

# Welcome Guide



Summer Semester  
2021

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# Welcome to WU

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## HERZLICH WILLKOMMEN AN DER WU! WELCOME TO WU!

Even though this is a highly unusual semester, we want to make your exchange semester a valuable experience you will never forget. As an incoming student, you will benefit from the broad range of courses offered, WU's comprehensive support structures for exchange students, and its modern campus infrastructure and facilities. Additionally, you can explore the city and enjoy Vienna's excellent quality of life.

Spending a study period in a foreign country is an exciting experience, but it also requires good preparation especially in times like these. WU's International Office team serve as the main contact point for you and help with all exchange-related issues.

We wish you a successful and pleasant stay at our university.

**Prof. Margarethe Rammerstorfer**

Vice-Rector for Academic Programs and Student Affairs





# Get in touch with us

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## INTERNATIONAL OFFICE (IO)

### CONTACT INFORMATION

WU (Vienna University of Economics and Business)  
International Office, Building LC  
Welthandelsplatz 1, 1020 Vienna, Austria


### General information

T +43-1-313 36-4310

[iowu@wu.ac.at](mailto:iowu@wu.ac.at)

[wu.ac.at/io/en](http://wu.ac.at/io/en)

 [wu.internationaloffice](https://www.facebook.com/wu.internationaloffice)

 [wuinternationaloffice](https://www.instagram.com/wuinternationaloffice)



You can find contact information  
for your coordinators at WU here:  
**[short.wu.ac.at/ioteam](https://short.wu.ac.at/ioteam)**



# COVID-19

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We are looking forward to welcoming you in the summer semester 2021. We remain committed to receiving you on campus should the situation permit it. However, if it becomes necessary to switch all teaching activities to a distance learning format, you will still be able to complete your exchange semester remotely.

We are doing our best to support you during your exchange stay, especially during these difficult times, and for that, we need your cooperation.

- › Please make sure to keep an eye on travel restrictions in the weeks leading up to your arrival in Vienna, and take the necessary steps for a smooth entry (e.g. negative PCR-Test, self-quarantine upon your arrival, etc.). See Austria's Travel Portal ([austria.info/en/service-and-facts/coronavirus-information](https://austria.info/en/service-and-facts/coronavirus-information)) for more information.

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- › Stay up to date with the current measures in place to help curb the spread of the virus using reliable sources, such as the English language magazine Metropole ([metropole.at/coronavirus-in-austria](https://metropole.at/coronavirus-in-austria)).
  - › Check WU's COVID-19 related update pages regularly.
    - › International Office COVID-19 updates:  
**[short.wu.ac.at/news-updates-covid-19](https://short.wu.ac.at/news-updates-covid-19)**
    - › COVID-19 FAQs incoming exchange students summer semester 2021:  
**[short.wu.ac.at/corona-faq-incomings-summer21](https://short.wu.ac.at/corona-faq-incomings-summer21)**
    - › WU – COVID-19 updates:  
**[short.wu.ac.at/corona-news-students-en](https://short.wu.ac.at/corona-news-students-en)**
    - › Learn safely. Teach safely.:  
**[short.wu.ac.at/learn-safely](https://short.wu.ac.at/learn-safely)**

# Dates and deadlines

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## APPLICATION DEADLINES

<b>November 15, 2020</b>	Application deadline for: Online pre-enrollment
<b>December 21, 2020</b>	Course catalog will be published
<b>January 15, 2021</b>	Application deadline for: Pre-semester German language course
<b>January 27, 2021</b>	<b>Webinar</b> on course registration
<b>Jan. 28– Feb. 7, 2021</b>	Online registration for summer semester courses ( <b>first come, first served</b> )

## ORIENTATION FOR STUDENTS PARTICIPATING IN THE PRE-SEMESTER GERMAN COURSE

<b>February 14, 2021</b>	Latest arrival date
<b>February 15, 2021</b>	Online Welcome Day
<b>February 16, 2021</b>	On-campus Welcome Day 1
<b>February 18, 2021</b>	On-campus Welcome Day 2

