



SPACE FOR EXCHANGE.

Handbook for Exchange
Students 2019/2020.

JKU

JOHANNES KEPLER
UNIVERSITY LINZ

Welcome to the Johannes Kepler University Linz.

Congratulations.

You have been nominated by your home university to study at Johannes Kepler University Linz (JKU) as an exchange student. Studying abroad and living away from home offers you an international experience as well as the chance to build new friendships that will enhance your future both personally and professionally.



This handbook has been compiled to help you prepare for your exchange semester – please read the information carefully!

We are looking forward
to welcoming you at JKU.

The International Office at JKU Linz

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Application.



Please complete and submit our online application form. The link will be provided by e-mail after we have received the official nomination from your home university.

The application deadlines are as follows:

- Winter semester: June 1
- Summer semester: November 15

The following documents are required in English or German:

- Copy of your valid passport/EU ID-card
- Academic transcript (multiple transcripts should be uploaded in one file) + a list of your courses from the current semester
- Certificate of Bachelor or Master Degree
- Proof of English and/or German language proficiency (level B2 or higher of the Common European Framework of Reference for Languages)
We accept the following certification:
 - All internationally recognized language certificates such as TOEFL, Goethe etc.
 - English or German courses at the required level (B2) as noted in your Transcript of Records
 - Confirmation issued by your university in regards to your language skills (German OR English) at the required level (B2).
- Erasmus+ Learning Agreement or Preliminary Course Selection Form
- Passport-sized photograph (JPEG format)

The acceptance letter will be sent to you by:

- Winter semester: July 30
- Summer semester: December 23



Important Dates and Deadlines.



WINTER SEMESTER:

October 1, 2019 to January 31, 2020

Application deadline:	June 1, 2019
Last day of arrival:	September 15, 2019 If you are not attending the Intensive German Language Course: September 22, 2019
Orientation Programme (compulsory):	September 16 to October 4, 2019 If you are not attending the Intensive German Language Course: September 23 to October 4, 2019
Intensive German Language Course:	September 17 to October 1, 2019
Final course offer available in KUSSS:	July 29, 2019
Course registration:	September 20 to September 27, 2019
Classes begin:	October 7, 2019
Classes end:	January 31, 2020 Exception: a few business courses end before Christmas
Christmas Break:	December 23, 2019 to January 6, 2020
Semester Break:	February 1 to February 29, 2020

SUMMER SEMESTER:

March 1, 2020 to June 30, 2020

Application deadline:	November 15, 2019
Last day of arrival:	February 9, 2020
Orientation Programme (compulsory):	February 10 to February 28, 2020
Intensive German Language Course:	February 11 to February 25, 2020
Final course offer available in KUSSS:	February 3, 2020
Course registration:	February 14 to 21, 2020
Classes begin:	March 2, 2020
Classes end:	June 30, 2020
Easter Break:	April 6 to April 18, 2020

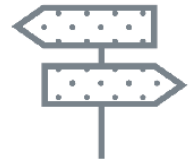
PLEASE NOTE:

Generally, exchange students are required to stay for THE FULL SEMESTER (or academic year). Exceptions can only be made if communicated and agreed on before arrival.

Examination Period

There are no set examination periods. Most examinations take place at the end of the course, until the very last day of the semester. So be sure to schedule your return flight a few days after the official end of semester. Extensions in Raab Heim will be possible.

Orientation and Pre-semester Programme.



The **orientation programme** starts with a compulsory orientation session where you will get all the information required for a successful semester start.

Also arranged for you during the orientation programme:

- Information and support with course registration
- Official enrolment
- Campus tour
- Free guided tour of Linz
- Visit to the “Landhaus”
(seat of the Upper Austrian Government)
- Excursions to places of interest around Linz
(on weekends)

You can **sign up** for the excursions during the Orientation Session and at the International Office for a small fee.

Pre-semester programme (free of charge):

The pre-semester programme is designed to complement the orientation programme. We highly recommend that you participate in one or two of the offered courses:

- Intensive German Language Course (3 ECTS credits): at beginners, intermediate and advanced levels. Please note that participation in the pre-semester course is a prerequisite for attending A1 or A2 German language courses during the semester.
- Cultural Sensitivity Training (2 ECTS credits)

For more information please see the course syllabus provided on the [website](#).



REGISTRATION:

You can sign up for the course in the online application. We try to accommodate all applications but space is limited and will be allocated on a first come, first-serve basis.

