This pre-arrival guide has been produced for students who will come to WU (Vienna University of Economics and Business) for an exchange study period. It provides practical guidance on studying at WU and living in Vienna.

Every year WU welcomes about 1,000 exchange students from all over the world. As an incoming student at WU, 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 will enjoy Vienna’s favorable location in the heart of Europe and the city’s excellent quality of life.

Spending a study period in a foreign country is an exciting experience, which also requires good preparation. With WU’s services ranging from orientation programs to a buddy network, housing assistance, language courses, and much more, we hope to support you in the best possible way. WU’s International Office Team serve as the main contact point for you and help with all exchange-related issues.

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

Prof. Edith Littich
Vice-Rector for Academic Programs and Student Affairs

Prof. Wolfgang Obenaus
Dean for International Affairs
TABLE OF CONTENTS

GET IN TOUCH WITH US ................................................................. 5
ABOUT WU ......................................................................................... 6
ABOUT VIENNA ................................................................................ 7
DATES, DEADLINES, ACADEMIC CALENDER .................................. 8
GETTING STARTED ........................................................................... 10
How to Become a WU Exchange Student ........................................... 10
WU Email Account ............................................................................ 10
Confirmation of Stay and Learning Agreement (Erasmus+ Students) ....... 11
Pre-Semester Activities ..................................................................... 12
Welcome Sessions ............................................................................ 12
Orientation and Cultural Program ...................................................... 12
Pre-Semester German Language Courses ........................................... 13
The Erasmus+ Buddy Network .......................................................... 13
STUDYING @ WU ............................................................................. 14
Courses ............................................................................................. 14
Courses in English and German .......................................................... 14
CEMS Courses ................................................................................. 15
Business German Communication Courses ........................................ 15
ECTS Credits and Transcript of Records ............................................. 15
ENTRY AND RESIDENCE REGULATIONS ...................................... 16
INSURANCE ....................................................................................... 18
HOUSING ........................................................................................ 19
LIFE IN VIENNA ............................................................................ 20
Getting Around in Vienna ................................................................. 20
Bank Account ................................................................................... 20
Living Expenses ................................................................................ 21
Leisure and Sports ........................................................................... 21
Weather and Climate ........................................................................ 21
PRE-ARRIVAL CHECKLIST .............................................................. 22

GET IN TOUCH WITH US

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

International Office (IO) Contact Information

General Information
T +43 1 31336 4310
zas@wu.ac.at
www.wu.ac.at/io/en
wu.internationaloffice

Coordinators’ consultation hours
Tue - Thu 9:30 am - 12:30 pm
Wed 2:00 pm - 6:00 pm

Front Office
(during the semester)
Mon, Tue, Thu 9:30 am – 5:00 pm
Wed 9:30 am – 6:00 pm
Fri 9:30 am – 4:00 pm

Front Office
(during semester breaks)
Tue - Thu 9:30 am - 12:30 pm
Wed 2:00 pm - 6:00 pm

Undergraduate

Ms. Julia Fischill
+43 1 31336 4303
julia.fischill@wu.ac.at
CEE, Belgium, Finland, Ireland, Scandinavia, The Netherlands, Turkey, UK

Ms. Christa Karner
+43 1 31336 4202
christa.karner@wu.ac.at
France, Greece, Italy, Portugal, Spain, Switzerland

Mr. Kaan Tasli
+43 1 31336 4962
kaan.tasli@wu.ac.at
North America

Ms. Christiane Dietrich
+43 1 31336 4315
christiane.dietrich@wu.ac.at
Asia, Australia, New Zealand, Latin America

Graduate Overseas/Orientation

Graduate Europe

Ms. Claudia Grafenhofer
+43 1 31336 5553
claudia.grafenhofer@wu.ac.at

Ms. Isabella Weber
+43 1 31336 5341
isabella.weber@wu.ac.at

Ms. Anna Rösch
+43 1 31336 4390
christine.anna.roesch@wu.ac.at

Ms. Jana Salot
+43 1 31336 4311
jana.salot@wu.ac.at
ABOUT WU

WU (Vienna University of Economics and Business) is one of Europe’s leading institutions of higher education in the fields of economics, business, business law, and social sciences. Exchange students who decide to come to WU can be sure of getting an education at a top-rate university.

