

**Erasmus and Exchange Students in Salzburg**  
Where to go? What to do?

# Good to know!



A step by step guide to a successful study abroad at the  
University of Salzburg

## A. Preparation and Arrival in Salzburg

| CHECKLISTE                            |  |
|---------------------------------------|--|
| Application                           |  |
| Online pre-registration               |  |
| Visa                                  |  |
| Insurance                             |  |
| Accommodation                         |  |
| Buddy-Network registration (optional) |  |

### ***1. Application Exchange Student***

### a. Application for Exchange Placement

Contact the responsible departmental coordinator at your home university and apply for an exchange placement within the framework of a cooperation agreement. → Wait for the nomination for Salzburg → Finish off the required study abroad documents.

### b. Application Form

Download the application form from our website. The LEGIBLY completed original form should be signed off by your home university and mailed with a post mark to our office before the application deadline

**Deadlines:** Winter semester / academic year: June 30<sup>th</sup>  
Summer semester: November 30<sup>th</sup>

The application form requires both a signature and the official stamp of the sending university.

Please note that: Different exchange programs require different application forms. Both forms are available on our website: [www.uni-salzburg.at/international](http://www.uni-salzburg.at/international) > Studying in Salzburg > Forms.

### c. Confirmation of admission and Welcome M@il

- Erasmus Students

Once your application form is here, you are guaranteed acceptance to the University of Salzburg as long as you are nominated within the fixed quota of exchange students and before the application deadline. An admission letter will be sent only to those students who need an entry or residence visa for Austria!

- **Exchange Students within Bilateral University Partnerships**

Once we have received the application documents, exchange students within bilateral university partnerships will be issued an admission letter notifying the student's admittance to the University of Salzburg. This letter may be required to obtain any entry or residence documents by the Austrian representative authorities (embassy or consulate).

- **Welcome M@il**

Approximately two months before the start of the semester you will receive an e-mail containing important information with regard to your future stay in Salzburg. Therefore please pay attention to LEGIBLY fill in your application form with a valid e-mail address. Otherwise this e-mail cannot reach you!

## 2. University of Salzburg Course Catalogue

The course catalogue can be found in the PLUSonline system using the following link: <https://online.uni-salzburg.at>. It is accessible from all over the world and makes it more convenient to search for specific classes that may fit into your study program. The catalogue can be accessed in the public section of the system, using the left sided navigation. Therefore, a PIN-code login is not necessary. Registration for courses is only possible after a student is fully registered at the University (upon arrival).

You find a link to a list of **courses provided in English** on our homepage. Erasmus students have to send their **Learning Agreements before mobility** as far as possible to the Erasmus

departmental/academic coordinator in Salzburg for signature. The name of the coordinator is announced in the *Confirmation of Nomination* e-mail.

### 3. Online Pre-Registration

Please complete the online pre-registration via the following link before departing for Salzburg: [https://online.uni-salzburg.at/plus\\_online/studentenvoranmeldung.startseite](https://online.uni-salzburg.at/plus_online/studentenvoranmeldung.startseite). This service will be available via the Internet three months before semester starts.

### 4. Buddy-Network

In order to be assigned a fellow student as “buddy” to help and guide you through your everyday life in Salzburg, you must contact the international department of the Austrian Student Union (ÖH) via e-mail: <http://buddynetwork.oeh-salzburg.com/en/>. For details, contact: [internationales@oeh-salzburg.at](mailto:internationales@oeh-salzburg.at). Later you will receive the contact information of your buddy. Then it’s up to you and your buddy to contact one another.

### 5. Entry & Residence Regulations: Visa

Detailed information regarding entry and residence regulations can be found on the OeAD Homepage: <https://oead.at/en/to-austria/entry-residence-and-employment/>

### 6. Health Insurance

Every student who is admitted at the University of Salzburg and therefore is planning a longer stay must prove that she/he has health insurance that is valid in Austria.