Mentoring Service.



REFI/ESN is a part of the Austrian student union responsible to assist visiting students and ensure them a great time during their stay in Linz.

Each international student is assigned an Austrian student mentor to assist them upon arrival. Please make sure to register for the mentoring services. The link to sign up will be provided to you by e-mail approximately one month prior to the orientation session.



The student volunteers from REFI also arrange excursions, social events and coordinate their now famous “Stammtische”, a get-together where international students prepare food and drinks from their home countries and introduce their music and games. You might want to bring traditional clothes from your home country.

Courses.



Language requirements

JKU requires B2 level in the language of instruction. Proof of language proficiency in either English or German should be uploaded as part of the online application.

German language courses

German language courses are available during the semester. These courses are free of charge for exchange students. Detailed information is provided on the [website](#).



Course information

You can find detailed information online under <https://www.jku.at/exchange/courses>. When looking for courses please note that the final list of university courses at JKU will only be available a few weeks before the respective semester begins. In order to select your courses for the upcoming semester, please refer to the list of courses offered during the previous year as a guideline e.g. for the winter semester 2019/20 look for courses from winter semester 2018/19.

Course registration

You have to be officially enrolled at JKU before you can register for courses. The International Office will provide you with more detailed information about the course registration procedure after your arrival. We will schedule a meeting with your academic coordinator to discuss and finalize your course selection and a KUSSS training session (Kepler University Study Support System) where you will learn how to register for courses online.

Course workload

A full course workload at JKU is 30 ECTS credits per semester. Exchange students are expected to take a minimum of 20 ECTS credits per semester (including pre-semester courses).

Accommodation.



The International Office arranges accommodation for you in local dormitories. Please do not contact the dormitory directly for your reservation!

The room reservation is part of the online application.

Reservation procedure:

STEP 1: Please select your preferred dormitory & room category in the online application.

1.

STEP 2: We forward your room request to the selected dormitory.

2.

STEP 3: The dormitory sends the contract with terms and conditions DIRECTLY to you.

3.

STEP 4: Follow the instructions given by the dormitory (e.g. send back your signed contract, pay the deposit, confirm your final arrival date). Otherwise your room reservation will be cancelled automatically. Check if room category and arrival/departure date are correct on your contract.

4.

General Information

- The dormitories are independent and do not belong to JKU. Thus, they have their own rules and conditions.
- You are not allowed to host guests in your room.
- You are not allowed to sublet your room.
- All rooms are fully furnished.
- Not all dormitories provide blankets, pillows and bedlinens.
- Towels and kitchenware are not provided.

Accommodation.

