahnhof“ and then follow the instructions above.

In addition to the 40A bus, you can reach the ZIB with the 10A and the 37A, in both cases you need to get off at “Dänenstraße”.

Center for International Relations  
 University for Natural Resources and Life Sciences Vienna  
 Peter-Jordan-Straße 82a, A-1190 Wien  
<http://www.boku.ac.at/zib.html>  
 Tel.: +43 1 47654 2600



### 10.3. Getting around at BOKU

BOKU has two different "campuses":

#### Map of BOKU Türkenschanze

The map shows the layout of BOKU Türkenschanze with several buildings highlighted in green and numbered 1 through 16. Callouts provide photos and addresses for specific buildings:

- Exner - House**: Peter Jordanstr. 82, 1190 Wien
- Schwachhöfer - House**: Peter Jordanstr. 82, 1190 Wien
- ÖH-Building**: Peter Jordanstr. 76, 1190 Wien
- ZIB Villa – Center for International Relations**: Peter Jordanstr. 82a, 1190 Wien
- Mendel - House (Main Building – Dean's Office)**: Gregor Mendelstr. 33, 1180 Wien
- Busstop at „Dänenstraße“**: Located at the intersection of Danenstraße and Peter Jordanstraße.

Other streets shown on the map include Max Emanuel-Straße, Gregor Mendelstraße, Festmanelstraße, and Danenstraße. Bus lines 40A, 10A, 37A, and 40A/37A are also indicated.

**Map of BOKU Muthgasse**

The map shows the layout of BOKU Muthgasse. Key streets include Mooslackengasse, Muthgasse, Boschstraße, Gunoldstraße, Lorenz Müller Straße, Barowitzkagasse, Heiligensländer Straße, and Müßdorfer Lände. Landmarks include Bahnhof Heiligenstadt (U4), BOKU-Zentrum, and the Donaukanal. Building locations are marked with green squares and numbers: 11, 18, and 19. Lines connect these markers to their respective photographs.

**VIBT ("Muthgasse III")  
Muthgasse 11**

**Armin-Szilviny – House  
Muthgasse 18**

**Emil-Perels – House  
Muthgasse 18**

## 10.4. Getting to the Austrian Exchange Service (OeAD)

You can find the OeAD at Ebendorferstraße 7, right behind the main building of the University of Vienna.

From “Westbahnhof” you can reach the OeAD by taking the U3 (direction Simmering) to “Volkstheater” and then transferring to U2 (direction Aspernstraße) to stop “Schottentor”. Just walk behind the university building and then to the left.

From “Südbahnhof” it is best to take tram D towards “Schottentor – Universität”,

From “Landstraße – Wien Mitte” you should take the U4 (direction Heiligenstadt) to “Schottenring” and then transfer to U2 (direction Karlsplatz) to “Schottentor – Universität”.

<p>Austrian Exchange Service (OeAD) Ebendorferstr. 7, A-1010 Wien Tel.: +43 1 53408 0 E-mail: <a href="mailto:info@oead.ac.at">info@oead.ac.at</a> <a href="http://www.oead.at/index.php?id=235&amp;L=1">http://www.oead.at/index.php?id=235&amp;L=1</a></p>
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## 11. Currency, Cost of Living, Climate

### Currency

Since 1<sup>st</sup> January 2002, Austria uses the EURO (€) as its official currency. One Euro = 100 Cents. The Euro is valid in the so-called Euro-Zone. Besides Austria, these countries are Belgium, Germany, Finland, France, Greece, Ireland, Italy, Luxembourg, Malta, Montenegro, Netherlands, Portugal, Slovakia, Slovenia, Spain and Cyprus.

### Cost of Living

In European standards, the cost of living in Austria is average. During their stay in Vienna, most of the Erasmus-Students need about €550 to €1.000 Euros per month.

Accommodation	approx. € 200 to € 400 (including heating and lighting)
Food	approx. € 200 to € 300 (excluding luxuries and tobacco)
<u>Other Expenses</u>	<u>approx. € 150 to € 250 (books, culture, recreation)</u>
<b>In Total</b>	<b>approx. €550 to €950</b>

### Climate

Vienna awaits you with continental weather. That means cold winters (- 10°C to - 15°C) and hot summers (around + 30°C). For the winter, you should not forget to bring a winter coat, gloves, a scarf, warm boots, and a hat. Whereas during the summer, you are free to slip into your bathing suit.

Information on the current weather situation can be found at <http://wetter.orf.at/oes/> or <http://www.tiscover.at/wetter>

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#### Imprint:

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The information in this guide was recently updated but the editor cannot make a guarantee on its accuracy.

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