**Students from EU/EEA countries** are required to have the European Health Insurance Card (e-card).

**NON-EU/EEA citizens** have to purchase travel insurance for the first 2 weeks in Salzburg. They can purchase a health insurance policy for students (“Studierendenselbstversicherung”) with the Salzburger Gebietskrankenkasse after arrival and enrolment at the University of Salzburg. The approximate cost of this insurance coverage is for students €56.74 per month (as of March, 2017)

Address: SGK, Engelbert-Weiß-Weg 10 (near the main train station), Info: [www.sgkk.at](http://www.sgkk.at).

Application Form: <https://svselfie.sozvers.at/SVselfie/?mandant=sgkk&type=studenten&meinesv>

### 7. Accommodation

The University does not own any dormitories for students. Students are responsible for finding their own housing while in Salzburg. The OeAD Housing Office offers rooms and small flats in student residence halls for international exchange students. If you want to make use of this service we recommend that you reserve a room as early as possible online at: [www.housing.oead.at](http://www.housing.oead.at). **Note:** Registration for rooms is also possible without uploading an Admission Letter from Salzburg University. You can upload the Erasmus *Confirmation of Nomination* email first and upload a student confirmation later after arrival in Salzburg.

You can apply for rooms in the student residence halls, shared apartments or private housing on your own, of course too. In case of emergency you can find temporary accommodation in one of the six youth hostels around the city. Find addresses and contact information on our homepage: [www.uni-salzburg.at/international](http://www.uni-salzburg.at/international) > Studying in Salzburg > Housing.

### 8. Arrival Time

**The semester dates / academic calendar** at the University of Salzburg:

**Winter semester:** October 1 – January 31

**Summer semester:** March 1 – June 30 .

Plan to arrive **one, two weeks in advance**, because the enrolment process will take some time.

Introductory courses and events (e.g. preparatory German classes, Orientation Week), which we highly recommend you to take part in, will also be offered at the beginning of the semester. When planning your arrival time make sure to think about looking for accommodation in good time and clarify your move-in dates with your housing representative, landlord in order to move into your housing immediately upon arrival.

## B. After Arrival in Salzburg

| <b>CHECKLISTE</b>  |
|--|
| <b>Orientation Week</b>                                      |
| <b>Registration at the University of Salzburg</b>            |
| <b>Who is my departmental coordinator?</b>                   |
| <b>Payment of the Austrian Student Union (ÖH) Fee</b>        |
| <b>Course Registration</b>                                   |
| <b>Civil Registration – Meldezettel/Anmeldebescheinigung</b> |
| Student Bank Account (optional)                              |
| Student Insurance SGKK (optional)                            |
| Printing & Copying Account (optional)                        |
| Cellphone (optional)   |
| Semesterticket/ Bicycle (optional)                           |

### **Move-In**

Find your place to stay and move in. Check-up the opening hours of the various student dormitories in order to pick up your room key.

### **1. Orientation Week and other events offered by the International Relations Office**

During the last weeks of September and February, before each semester starts, the International Office organizes introductory events for incoming exchange students. The exact dates will be provided per e-mail and on the International Office website. The Orientation Week is an essential event at the beginning of your Erasmus studies here and a great opportunity to meet other exchange students. We highly recommend your participation! In addition we also invite you to check out our Homepage in order to look over the currently events that our office offers: [www.uni-salzburg.at/international](http://www.uni-salzburg.at/international). A further helpful communication and information tool to exchange students is our Facebook Group: Study Abroad and Exchange | University of Salzburg | International Office – **join us on Facebook!**

### **2. University of Salzburg Registration (in this order)**

#### **a. Come to the International Relations Office**

Please come to our office in Sigmund-Haffner-Gasse, 2<sup>nd</sup> floor, and collect your Welcome Folder as well as the “incoming status form” (Erasmus 007, exchange student 204), which you have to hand out to our colleagues at the Student Service Centre when registering. Bring along your Erasmus Confirmation of Arrival form so someone here can sign it, if necessary.