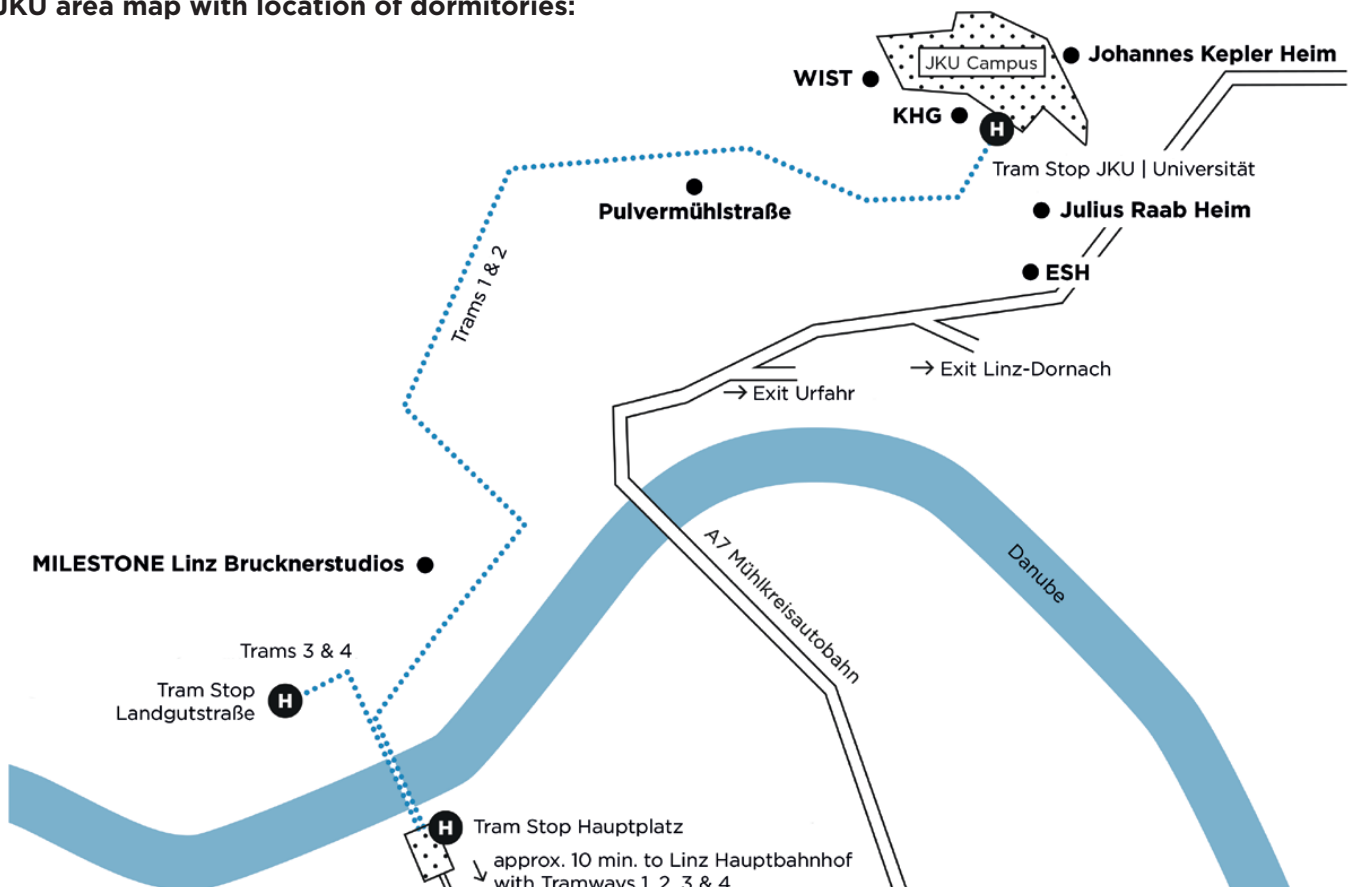


What to consider when making your choice

- Please read the provided information carefully!
- Raab Heim is the biggest dorm and the majority of exchange students choose to stay there.
- The other dormitories host mainly Austrian students and very few international students, which will give you more opportunity to practice German and make local friends.
- Do not only compare the price of the room, but also the additional fees and particular policies of the different dormitories e.g. if the deposit is due before or after arrival, the contract period etc.
- Choose wisely as your contract will be binding.

Dormitories

JKU area map with location of dormitories:



Accommodation.



Julius Raab Heim

ADDRESS: Julius Raab Straße 10, 4040 Linz

CHECK-IN: Monday to Sunday, after 13h00

DEPOSIT, PROCESSING FEE AND 1ST MONTHLY RENT:
To be paid within 4 working days after arrival.

LENGTH OF STAY:

The official housing contracts are only issued until:

- January 31st (for the winter semester)
- June 30th (for the summer semester)

However, if you plan to stay longer, you may apply for an extension during your stay.

BLANKETS, PILLOWS & BED LINENS: Provided (included in the price)

ROOM RATES:

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with common kitchen: € 378	Processing fee: € 35 (per stay)	Single room: € 500
Single room with kitchenette: € 394	Insurance: € 44 (per stay)	Double room: € 350
Single room in 2-person unit: € 378	Maintenance fee: € 10 (per semester)	
Double room (common kitchen): € 280		



© Julius Raab Heim

For reservations **starting** between:

1st to the 10th of the month: 1 monthly rent will be charged.

11th to the 25th of the month: 1/2 of a monthly rent will be charged.

26th to the 30th of the month: € 31 will be charged per additional night.

For reservations **ending** between:

1st to the 5th of the month: € 31 will be charged per additional night.

6th to the 20th of the month: 1/2 of a monthly rent will be charged.

21st to the 30th of the month: 1 monthly rent will be charged.

Accommodation.



ESH

ADDRESS: Julius-Raab-Str. 1-3, 4040 Linz

CHECK-IN: Monday to Friday from 8:00 to 12:00. If you arrive outside of office hours, please make an appointment in advance to ensure that someone is at the office.