## ORIENTATION FOR ALL OTHER STUDENTS\*

<b>February 15, 2021</b>	Online Welcome Day
<b>February 24, 2021</b>	Latest arrival date
<b>February 25, 2021</b>	On-campus Welcome Day 1
<b>February 26, 2021</b>	On-campus Welcome Day 2

## ACADEMIC CALENDAR

<b>February 16 – February 26, 2021</b>	Pre-semester German course
<b>March 1, 2021</b>	Official start of summer semester 2021
<b>March 27–April 6, 2021</b>	Easter break
<b>May 23–May 24, 2021</b>	Pentecost break
<b>June 26, 2021</b>	Official end of summer semester 2021

\*If you are joining us for distance learning courses only, you only need to attend the online Welcome Day.

# Steps to a successful exchange semester

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An exchange semester is an exciting experience, but for it to run smoothly, you need to make sure to stay on top of all the deadlines and the paperwork. Please read the following steps carefully and make sure you don't miss anything!

## STEP 1: YOUR NOMINATION LETTER

You should have received a Nomination Letter containing your WU login information from your coordinator at your home university. If you haven't received it yet, please make sure you contact your home university immediately, as you will need the login information for all further steps.

## STEP 2: COMPLETE THE ONLINE PRE-ENROLLMENT UNTIL NOVEMBER 15

To access the platform, you will need your WU student ID number (WU user name) and password from your Nomination Letter. Please complete your personal data and upload a recent photo of yourself, and fill in the survey by Statistics Austria. You do not need to submit any documents during the pre-enrollment. Please use the following link to login: **[bach.wu.ac.at/start/vizas](https://bach.wu.ac.at/start/vizas)**





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### STEP 3: LETTER OF ACCEPTANCE

Your home university will receive your Letter of Acceptance by e-mail. It is signed electronically by your coordinator at WU. Make sure to keep your letter safe and bring it with you to Vienna, as you will need it again (e.g. for visa application and public transport).

### STEP 4 (IF APPLICABLE):

#### APPLY FOR A VISA/RESIDENCE PERMIT

Depending on your nationality and the duration of your stay, you may have to apply for a visa or a residence permit. Make sure to do some research and find out what kinds of documents you need to be able to enter and stay in Austria legally. If you need to apply for a residence permit, you should already have received an e-mail from us with the subject line "Your stay at WU – residence permit". If you are unsure about whether you need a visa or a permit, please read the information on page 42 carefully and contact us with any questions.

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### STEP 5: ACTIVATE YOUR WU E-MAIL-ADDRESS

In order to be able to study successfully at WU, you will need to activate your WU e-mail account. You can find instructions on how to log in here: **[short.wu.ac.at/io-webmail](https://short.wu.ac.at/io-webmail)**. Please note, you will not be able to access your account until December 21, 2020, after you have received the Course Info Mail 1.

Please make sure to use your WU student e-mail address when communicating with WU after December 21, 2020, since this is the official medium of correspondence. Please check your WU e-mail account regularly or have your e-mails forwarded, as all information concerning your stay at WU will be sent only to this e-mail address. An e-mail sent from your personal e-mail address to lecturers or administrative staff may not be answered.

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### STEP 6: SIGN UP FOR THE BUDDY PROGRAM

In the Buddy Program administered by **Erasmus Buddy Network (ebnwu.com)** you are matched up with a WU student who will be your first contact person before and during your exchange semester. They usually also organize events where you can get to know Vienna and your fellow exchange students. The offer this semester will depend on how the situation evolves.

The EBN team will contact you with information about registration via e-mail. For any enquiries, please contact **buddy@oeh-wu.at**.

### STEP 7: CHOOSE YOUR COURSES AND APPROVE ALTERNATES WITH YOUR HOME UNIVERSITY

The course catalog will be available presumably on December 21, 2020. Look through it carefully to choose the courses you want to sign up for. Since course registration at WU takes place on a **first come, first served** basis, we strongly recommend having alternative courses

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approved by your home university in advance in case your preferred classes are already full. Please also look at the information about courses on page 30 of this guide.