WU’s academic strengths are based on its broad research and teaching portfolio, covering all topics fundamental to today’s economy and society. The university’s high standards in research and teaching have consistently been confirmed by prestigious international accreditations.

WU has made internationalization a number one priority. About 23,000 students are currently enrolled at WU, over a quarter of which come from outside of Austria. WU welcomes about 1,000 exchange students from its partner universities every year.

WU’s active membership in renowned international networks like CEMS (The Global Alliance in Management Education), PIM (Partnership in International Management), and GBSN (Global Business School Network), gives faculty and students excellent opportunities to interact with international academic and business partners.

Openness, creativity, innovation, and diversity are key values at WU.

HOW TO FIND CAMPUS WU

Campus WU can easily be reached via the metro line U2 (stations Messe Prater or Krieau).

Campus map: http://campus.wu.ac.at/

ABOUT VIENNA

WU is located in Vienna, one of the most beautiful and safest cities in Europe. The city is rich in tradition and influenced by a variety of cultures, which is reflected in the art, music, food, and other attractions Vienna has to offer.

Vienna is both one of Austria’s nine federal provinces and the national capital, with 1.8 million people living in the 23 districts of the city of Vienna and about 2.5 million people living in the greater metropolitan area. Its geographical location in the center of Europe makes it an important hub for international organizations and companies, including UNO, OSCE, OPEC, and the CEE headquarters of Coca-Cola and Henkel. It is also an ideal starting point for travel to other European cities like Paris, Rome, or Prague.
# DATES AND DEADLINES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline for:</td>
<td></td>
</tr>
<tr>
<td>· Online pre-enrolment</td>
<td>November 15, 2017</td>
</tr>
<tr>
<td>· Orientation and Cultural Program</td>
<td></td>
</tr>
<tr>
<td>· Pre-semester German Language Course</td>
<td></td>
</tr>
<tr>
<td>· Housing (applies to OeAD residence halls with pre-reserved rooms)</td>
<td></td>
</tr>
<tr>
<td>Preliminary course list will be published</td>
<td>December 21, 2017</td>
</tr>
<tr>
<td>Course schedules will be published</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Online registration for summer semester courses</td>
<td>January 24, 2018 - February 11, 2018</td>
</tr>
<tr>
<td>(first come, first served)</td>
<td></td>
</tr>
<tr>
<td>Latest arrival date (for participants of the Orientation and Cultural Program and/or Pre-Semester German Language Course)</td>
<td>February 6, 2018</td>
</tr>
<tr>
<td><strong>1st Welcome Session</strong></td>
<td></td>
</tr>
<tr>
<td>Library and Learning Center (LC)</td>
<td></td>
</tr>
<tr>
<td>Campus WU, Forum and Ceremonial Hall 1</td>
<td></td>
</tr>
<tr>
<td><strong>2nd Welcome Session</strong></td>
<td></td>
</tr>
<tr>
<td>Library and Learning Center (LC)</td>
<td></td>
</tr>
<tr>
<td>Campus WU, Forum and Ceremonial Hall 1</td>
<td></td>
</tr>
<tr>
<td><strong>Latest arrival date for all students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ACADEMIC CALENDAR</strong></td>
<td></td>
</tr>
<tr>
<td>Start of summer semester 2018</td>
<td>March 5, 2018</td>
</tr>
<tr>
<td>Easter break</td>
<td>March 26, 2018 - April 8, 2018</td>
</tr>
<tr>
<td>Pentecost break</td>
<td>May 20, 2018 - May 21, 2018</td>
</tr>
<tr>
<td>End of summer semester 2018</td>
<td>July 1, 2018</td>
</tr>
</tbody>
</table>
GETTING STARTED

How to Become a WU Student

Three steps are necessary:

1. You should have received your **Nomination Letter** (including your WU student ID number and password) from your home school coordinator (International Office).
2. **Online pre-enrolment**: With your student ID number (user name) and password please register online at [http://bach.wu.ac.at/start/vizas](http://bach.wu.ac.at/start/vizas).
3. Pick-up the **Letter of Acceptance** we will send to your home university coordinator.
4. How to get your **student ID card** will be explained in detail during the Welcome Session at WU.