DEPOSIT & PROCESSING FEE: To be paid on arrival.

BLANKETS, PILLOWS & BED LINENS: Provided (included in the price)

ROOM RATES:

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with common kitchen: € 376,70	Processing fee: € 40 (per stay)	Single room: € 510
Single room with kitchenette: € 429,80	Internet: € 47 (per stay)	Double room: € 510
Double room (common kitchen): € 263		



© ESH

Johannes Kepler Heim

ADDRESS: Altenbergerstraße 74, 4040 Linz

CHECK-IN: Monday to Thursday from 9:00 to 16:00 and on Friday from 8:00 to 12:00. Please make the necessary arrangements directly with the dorm in case you cannot arrive during their opening hours.

DEPOSIT & PROCESSING FEE: To be transferred before arrival – otherwise the room reservation will be cancelled!

CONTRACT PERIOD: Winter semester: September 15th – February 31st
Summer semester: February 1st – July 15th
If one roommate leaves before the end of the semester, a double room will be charged as a single room in case

BLANKETS, PILLOWS & BED LINENS: Provided at an additional fee

ROOM RATES: Listed prices are for 2018/19, expect a slight increase for 2019/20.

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with common kitchen: € 413 ^{*1)} € 375 ^{*2)}	Processing fee: € 30 (per stay)	Single room: € 400
Double room with kitchenette: € 282 ^{*1)} € 240 ^{*2)}	Electricity: ~ € 7 (per month)	Double room: € 400
^{*1)} for stay of 1 semester ^{*2)} for stay of 2 semesters	Bedsheets: € 30 (per stay)	



© Johannes Kepler Heim

Accommodation.



KHG

ADDRESS: Mengerstraße 23, 4040 Linz

MOVE-IN: Monday to Friday from 8:00 to 12:00, Monday to Thursday from 13:00 to 16:00. Please make arrangements with your mentor if you plan to arrive outside of the office hours.

DEPOSIT & PROCESSING FEE: To be paid before arrival – otherwise the room reservation will be cancelled! (Exceptions can be made for students with a non-European bank account).

BLANKETS, PILLOWS & BED LINENS: Provided at an additional fee
GOOD TO KNOW: Only very few rooms available

ROOM RATES: Listed prices are for 2018/19, expect a slight increase for 2019/20.

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with common kitchen: € 334	Processing fee: € 35 (per stay)	Single room: € 350
Single room with common kitchen and common bathroom: € 264	Internet & laundry contribution: € 19,80 (per semester)	Double room: € 350
Double room with common kitchen & c. bathroom: € 191	Bedsheets: € 15 (per semester)	



© KHG

WIST

ADDRESS: J.W.-Kleinstraße 70/72, 4040 Linz

CHECK-IN: Mon: 7:30 to 12:00, 14:00 to 16:30
Tues: 7:30 to 12:00 | Wed: 14:00 to 15:30
Thurs: 7:30 to 12:00 and 14:00 to 16:30 | Fri: 7:30 to 13:00
If you cannot arrive during their opening hours, please contact your mentor to make the necessary arrangements to collect your key.

DEPOSIT & PROCESSING FEE: To be paid before arrival – otherwise the room reservation will be cancelled!

BLANKETS, PILLOWS & BED LINENS: Are not provided

ROOM RATES: Listed prices are for 2018/19, expect a slight increase for 2019/20.

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with common kitchen and bathroom: € 248 (plus 10% if staying less than 12 months)	None	Single room: € 300



© WIST

Accommodation.



MILESTONE Linz Brucknerstudios

ADDRESS: Peuerbachstraße 28, 4040 LINZ
Close to the city centre, can easily be reached by tram.

CHECK-IN: Mon 14:00 to 18:00 | Tues 8:00 to 13:00
Wed - Fri 9:00 to 13:00 | If you cannot arrive during their opening hours,
please contact your mentor to make the necessary arrangements.

DEPOSIT: To be paid before arrival – otherwise the room reservation
will be cancelled!

BLANKETS, PILLOWS & BED LINENS: Are not provided

ROOM RATES: Listed prices are for 2018/19, expect a slight increase for 2019/20.

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with kitchenette: € 485-535	Processing fee: € 20 (per stay)	Single room: € 550
Single room in 2- person unit: € 415-435	Other fees: € 210 (per stay)	



© MILESTONE Linz BrucknerStudios

Pulvermühlstraße

ADDRESS: Pulvermühlstraße 41, 4040 Linz
Between JKU and the city centre, can easily be reached by tram.