### STEP 8: REGISTER FOR COURSES

You will need to register for courses online using WU's LPIS course information system. Course registration takes place from January 28 to February 7, 2021 (midnight). Course registration takes place on a **first come, first served** basis and some courses can fill up within seconds.

### STEP 9: TAKE CARE OF INSURANCE

You are required to have insurance coverage for your entire stay at WU. Please make sure to find out whether your health insurance coverage from home covers your stay here and whether you need additional travel insurance. For further information on insurance, see page 48.

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### **STEP 10 (OPTIONAL): SIGN UP FOR THE PRE-SEMESTER GERMAN LANGUAGE COURSE UNTIL JANUARY 15, 2021**

If you wish to attend the pre-semester German language course, make sure to sign up as early as possible, as places are limited! You can find more information about the course on page 26.

### **STEP 11: MAKE TRAVEL ARRANGEMENTS**

Depending on whether you applied for any pre-semester activities you have a specific latest possible date for arrival. Make sure you check the dates and deadlines on page 12 carefully before making travel arrangements, and pay special attention to the mandatory Welcome Days, which you need to attend!

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**Since the situation surrounding the COVID-19 pandemic is still so volatile and travel regulations may change on short notice, we recommend that you do not book any non-refundable flight or train tickets in advance. Please contact the Austrian representative authority in your home country before coming to Austria to make sure you comply with any COVID-19 related entry regulations (e.g. negative PCR-test, self-quarantine, etc.).**

### **STEP 12: ORGANIZE YOUR ACCOMMODATION**

You have a few different housing options for your exchange semester; you can either look for accommodation with student residence providers or with private accommodation through Housing Anywhere. You can find more information on housing on page 22.

# Housing

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**Since the situation surrounding the COVID-19 pandemic is still so volatile, we recommend that you do not make any binding reservations for accommodation in advance. Vienna is home to many student residence providers. You may not get a room in your first choice or residence, but you will be able to book a room on short notice.**

WU does not have on-campus housing, so it is your responsibility to take care of your housing arrangements. As an exchange student, you have several options to choose from:

## OPTION 1 – RESIDENCE HALLS

There are several residence halls throughout Vienna offering short-term rental possibilities. Some of the options are OeAD Housing, the Student Hotel Vienna, Campus Studios, Linked Living Apartments, Milestone, Room4rent and The FIZZ. Please make sure to read the contracts of these housing providers carefully before booking accommodation. For further information, please refer to the websites of the individual residence halls and check our website **[short.wu.ac.at/residence-halls](https://short.wu.ac.at/residence-halls)**.



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## OPTION 2 – PRIVATE ACCOMMODATION – HOUSING ANYWHERE

A private flat, for example, can be booked through the housing platform Housing Anywhere.

**[short.wu.ac.at/private-housing](https://short.wu.ac.at/private-housing)**

**Please note:** If you need proof of accommodation for visa purposes, please get in touch with your future dorm or landlord.





# Pre-semester activities

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## PRE-SEMESTER GERMAN LANGUAGE COURSE

Before the semester starts, you have the chance to learn some basic German language skills or you can refresh your knowledge. WU offers language courses at different levels of proficiency. After a placement test, you will be assigned to a course, which addresses your needs and goals perfectly. Beginners do not need to take this placement test. This course takes place February 16–February 26, 2021, every weekday from 9am to 12pm. An administration and teaching material fee of €40 will be charged.



For further information, please visit our website:  
**[short.wu.ac.at/german-course](https://short.wu.ac.at/german-course)**

## HOW DO I REGISTER

- › Create a WUNIVERSE account through this link:  
**[bach.wu.ac.at/z/wu/wuniverse/public/register\\_html](https://bach.wu.ac.at/z/wu/wuniverse/public/register_html)**
- › Use the e-mail address to which the “Welcome E-mail” was sent for creating your WUNIVERSE account. Now you can register and pay for the pre-semester German language course using this link:  
**[bach.wu.ac.at/z/wu/okdk](https://bach.wu.ac.at/z/wu/okdk)**
- › For registration and payment, use the e-mail address which you used for WUINIVERSE
- › Perfect, you have completed your registration!