**19.20 Students Union dues (ÖH-Beitrag)** have to be paid upon arrival at WU for final enrollment. Further information will be provided at the Welcome Session.

WU Email Account

The first emails you will receive from WU are sent to the email address your home university provided us with.

On December 21, 2017, you will receive a course info mail which includes a link to a tutorial video, and contains all necessary instructions on how to access and use your WU email account. This will be the primary email address during your time at WU at which the International Office and teachers will contact you.

Erasmus+ Students

**CONFIRMATION OF STAY**

Please note that a confirmation of stay will only be issued for the exact period of your studies at WU. The Welcome Session that you participate in will be declared as your date of arrival.

The last day that can be confirmed on the confirmation of stay is the last day that you need to be present at WU (e.g. last day of classes, last exam).

Make sure to find out which documents your home university requires and check the deadlines!

**LEARNING AGREEMENT**

Have your learning agreement signed by your WU coordinator (IO), either by email before arrival OR in person, once you have arrived in Vienna.
GETTING STARTED

Pre-Semester Activities

WELCOME SESSIONS
The International Office organizes two Welcome Sessions prior to the beginning of the semester.

Welcome Session 1 is for students who arrive earlier to participate in the Orientation and Cultural-Program and/or the Pre-Semester German Language Course, Welcome Session 2 for students who choose not to attend either of these programs.

Welcome Session 1: February 7, 2018, Campus WU, Library and Learning Center (LC), Forum and Ceremonial Hall 1

Welcome Session 2: March 2, 2018, Campus WU, Library and Learning Center (LC), Ceremonial Hall 1

Please note that attendance of one of the sessions is absolutely mandatory (attendance list).

ORIENTATION AND CULTURAL PROGRAM and PRE-SEMESTER GERMAN LANGUAGE COURSE
WU organizes an optional Orientation and Cultural Program and Pre-Semester German Language Course for all incoming exchange students. Students may partake in only one program or combine both.

ORIENTATION AND CULTURAL PROGRAM
February 7 – March 2, 2018

For a cost of € 250 the three-week program allows you to visit well-known attractions and other highlights in and beyond Vienna, besides getting acquainted with fellow students from all over the world.

For further information please visit our website www.wu.ac.at/en/incoming-students/orientation.

PRE-SEMESTER GERMAN LANGUAGE COURSE
February 12 – March 1, 2018

The pre-semester German course offers incoming exchange students an opportunity to either learn some basic German or refresh their German skills before their exchange semester at WU begins. The course takes place Monday through Thursday, from 9 am to 12 pm at various levels (from absolute beginners to highly advanced German speakers). The participation fee varies according to the mobility program: € 130 for Erasmus students, € 400 for overseas students.

For detailed information please visit our website www.wu.ac.at/en/incoming-students/orientation.

You will receive further information on the pre-semester activities by email.

THE ERASMUS+ BUDDY NETWORK
The Erasmus+ Buddy Network (EBN) is a group of volunteering WU students collaborating with WU’s International Office. They are helping incoming exchange students settling in their new home. At the EBN office you will get helpful information about Vienna, WU and the social life in Austria.

The EBN Team is responsible for the Buddy Program where you are matched up with a WU student who will be your first contact person before and during your exchange semester. In addition, there are many events and trips organized by the Erasmus+ Buddy Network that serve to learn more about the Austrian culture and get to know your fellow exchange students.

The EBN Team will contact you with further information about registration at the beginning of December. For any enquiries, please contact buddy@oeh-wu.at.

You can find further information at http://ebnwu.com/about-ebn/buddyprogram
STUDYING @ WU

Courses

Courses in English and German

WU offers a wide range of courses taught in English at both bachelor’s and master’s level.

Recommended language skills

<table>
<thead>
<tr>
<th>Courses in English</th>
<th>CEFR skill level of at least B2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in German</td>
<td>CEFR skill level of at least B2</td>
</tr>
</tbody>
</table>

Course registration takes place online on a first come, first served basis from January 24, 2018 at 2:00 pm / 14:00 (CET, Vienna time) until February 11, 2018.