CHECK-IN: Moving in/out by appointment only!

DEPOSIT: To be paid before arrival – otherwise the room reservation
will be cancelled!

BLANKETS, PILLOWS & BED LINENS: Are not provided

ROOM RATES:

MONTHLY RENT	ADDITIONAL FEES	REFUNDABLE SECURITY DEPOSIT
Single room with kitchenette: € 343	Processing fee: € 30 (per stay)	Single room: € 500
Single room in 2- person unit: € 322	Other fees: € 120 (per stay)	



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Entry and Residence Regulations.



EU/EEA/Swiss nationals

Students planning to stay in Austria for more than three months, have to inform the competent residence authority in Austria in person within four months. You will then receive a confirmation of registration (“Anmeldebescheinigung”).

Other Nationals

Students who do not have EU/EEA nationality will need an entry/residence title for their exchange semester/year in Austria. The type of permit depends on the length of your stay.

Stays of up to 6 months – Visa D

A visa D is required for stays of more than 90 days up to a maximum of 180 days.

You have to submit your visa application to the responsible Austrian authority (embassy, general consulate) between 3 months and 3 weeks before entering Austria.

There are special conditions for US and Canadian exchange students, please find the relevant information on this [website](#).

The following documents are required for your visa D application (originals plus photocopies):

- **Visa D application form** (complete and signed)
- select “study” as main purpose.
- Valid passport (valid at least three months after leaving the Schengen area)
- 2 passport photos (in colour, size 3.5 x 4.5 cm)
- Letter of Acceptance issued by the International Office
- Proof of accommodation in Austria
- Proof of health insurance (cover at least 30,000 Euro)
- Flight, bus or train reservation
- Proof of sufficient financial means to cover your living costs (either a scholarship letter or proof of savings or bank deposit)

Stays longer than 6 months – Residence Permit

A “Residence Permit – Student” is required for students staying longer than 6 months.

It is possible to submit your application at the local authority in Linz after lawful entry and during a lawful stay (e.g. with a visa or visa-free if applicable). Make sure to bring all the required documents with the correct legalization with you. The application should be submitted in person as soon as possible after your arrival.

If all necessary documents have been submitted, the application will be processed within 90 days. It will be issued in credit card format with a photograph and should be carried with you at all times.

The following documents are required for your residence permit application (originals plus photocopies):

- **Application Form for a Residence Permit** for study purposes (Aufenthaltsbewilligung „Student“), complete and signed
- Certified and **legalized** birth certificate (see next page)
- 2 passport photographs (in colour, size 3.5 x 4.5 cm)
- Passport (must be valid during the entire stay in Austria)
- Letter of acceptance from the university
- Proof of financial means to finance your stay (for students up to 24 years at least € 515,30, for students aged 24 and above at least € 933,06 per month; e.g. a savings account or a bank account that can be accessed from Austria, or a scholarship letter). A bank account statement alone is not sufficient. The authorities need to know where the money comes from e.g. if your parents finance your study please enclose an explanation from them including their income statement
- Proof of accommodation in Austria
- Proof of health insurance
- Police clearance certificate from your country of origin

Entry and Residence Regulations.



Good to know

- Citizens from certain countries may enter Austria visa-free and stay in Austria without a visa for up to 90 days, 3 months or 6 months respectively. For detailed information please visit the [OeAD website](#).
- **If you travel to Austria through another Schengen-country, a Visa D is required!**
- Students who are in possession of a valid residence title "Student" of another EU member country (not a Schengen country) are allowed to enter Austria without requiring a visa and to stay in Austria for up to 360 days.
- It is required to have travel health insurance which is valid in Austria and provides sufficient cover for various health issues (minimum 30.000 Euro including guarantee to cover possible recovery and repatriation costs). See next page.
- Visa D holders may travel to Schengen countries up to 90 days within the dates of validity specified in the visa.
- **A visa D for Austria cannot be issued or extended in Austria!**
- "Residence Permit - Student" entitles you to travel to other Schengen countries for a maximum duration of 90 days within 180 days.

Legalisation of documents

Legalisation verifies the authenticity of documents and signatures. Foreign documents which are submitted to authorities and higher education institutions in Austria need to be legalised in most cases. Several countries have concluded agreements with Austria about legalisation in order to simplify the procedure. Since these regulations are country-specific, it is highly recommended to enquire at the Austrian representative authority in your country if and how your documents should be legalised.