Please note our opening hours:

**Mon, Thu, Fri: 9:00am to 12:00am, Tue, 10:00 to 12:00 pm and Wed: 1:00 to 4:00pm**

## **b. Student Service Centre**

Take the above mentioned and signed “incoming status form” to our colleagues in Kapitelgasse 4 to complete your enrolment at the University. Upon successful registration you will receive your student card and a PIN-code. You need this PIN-code for your first time registration in PLUSonline. To enter the code, open PLUSonline and proceed as required by the system. At the end of this process you will have a user name (Benutzername) and a password to access PLUSonline.

Please note the opening hours of the Student Service Centre:

**Monday, Tuesday, Thursday: 9:00am to 12:00am**

**Wednesday: 12:00am to 4:00pm**

**Friday: 8:00am to 11:00am**

## **c. Payment of Austrian Student Union (ÖH) Fee**

An important step to the completion of your registration is the payment of €19,20 to the University bank account. This membership fee to the Austrian Student Union (ÖH) must be paid by every student in Austria. It includes an accident and liability insurance for university events.

The payment is possible at any bank in Salzburg (you can print a payment form at the Service Points in foyer, Kapitelgasse 4) or by Internet banking. A payment via cash or credit cards directly at the university is not possible. Find assistance how to pay this fee by downloading a file on our website: <http://www.uni-salzburg.at/index.php?id=23778&MP=23778-45357&L=1> or just come to our office and ask. The money transaction process will take up some days. Once the money arrives in the university bank account you will receive an automatically generated e-mail (to your University of Salzburg e-mail address) and only then will all services in PLUSonline be available (registration for courses, printing of registration confirmations, Blackboard, etc.).

## **d. Registration in PLUSonline**

To register bring up PLUSonline and follow the directions given by the system. At the end of the process you will have an User Name and a Password for your PLUSonline Account.

## **e. Validation of the Student Identification Card**

In conclusion, stick your Student ID into one of the Service Point Machines available on campus (e.g. in the Foyer of the Student Service Center) in order to print the validity date onto the card. This can be repeated if, for example, you stay another semester in Salzburg - a new validity date will be printed over the old one.

## **3. Registration for courses with PLUSonline**

Now you are able to register for courses. If courses are already fully booked (red symbol in PLUSonline), please contact the teachers in person and try to get in the course this way. Erasmus students eventually have to change their Learning Agreement. Fill in the form “Changes to Learning Agreement” (you get this form from your home university), have it signed in Salzburg and then send it back to your home university. You may use this opportunity to introduce yourself to your departmental coordinator and to discuss your study program in Salzburg. → **Learning Agreements during the mobility** have to be signed by the Erasmus departmental/academic coordinator.

## **4. German Language Courses**

Exchange students can attend German language courses at the Department of German.

PLUSonline registration for German courses offered on different levels is not possible because you first have to take a placement test. Afterwards you'll be placed into one of the German courses. More information concerning these courses is given during the Orientation Week or also at the Department of German and, for sure, on our homepage. Registering via an online form until September 5<sup>th</sup> (for winter semester) or February 5<sup>th</sup> (for summer semester) guarantees you course participation. But the effective registration is possible after taking the placement test. The University Language Centre also offers German courses. For all German courses students must pay a course participation fee.

## 5. University Facilities

- a. University Library (Universitätsbibliothek - UB)
- b. eLearning Platform „Blackboard“
- c. Computer Rooms, Printing- & E-Mail Accounts
- d. University Sport Institute (USI)

Being successfully registered at the University not only offers you access to PLUSonline. You are also given a **university e-mail account** [firstname.lastname@stud.sbg.ac.at](mailto:firstname.lastname@stud.sbg.ac.at), get access to the e-learning platform of the university called 'Blackboard' and the online library catalogue 'aleph'. The University Salzburg Card also serves as library and copy/printing card. For making copies/printings the card has to be loaded via internet money transfer. A list of available **computer labs** at the University of Salzburg can be found at the IT-Services Website: [www.uni-salzburg.at/its](http://www.uni-salzburg.at/its).