**Please note:** The application is binding and the administration fee is nonrefundable.



If you require assistance with the registration, please contact **[orientation@wu.ac.at](mailto:orientation@wu.ac.at)**.

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## WELCOME DAYS

The “Welcome Days” will introduce you to WU’s campus, university life, and to people from all over the world. During the program, you will learn more about Austrian culture, academic requirements, and student organizations.

The Welcome Days consist of several parts. During the online Welcome Day for all incoming students you will learn more about Austrian culture and academic life at WU, and you will get to know our team virtually. For students joining us on campus, you will collect your student ID card and we will explore Campus WU and the Viennese city center.

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If you take the pre-semester German language course, please attend the first physical Welcome Days. For all others, come to the second Welcome Days. Please check the dates and deadlines on page 12 for the exact dates.

**For students joining us on campus: it is crucial that you attend either the first block of events or the second one because the final enrollment takes place during these Welcome Days. Attendance at one of the two enrollment sessions is mandatory.** Further, it is the perfect opportunity for you to ask questions and make new friends!

# Studying at WU

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WU's courses will be offered in a range of different formats: on-site (following rigorous hygiene protocols), hybrid, or in rotation mode, to name just a few. There will also be a limited number of courses which will take place entirely online. Detailed information about the formats of all courses will be published in January. WU is also making preparations for alternative procedures for courses in case of limited activity on campus.

You can find more information about WU's safety measures and the "Teach safely. Learn safely." initiative at [short.wu.ac.at/learn-safely](https://short.wu.ac.at/learn-safely)

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## COURSES AT WU

At WU, you will be able to choose from a wide range of courses taught in English and German at both bachelor's and master's level. Make sure you adhere to the language requirements for the courses you choose:

### RECOMMENDED LANGUAGE SKILLS

#### Bachelor's level

Courses in English	CEFR skill level of at least B2
Courses in German	

#### Master's level

Courses in English	CEFR skill level of at least C1
Courses in German	

A preliminary course list will be available here [wu.ac.at/io/courses](https://wu.ac.at/io/courses) on December 21, 2020. To get a first idea about the course offer at WU, you can take a look at the courses that were offered in previous semesters. Please note that course numbers have a purely administrative purpose and change every semester, as do the dates and times of the courses.

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## COURSE REGISTRATION

You will need to register for courses online using **WU's LPIS course information system**. At WU, course registration takes place on a **first come, first served** basis and some courses can fill up within seconds. We therefore strongly recommend having alternative courses approved by your home university in advance in case your preferred classes are already full.

Course registration takes place from January 28, 2021 at 2:00pm/14:00 (CEST, Vienna time) until February 7, 2021 (midnight, Vienna time).

You will receive two e-mails containing detailed information and instructions about course registration:

- › 1st information e-mail: December 21, 2020
- › 2nd information e-mail: January 26, 2021

## WEBINAR ON COURSE REGISTRATION

We highly recommend that you attend the webinar on course registration on January 27, 2021. Instructions will be sent to you in the course info mails.

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At WU, you are expected to be self-organized and remember dates and deadlines for course registrations, administrative tasks, and coursework. It is your responsibility to avoid time conflicts with other courses. Our online registration system LPIS does not block you from registering for conflicting courses.

Regarding the number of courses/credits you choose, please make sure you fulfill the requirements of your home university. WU has the following guidelines:

- › **Full workload (recommended):** 30 ECTS credits
- › **Maximum workload:** 36 ECTS credits
- › **Minimum workload:** 24 ECTS credits

You are only allowed to register for courses in your respective study cycle (bachelor's students on bachelor's level, master's students on master's level).

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**Erasmus+ students:** Please make sure to register for courses over a period of at least 90 days, which is the minimum duration of study to receive the Erasmus+ scholarship.



For further information on courses and the link to watch our video tutorial on course registration please go to **[wu.ac.at/io/academics](https://wu.ac.at/io/academics)**.