More information about legalisation is available on the [OeAD website](#).

Tuberculosis

Students who are not citizens of the EU, EFTA, the United States, Canada, New Zealand or Australia need to submit to a lung X-ray-examination. The Public Health Office takes an X-ray free of charge. However, if you provide an X-ray from your country (no older than 2 months) this examination is not necessary.



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Health Insurance.



EU students

EU students only need to bring and show their European Health Insurance Card (e-card).

Students from other **countries that have a national insurance agreement with Austria** (e.g. Turkey) must find out about health insurance regulations at their national insurance company in their home countries and obtain the appropriate documents for their stay in Austria.

Students from countries with no national insurance agreement with Austria

It is legally required to have a valid health insurance throughout your entire stay in Austria. We recommend the private insurance [FeelSafe](#) as this insurance fulfils the requirements for both visa and resident permit applications. The services are offered in English and the application is online and very easy to do.

To make sure that you have a proper insurance throughout your stay we suggest the following **3 steps**:

Step 1 – before arrival

Purchase the travel insurance online for the period starting with your arrival date until the end of your first month in Austria. The price will be calculated per day and can be paid by credit card.

Step 2 – for the official duration of the semester (1st of March/October to 31st January/30 June)

Purchase the Student Basic insurance online. It is charged per calendar month and cheaper than the travel insurance. We will help you to open a free student bank account on campus.

Step 3 – before departure

Purchase the Travel Insurance Basic for the remaining days between the end of the semester and your actual departure date. The price will be calculated per day and can be paid by credit card.

EXAMPLE:

DURATION OF STAY: 10TH OF FEBRUARY TO 4TH OF JULY			
10/02 – 28/02 (18 days)	Travel Insurance Plus	€ 2,20 per day	€ 39,60
01/03 – 30/06 (4 months)	Student Basic	€ 58,32 per month	€ 58,32 monthly
01/07 – 04/07 (4 days)	Travel Insurance Basic	€ 2,20 per day	€ 8,80

Arrival to Linz.



From Linz Airport

There is a shuttle bus between the Blue Danube airport Linz and the main train station (Hauptbahnhof).

From the main train station to the university

The university can easily be reached by public transportation. Take the tram 1 or 2 in the direction of “JKU / Universität” and get off at the last stop.



From Vienna Airport

Linz can be easily reached by train from Vienna Airport.

There are **2 train companies** in Austria: the federal railway system ÖBB (tickets must be purchased in advance) or the private Westbahn (tickets available on board). The train timetable of both companies can be found on the ÖBB website.

ÖBB offers direct train connections from Vienna Airport to Linz Hbf (main train station). It leaves every 30 minutes, regular price is approx. € 45, and travel time is 1:40 minutes.

If you are under 26 years old, we recommend you to get the ÖBB VorteilsCard Jugend for € 19. With this discount card, you can travel by train at discounted rates up to 50%. The “Vorteilscard” can be purchased online prior to your arrival. You will receive your temporary Vorteilscard immediately by e-mail and the credit card-sized card will be sent to your dormitory address by regular mail. Therefore please only do so a day or two before arriving in Austria, otherwise the card will be returned to the sender.

Another option would be to take the Westbahn to Linz main station (approx. € 30), however it doesn't leave from the airport and you would need to change trains.

REFI/ESN mentoring and pick-up service

If you have signed up for the REFI/ESN mentoring service, you can ask your mentor to meet you at the train station or the airport in Linz to accompany you to your dormitory. Remember that they are volunteers, so please schedule your arrival between 07:00 and 20:00. For arrivals outside of these hours, information on how to reach your dormitory will be provided by your assigned mentor.

Contact us.