## 6. Civil Registration

**'Meldezettel'**. Within the first three days after your arrival to Salzburg you must register yourself at the city's registration office (Meldeamt) at: Schloss Mirabell, Bürgerservice, Erdgeschoss, (Mirabell Castle, Citizen Service, Ground floor), open from Monday to Thursday 7:30 to 16:00 and Friday from 7:30 to 13:00. You will get the necessary registration form (*Meldezettel*) either from your landlord, student residence hall or you can also find it in your Welcome Folder. Have your registration form, signed by your landlord and then register. Please don't forget to take your passport with you to the office.

**'Anmeldebescheinigung'**. EEA- or Swiss citizens staying longer than one semester in Salzburg are also required to have, in addition to the Residence Registration (Meldezettel), the 'Bestätigung der Meldung'. Therefore the student must prove admission at an approved educational institution ('Studienbestätigung' from PLUSonline), that they have sufficient health insurance and correspondingly an adequate means of existence (financial means like Erasmus scholarship, funding from parents etc.) while here. The confirmation has a one time fee of €15,00 and is permanently valid.

Whoever cannot provide this proof is charged a penalty of €200,00 if checked up by police. The Municipal Authorities of Salzburg, Office for Public Policy (Magistrat Salzburg, Amt für öffentliche Ordnung), at Schwarzstraße 44 is responsible for this application. Please inquire about the necessary documents with us or directly with the Magistrat: Tel. + 43 (0) 662 8072 3100.

## 7. Transport

### a. Semester Ticket for Students

Every student under 26 has the possibility to buy a bus ticket for students that is valid during the entire semester. The application is possible online via: [www.salzburg-verkehr.at](http://www.salzburg-verkehr.at). A stamp of the university is not necessary, your student confirmation "Studienbestätigung" (=Inskriptionsbestätigung) is totally sufficient. You can download it after completed personal registration from PLUSonline. The ticket is valid the whole semester and authorizes you to travel within the SVV zones permitted by the ticket.

### b. Bicycles

A new or used bicycle can be purchased in one of the many bike shops around the city. Even the University offers the so-called "Bologna-Bike"; but prize and equipment suppose a long lasting investment. In addition, bicycles can be rented for a small time of period in the city centre. The Protestant Student Union (EHG) also offers bikes for rent.

#### Bicycle-Rentals / Shops

- avelo: Willibald Hauthaler-Str. 10, Tel. 0662 / 43 55 95,
- Citybikestation Hanuschplatz: [www.citybikesalzburg.at](http://www.citybikesalzburg.at)
- Biker's Best, Fürstenallee 39, Tel. 0662 / 82 37 23
- VeloRep: Münchner Bundesstr. 4, Tel. 0662 / 44 40 80
- Protestant Student Union, Contact: 0650/7637663 or [wirrer@hotmail.com](mailto:wirrer@hotmail.com)
- Flea Markets and "bike changings"



## 8. Telephone

Basically you can choose between cell phones operating through a contract or pay-as-you-go.

If you wish to have a cell phone contract, you will be required to sign a contract for a specific time frame with the service provider. The use of pay-as-you-go cell phone requires simply the purchase of a particular provider's SIM card (which also provides a phone number) and an "unlocked" cell phone (e.g. Telering, BOB, Yess, VectoneMobile). Special offers for exchange students may be available at the Austrian Student Union Advisory Centre, the International Department of the ÖH or the ESN Uni Salzburg. Although, students might serve themselves best to take a close look at all offers – before making a purchase decision.

## 9. Finances – Student Bank Account

If you want to transfer money regularly it would be a good idea to open a student bank account in Salzburg for the duration of your stay. Almost every bank provides special student bank accounts (for free).