### COURSE OFFER FOR CEMS STUDENTS

CEMS students are limited to CEMS courses from the following list (only those will be accredited as CEMS courses!).



**[cems.org/academic-members/our-members/vienna-university-economics-business](https://cems.org/academic-members/our-members/vienna-university-economics-business)**

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### COURSE STRUCTURE AND EXAMINATIONS

Most courses are taught in a seminar-like format and require your attendance and active participation. This may also apply for courses which take place online. Be prepared for different course formats, and for course formats to switch during the semester, depending on how the situation develops. You will be graded based on all your contributions such as reports, presentations, group assignments, and written or oral exams.

There is no specific examination period for all courses, but exams are scheduled throughout the semester and depend on your chosen courses. In many cases, the final exam will take place in the last session. The last possible exam date is the end of the semester.



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## GRADING

WU does not use a standardized percentage-based grading scale. The percentage scores needed to earn the grades given below differ from course to course. In most cases, the course-specific grading scales can be found in the online course description.

### AUSTRIAN GRADING SYSTEM

1	sehr gut/excellent
2	gut/good
3	befriedigend/satisfactory
4	genügend/sufficient
5	nicht genügend/fail

## TRANSCRIPT OF RECORDS

Your transcript of records including all grades and ECTS credits will be sent to your home university coordinator approximately two months after the official end of the semester.

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## GERMAN LANGUAGE COURSES DURING THE SEMESTER

WU's Business Language Center offers German courses at all levels during the semester. Students can choose between half-semester courses (6 weeks, 5 units per week) or full-semester courses (10 weeks, 3 units per week) worth 3 ECTS credits (30 contact hours). While these courses will not show up on your official transcript, you will get a certificate and might be able to transfer credits to your home university, depending on their policies.

The Business Language Center operates independently, thus courses are **fee-based** and cost € 207. Apart from German, a variety of other language courses will also be accessible for exchange students.



For further information, please refer directly to the Business Language Center at [wu.ac.at/en/blc](https://www.wu.ac.at/en/blc).

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## ERASMUS+ STUDENTS

### Confirmation of study period

Please note that your coordinator at WU will be signing your confirmation of study period for the **exact period of your studies at WU**, with the dates according to the general rules of the Erasmus+ program. In order to qualify for the program, you need to be registered for courses over a period of at least 90 days! Please make sure to remember that when registering for courses.

If you are already in Vienna by the time you attend our virtual Welcome Day, we will confirm February 15 as your arrival date. If you arrive later, we will confirm the

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date of your first mandatory attendance on campus (first day of pre-semester German course or enrollment). The last day we can confirm is the last day you need to be physically present at university (your last exam or your last course session). Deadlines for handing in seminar papers cannot be included in the study period.

Make sure to find out which documents your home university requires you to have signed at WU so you are prepared once you arrive. In order to get your confirmation of study period signed, please contact your IO coordinator via e-mail.

### **Learning Agreement**

Your Learning Agreement has to be signed by your WU coordinator at the International Office. This can either be done electronically.

The best moment to send us your Learning Agreement is after you registered for your WU courses.



For information on how to complete your Learning Agreement, please visit our website:  
**[short.wu.ac.at/learning-agreement-en](https://short.wu.ac.at/learning-agreement-en)**.

For questions regarding the Erasmus+ grant requirements, please contact your home university coordinator.



# Entry and residence regulations

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**Since the situation surrounding the COVID-19 pandemic is still so volatile and travel regulations may change on short notice. Please contact the Austrian representative authority in your home country for the up-to-date entry regulations before you travel.**

## INFORMATION FOR CITIZENS OF EEA COUNTRIES (EU+GREAT BRITAIN, ICELAND, LIECHTENSTEIN & NORWAY) AND SWITZERLAND

EEA and Swiss citizens are free to enter and settle in Austria without a permit, provided that they have sufficient financial means, valid health insurance, and a valid travel document (passport or personal identity card).

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**Please note:** If you stay in Austria for more than three months, you have to register with the residence authority and you will receive a confirmation of registration. In Vienna, this registration must be submitted to the Municipal Department 35 (MA35), Division 5.0, within four months of entering Austria.