You will receive two course information emails:
1st information email: December 21, 2017
2nd information email: January 22, 2018

For further information on courses and to watch our video tutorial please visit the course website: www.wu.ac.at/io/incoming-courses

Please note that course admissions are limited. We therefore strongly recommend having alternative courses approved by your home university in advance in case you are not assigned a place in your preferred course.

<table>
<thead>
<tr>
<th>Full workload</th>
<th>30 ECTS credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum workload</td>
<td>36 ECTS credits plus a German Business Communication course</td>
</tr>
<tr>
<td>Minimum workload</td>
<td>None. However, please make sure to fulfill the requirements of your home university.</td>
</tr>
</tbody>
</table>

CEMS Courses - Only for students in the CEMS program!

CEMS students have to choose courses from the following list of courses (only those will be accredited as CEMS courses!).

Cems.org: http://www.cems.org/academic-members/our-members/vienna-university-economics-business
WU website: http://vvz.wu.ac.at/cgi-bin/vvz.pl?C=O;LV=2;L2=209;SP=209;S=17W;LANG=EN

German Business Communication Courses

German Business Communication courses for exchange students are available during the semester at five different skill levels, starting from beginner to very advanced. Courses are free of charge and run throughout the entire semester, 3 hours per week. For more information, please visit: https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/german-business-communication-and-other-language-courses/

ECTS Credits and Transcripts of Records

Each course at WU is worth a certain number of ECTS credits. You will find this information for each course in the brief course descriptions on our course websites.

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

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.
ENTRY AND RESIDENCE REGULATIONS

NATIONALS OF EU/EEA COUNTRIES AND SWITZERLAND

EU/EEA and Swiss nationals are free to enter and settle in Austria without requiring a permit provided that they have sufficient financial means, valid health insurance and a valid travel document (passport). You have to carry or keep at close hand your travel document at all times as a proof that you are entitled to stay in Austria.

However, you require a confirmation of registration (Anmeldebescheinigung) if you reside in Austria for more than 3 months. In Vienna, these applications must be submitted to Municipal Department 35 (MA35) within four months of entering Austria. This registration is required in addition to the residence registration (Meldezettel) and may be subject to fine in case of non-compliance.

For more information and a list of documents needed, please read the details provided by MA35 at https://www.wien.gv.at/english/administration/civilstatus/. You will also receive further information in our Welcome Session.

NATIONALS OF NON-EU COUNTRIES
(Third-country nationals)

STAY OF UP TO 6 MONTHS

Students from non-EU countries (third countries) staying for up to 6 months usually need to apply for a residence visa D. Please check with your local Austrian authority (embassy/consulate general) regarding the visa application process. Visas must be applied for at and issued by the appropriate Austrian authority in your home country BEFORE leaving for Austria.

STAY OF MORE THAN 6 MONTHS

Students from third countries planning to stay longer than six months need to apply for a residence permit for students (Aufenthaltsbewilligung für Studierende). The application for a residence permit must generally be submitted in person at the local Austrian authority (embassy, consulate general) in your country of residence before travelling to Austria. A list of documents needed to apply for a residence permit can be found at https://www.wien.gv.at/english/e-government/documents/residence/limited-leave/student.html. The Austrian representation authority may ask for additional documents in individual cases.

ADDITIONAL INFORMATION ONVisa AND RESIDENCE PERMITS

After having entered Austria with or without a visa, you are not allowed to take up any employment.

Please apply for a visa/residence permit at least three months before your intended entry.

For the most up-to-date information on entry regulations please refer to: https://oead.at/en/to-austria/entry-residence-and-employment/nationals-of-third-countries/

Please note that this information on entry regulations is subject to change and provided without liability.


REGISTRATION IN VIENNA

Residence registration for all incoming exchange students

Within three days after arrival in Vienna, students must register with one of the Registration Offices (Meldeamt), which are located in the Municipal District Offices (Magistratische Bezirksämter). Please find your closest Registration Office here: https://www.wien.gv.at/verwaltung/meldeservice/stellen.html (German only).

To register, you will need your passport and a registration form (Meldezettel) signed by your landlord which can be downloaded from the internet. If you stay in one of the student residence halls, you will receive the signed form at the reception desk of your dorm or housing office. Click here to see how to correctly complete the form.