## 10. Extending your stay

If you wish to extend your stay in Salzburg you must contact your home university and get the nomination as exchange student for a further semester at Salzburg Univ. We accept the confirmation of nomination through an e-mail or letter. Once this confirmation is submitted you will need to come to the International Office again to pick up the "incoming status form" (Statuszuerkennung: Erasmus 007, AustauschstudentIn 204). With this form you can continue on at the Student Service Centre (Serviceeinrichtung Studium) where your stay will be officially extended. For finishing up the extension process you will need to pay again the €19,20 (ÖH-Fee). An extension is NOT possible from summer to winter semester.

## C. Before leaving Salzburg

| <b>CHECKLISTE</b>                                   |
|---|
| <b>Transcript of Records</b>                        |
| <b>Confirmation of Attendance (Erasmus)</b>         |
| <b>Cancellation of Registration</b>                 |
| Closing your banking account                        |
| Cancellation of the Student Health Insurance (SGKK) |

### 1. Transcript of Records

At the end of the semester, and respectively at the end of your exchange stay in Salzburg, please make sure you have all of the relevant study documents from the University of Salzburg. You should print your *Transcript of Records* ('Studienerfolgsnachweis') out of PLUSonline, as well as individual testing certificates (if you want). You can print the transcript from anywhere in the world by using the internet as soon as the test results are available und put into the system. There is also a possibility to print your transcript in English (but you have to change the corresponding settings in PLUSonline). All documents printed from PLUSonline are automatically generated, cannot be manipulated and are valid without stamp or signature! Should your home university insist on having the documents stamped and signed, please contact us. As long as your enrolment at the University of Salzburg is valid you will be able to print out these documents at any time. The enrolment time always ends on the 30th of April for the previous winter semester or on the 30th of November for the previous summer semester - provided that you aren't continuing. We will not sign transcripts that are filled out by hand without submission of the original from PLUSonline.

## **2. Erasmus: Confirmation of Attendance**

Students may need a „Letter of Confirmation of Attendance“ for their home university. If you need one please come to our office before you leave to have it signed.

## **3. Student Card**

You can take your University of Salzburg Card with you when you go home. The cards lose their validity at the end of your enrolment time (end of April/ end of November).

## **4. Cancellation of Registration**

Before leaving Salzburg a cancellation of one's registration with the authorities (Stadt / Magistrat Salzburg) is recommended.

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## **Guidance and Counselling**

### **Salzburg University: Administrative**

- International Relations Office / Büro für Internationale Beziehungen:  
Sigmund-Haffner-Gasse 18, 2nd floor  
Opening hours:  
Mon, Thu, Fri: 9:00am to 12:00pm  
Tue: 10:00 to 12:00pm  
Wed: 1:00 to 4:00pm
- Student Service Center / Serviceeinrichtung Studium:  
Kapitelgasse 4  
Opening hours:  
Monday, Tuesday, Thursday: 9:00am to 12:00am  
Wednesday 12:00am to 4:00pm  
Friday: 8:00am to 11:00am

### **Salzburg University: Faculty and Departments**

- Departmental or Program Coordinator
- Course Leader or Professor
- Course Tutor

### **Austrian Student Union (ÖH) and Student Advisors**

- Student Departmental Representation (= Studienrichtungsvertretung/StV): Study specific guidance (Detailed information in the ÖH Service-Guide)
- ÖH-Advising Centre (= ÖH-Beratungszentrum): Support in general matters, Unipark Nonntal  
Opening hours:  
Monday – Thursday 9.00am to 18.00pm  
Friday 09.00am to 14.00pm
- International Department of the ÖH (= Internationales Referat der ÖH): Special advisors for international and exchange students and responsible for the Buddy Network Programme.  
Contact: [internationales@oeh-salzburg.at](mailto:internationales@oeh-salzburg.at), [buddynetwork@oeh-salzburg.at](mailto:buddynetwork@oeh-salzburg.at), Kaigasse 28.
- ESN Uni Salzburg: To be contacted best via Facebook

### **Psychological Counselling:**

Mirabellplatz 9/1, tel. +43 (0)662 8044 6500, [psb.sbg.@sbq.ac.at](mailto:psb.sbg.@sbq.ac.at)