For more information and a list of documents needed, please read the information provided by the Austrian Agency for International Mobility and Cooperation in Education (OeAD):  
**[oead.at/en/to-austria/entry-and-residence/confirmation-of-registration](https://oead.at/en/to-austria/entry-and-residence/confirmation-of-registration)**

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## INFORMATION FOR STUDENTS FROM THIRD COUNTRIES

### **Students from third countries with a valid “residence permit – student” from another EU-member state**

Students from third countries holding a valid “residence permit – student” **from another EU-member state** (except Ireland and Denmark) and taking part in a mobility program are entitled to enter and stay-visa free in Austria for up to 360 days.

### **Students from third countries staying up to 6 months**

Students staying for 90 days or less need a Travel Visa C, students staying 91 days up to six months need a Residence Visa D. These visas can be obtained in a local Austrian authority (embassy/consulate general). It is important to apply for them before leaving for Austria.



You can find more information here:  
[oead.at/en/to-austria/entry-and-residence/  
visa-c-or-visa-d/](https://oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d/)

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### **Students from third countries staying longer than six months**

Students from third countries planning to **stay longer than six months** need a “**residence permit – student**” for their stay in Austria. If you are from a third country and studying at WU for two semesters, you should have been contacted via e-mail by the International Office. If you haven’t received an e-mail with the subject line: “Your stay at WU – residence permit” until now, please e-mail your coordinator immediately.

The Austrian Agency for International Cooperation in Education and Research (OeAD) has compiled extensive information on entry regulations for third country nationals and a list of the documents needed to apply for a residence permit, which we ask you to read carefully:



[oead.at/en/to-austria/entry-and-residence/  
residence-permit-student-mobility-programme](https://oead.at/en/to-austria/entry-and-residence/residence-permit-student-mobility-programme)



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## REGISTRATION IN VIENNA

### **Residence registration for ALL incoming exchange students**

Within three days after arriving in Vienna, all students, must register with one of the Registration Offices (Meldeamt). You will receive further information in the pre-arrival guide, which will be sent to you at the beginning of February.



# Insurance

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All incoming exchange students must have insurance coverage for their entire stay at WU and in Austria. WU does not offer its own insurance plan for students. Students are responsible for obtaining health insurance from a third party provider. Please remember to check if your insurance covers you in case of a corona virus infection.

## EEA CITIZENS AND/OR STUDENTS WITH A VALID EUROPEAN HEALTH INSURANCE CARD

EEA-citizens need to bring their European Health Insurance Card (EHIC) to show that they have health insurance coverage.

## NON-EEA CITIZENS

Non-EEA citizens can purchase appropriate health insurance coverage in their home countries or sign up for coverage in Austria after enrollment at WU.

**Please note:** Students who need to apply for a “**residence permit-student**” are required to have Austrian health insurance. Travel insurance is not accepted as proof of insurance by the Austrian authorities to get the residence permits.

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We can recommend the following insurance providers for your **Austrian health insurance coverage**:

### Public health insurance for students – Austrian Health Insurance Fund/ Österreichische Gesundheitskasse (ÖKG)

This plan covers medical care in cases of illness or accident, as well as any treatments deemed medically necessary at the cost of approximately €62 per month.



More information (in German):  
[www.gesundheitskasse.at](http://www.gesundheitskasse.at)

**Please note:** You have to be enrolled at an Austrian university to be eligible for this insurance, so we advise you to buy additional travel insurance (e.g. credit card insurance) before coming to Vienna to cover the period until you are officially enrolled at WU. Moreover, in order to apply for this insurance plan, you have to have completed the residence registration.

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### Private health insurance

Alternatively, you may purchase private health insurance coverage through one of the following recommended providers: UNIQA ([feelsafe.at](https://www.feelsafe.at)), Care Concept AG ([care-concept.de/index\\_eng.html?navilang=eng](https://www.care-concept.de/index_eng.html?navilang=eng)), Generali, Wiener Städtische, Allianz, and DONAU-Versicherung. The residence permit authorities generally accept these insurance companies.