Do not forget to de-register with the Austrian authorities (Magistratisches Bezirksamt) before you leave Vienna. This has to be done in person and within three days before your departure.
INSURANCE

EU Citizens

EU-citizens need to bring their European health insurance card to show that they have health insurance coverage.

Non-EU Citizens

Non-EU-citizens need to have insurance coverage for their whole stay in Vienna. You can either purchase appropriate health insurance coverage in your home country or sign up for a voluntary insurance coverage (WGKK - freiwillige Selbstversicherung) in Austria after enrolment at WU. It covers any kind of medical treatment at the costs of approximately € 57 per month. You can find more information at [http://www.wgkk.at/portal27/wgkkportal/content?contentid=10007.755104&viewmode=content](http://www.wgkk.at/portal27/wgkkportal/content?contentid=10007.755104&viewmode=content).

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 enrolment. Moreover, in order to apply for this insurance plan you have to have completed the residence registration (details see p. 17).

Private health insurance - feelsafe

UNIQA, one of Austria's major insurance companies, offers reasonably priced private health insurance packages for exchange students. To obtain insurance coverage by them you need to have a European bank account, which you can open after your arrival. Since the insurance coverage starts with the first day of a month, please make sure to cover possible gaps with other forms of insurance (travel insurance, etc.). You can cancel the health insurance at the end of your stay by sending them proof of the fact, that you are leaving the country (e.g. your acceptance letter stating the end of your stay or your deregistration with the Austrian authorities). Detailed information is available at: [www.feelsafe.at/](http://www.feelsafe.at/)

Please note that students who need a residence permit for their stay in Austria (see page 16) need to show proof of full insurance coverage when picking up their residence permit card. Travel insurance is not accepted as proof of insurance by the Austrian authorities for purposes of residence permits!

The Students’ Union dues (ÖH-Beitrag) paid at enrollment (€ 19.20) include accident insurance coverage for your way to and from the university.

HOUSING

Please make sure to arrange your accommodation as soon as possible. WU does not have on-campus housing and it is in your own responsibility to take care of your housing arrangements.

Exchange students arriving in Vienna have several options to choose from when booking housing for their stay. These options include but are not limited to:

- **residence halls run by OeAD**, the main housing provider for students in Austria ([https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/oead-residence-halls/](https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/oead-residence-halls/)),

  **Please note:**
  The minimum rental period for OeAD residence halls is March - June.
  Application deadline: November 15, 2017

- or a **private flat** that can be found for example through the housing platform Housing Anywhere ([https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/private-accommodation-housing-anywhere/](https://www.wu.ac.at/studium/incoming-students/exchange-semester/accommodation/private-accommodation-housing-anywhere/)),

- or through another third party provider.

**If you need proof of accommodation for visa purposes**, please mention this in your online application with the OeAD ([housing@oead.at](mailto:housing@oead.at)) or get in touch with your future dorm or landlord.

If you want to book a room in a student dorm, please make sure that you complete your registration as soon as possible. Room allocations are based on a first come, first served principle.
LIFE IN VIENNA

Public Transportation

Getting to the City Center from VIE Airport
The Vienna International Airport (VIE) is some 16 km to the east of Vienna in Schwechat. The quickest and easiest way to get to the center of Vienna from the airport is by public transportation or by taxi. If you have signed up for the buddy program, you can ask your buddy to pick you up from the airport.

Getting Around Vienna
(Public Transportation Student Ticket)
Vienna has an outstanding public transportation network (Wiener Linien, www.wienerlinien.at).

Buses, trains, trams, and underground lines will take you almost anywhere in the city in no time at all. Therefore, we strongly advise you to purchase a student semester ticket.

The student semester ticket is valid for a whole academic semester and, with Vienna registered as your primary residence (see p. 17), costs € 75. - for students under age 26. For students under age 26 who do not have Vienna registered as their primary residence, the semester ticket carries a fee of € 150. - Unfortunately, semester tickets are not available to students age 26 or older.

To buy a semester ticket at the reduced price, you need to bring the following documents when going to one of the Wiener Linien ticket offices:

- application form (available at the ticket office)
- valid student ID card from WU*
- confirmation of residence registration (see p. 17)

*Usually you need a valid student ID card to purchase a ticket, however at the "Praterstern" metro station, WU's Letter of Acceptance will be accepted as a substitute.