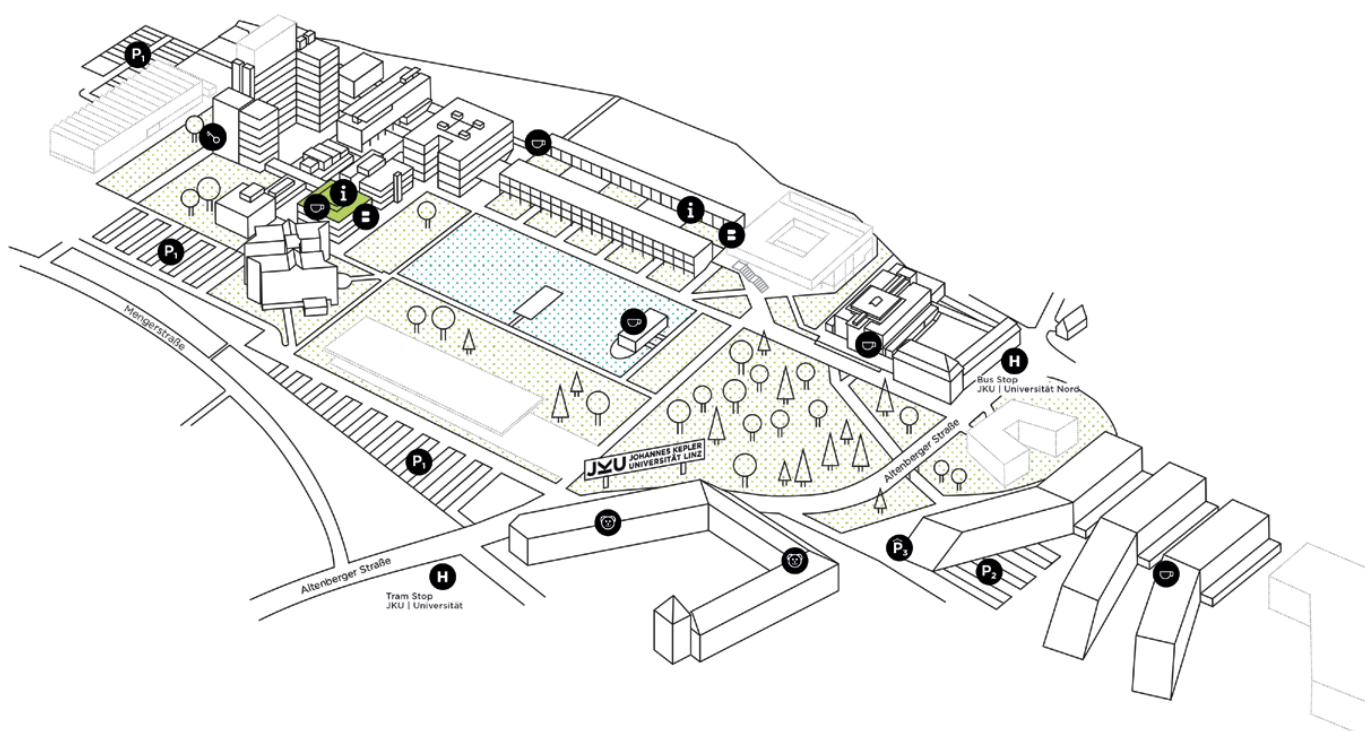
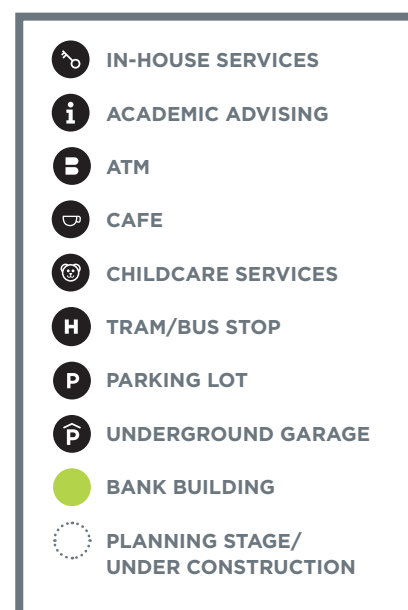
The International Office of Johannes Kepler University Linz is your first address for information regarding your stay in Linz. We are happy to help you!

International Office

JOHANNES KEPLER
UNIVERSITY LINZ
Bank building (Bankengebäude)
Altenberger Strasse 69
4040 Linz, Austria
P +43 732 2468 3293
exchange@jku.at

Campus plan







MORE DETAILS:
jku.at/en/campus/the-jku-campus/buildings/



**JOHANNES KEPLER
UNIVERSITY LINZ**

Altenberger Strasse 69
4040 Linz, Austria
P +43 732 2468 0
exchange@jku.at
jku.at

Social Media

 facebook.com/jku.edu
 instagram.com/jkulinz
 linkedin.com/school/jkulinz
 snapchat: jku.linz
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