**Please note:** It is crucial that your insurance does not include waiting periods, cost caps or an exclusion of certain risks. Further, the insurance company must pay for any kind of treatment in Austria if deemed medically necessary. To be recognized by the residence authorities as a "health insurance covering all risks", the respective insurance company must provide a written statement confirming that the insurance fulfils the above stated requirements.


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## Stay up to date

Please check our website for information to prepare for your exchange semester at WU:  
**[short.wu.ac.at/incoming-semester](https://short.wu.ac.at/incoming-semester)**

Keep up with the COVID-19 measures leading to travel restrictions and with WU's safety measures:  
**[austria.info/en/service-and-facts/coronavirus-information](https://austria.info/en/service-and-facts/coronavirus-information)**  
**[short.wu.ac.at/learn-safely](https://short.wu.ac.at/learn-safely)**

Join us on Facebook and Instagram and stay up to date:  
** [facebook.com/wu.internationaloffice](https://facebook.com/wu.internationaloffice)**  
** [instagram.com/wuinternationaloffice](https://instagram.com/wuinternationaloffice)**

Get in touch with other exchange students to discuss housing options, find like-minded students, and prepare for your exchange at WU in our Facebook group:  
** [facebook.com/groups/wuinoutexchangestudents](https://facebook.com/groups/wuinoutexchangestudents)**

# We are looking forward to welcoming you!

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## UNDERGRADUATE COORDINATORS



**Mr. Christopher Rindhauser**

CEE, Belgium, Finland, Ireland, Scandinavia,  
The Netherlands, Turkey, UK  
+43-1-313 36-4303  
[christopher.rindhauser@wu.ac.at](mailto:christopher.rindhauser@wu.ac.at)



**Ms. Christa Karner**

France, Germany, Greece, Italy,  
Portugal, Spain, Switzerland  
+43-1-313 36-4202  
[christa.karner@wu.ac.at](mailto:christa.karner@wu.ac.at)



**Mr. Kaan Tasli**

North America  
+43-1-313 36-4962  
[kaan.tasli@wu.ac.at](mailto:kaan.tasli@wu.ac.at)



**Ms. Christiane Dietrich**

Africa, Asia, Australia, New Zealand,  
Latin America  
+43-1-313 36-4315  
[christiane.dietrich@wu.ac.at](mailto:christiane.dietrich@wu.ac.at)

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## GRADUATE COORDINATORS



**Ms. Katrin Korber**

Belgium, Czech Republic, France, Germany, Great Britain, Hungary, Italy, The Netherlands, Poland, Portugal, Russian Federation, Serbia, Slovenia, Spain, Switzerland and double degree students  
+43-1-313 36-5553  
katrin.korber@wu.ac.at



**Ms. Isabella Weber**

North America, Denmark, Estonia, Finland, Norway, Sweden and EPOG+ Erasmus Mundus  
+43-1-313 36-6426  
isabella.weber@wu.ac.at



**Ms. Claudia Grafenhofer-Truppe**

Africa, Asia, Australia, New Zealand, Latin America and the TMEMIS program  
+43-1-313 36-5341  
claudia.grafenhofer-truppe@wu.ac.at



**Ms. Jana Salot**

responsible for CEMS students from all regions  
+43-1-313 36-4311  
cems@wu.ac.at

## COURSE COORDINATOR



**Ms. Christina Kampe**

for any questions related to your courses  
+43-1-313 36-4375  
coursesinenglish@wu.ac.at



## Contact information

WU (Vienna University of Economics and Business)  
International Office  
Welthandelsplatz 1  
Library and Learning Center (LC), level 4  
1020 Vienna

T +43-1-313 36-4310

[wuio@wu.ac.at](mailto:wuio@wu.ac.at)

[instagram.com/wuinternationaloffice](https://www.instagram.com/wuinternationaloffice)

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[wu.ac.at/io/en](http://wu.ac.at/io/en)



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WU (Vienna University of Economics and Business)  
Welthandelsplatz 1, 1020 Vienna, Austria  
[wu.ac.at](http://wu.ac.at)