Bank Account

Student bank accounts, available to all students, can be opened at almost any bank in Vienna and are generally free of charge.

Living Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
<th>Per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>approx. € 400 - 600</td>
<td>per month</td>
</tr>
<tr>
<td>Insurance</td>
<td>approx. € 55</td>
<td>per month</td>
</tr>
<tr>
<td>Food, personal expenses</td>
<td>approx. € 220 - 300</td>
<td>per month</td>
</tr>
<tr>
<td>Vienna public transportation</td>
<td>approx. € 150</td>
<td>per semester</td>
</tr>
<tr>
<td>Utilities (telephone, mail...)</td>
<td>approx. € 15 - 30</td>
<td>per month</td>
</tr>
<tr>
<td>Entertainment</td>
<td>approx. € 50 - 150</td>
<td>per month</td>
</tr>
<tr>
<td>Books</td>
<td>approx. € 75 - 150</td>
<td>per semester</td>
</tr>
<tr>
<td>Students' Union (ÖH) dues</td>
<td>€ 19.20</td>
<td>per semester</td>
</tr>
</tbody>
</table>

Leisure and Sports

You can register for sports classes offered by the University of Vienna’s athletic institute (USI Wien), which are available for students at a reduced rate. Several USI courses are held in the athletic facilities on Campus WU.

Please note: You need your WU login data to register for the courses. Registration takes place on a first come, first served principle and you need to register for each course separately!


Weather and Climate

Austria is located in a temperate climatic zone. Temperatures range from an average 68 degree Fahrenheit/20 Grad Celsius in summer to an average of 32 degree Fahrenheit/0 Grad Celsius in winter. Due to its location in the eastern part of Austria, the climate in Vienna shows a continental influence, which means low precipitation, hot summers (up to 95 degree Fahrenheit/35 Grad Celsius) but only moderately cold winters.

Austria’s alpine region, in contrast, is characterized by high precipitation, short summers and long winters. More information on Austria’s climate is available at: https://www.austria.info/us/basic-facts/nature-climate/climate
## PRE-ARRIVAL CHECKLIST

### To Do’s before Arrival

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-enrol online for your exchange semester</td>
<td>✔️</td>
</tr>
<tr>
<td>Arrange accommodation</td>
<td></td>
</tr>
<tr>
<td>Register online with the Buddy Network (optional)</td>
<td></td>
</tr>
<tr>
<td>Arrange for visa/residence permit (if required)</td>
<td></td>
</tr>
<tr>
<td>Arrange for health/travel insurance (mandatory)</td>
<td></td>
</tr>
<tr>
<td>Apply for the Orientation and Cultural Program (optional)</td>
<td></td>
</tr>
<tr>
<td>Apply for the Pre-Semester German Language Course (optional)</td>
<td></td>
</tr>
<tr>
<td>Register for courses</td>
<td></td>
</tr>
<tr>
<td>Check you WU email account</td>
<td></td>
</tr>
</tbody>
</table>

### Documents You Need to Bring

<table>
<thead>
<tr>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination letter incl. WU student ID number/password</td>
</tr>
<tr>
<td>Letter of Acceptance</td>
</tr>
<tr>
<td>Your passport</td>
</tr>
<tr>
<td>Please check with your home university whether they require you to bring additional documents</td>
</tr>
</tbody>
</table>

### Further Information

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

Join us on facebook page and stay up to date: [https://www.facebook.com/wu.internationaloffice/](https://www.facebook.com/wu.internationaloffice/)

Get in touch with other exchange students to discuss housing options, find like-minded students and prepare together for your exchange at WU in our facebook group: [https://www.facebook.com/groups/203760050018510/](https://www.facebook.com/groups/203760050018510/)

---

We are looking forward to welcoming you!

Your WU International Office coordinators team

Copy right photos Boanet.at, Stephan Huger
Contact Information

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

T +43-1-31336-4310
zas@wu.ac.at
wu.ac.at/io/en

Arriving by public transport:
Subway: U2 stations “Messe-Prater” or “Krieau”
Bus: 82A, “Südportalstraße” stop