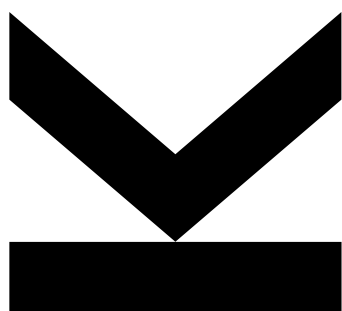


# **HANDBOOK FOR EXCHANGE STUDENTS 2018/2019**



Application deadline: **June 1**

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## Welcome to the Johannes Kepler University Linz (JKU)!

Congratulations!

You have been nominated by your home university to study at 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.

We are looking forward to welcoming you at JKU!



Join our [facebook group](#) to get in touch with other exchange students and/or like our [facebook page](#).

## 1. From Online Application to Semester Start

Generally, exchange students are required to stay for **the full semester**. Exceptions need to be approved by the International Office of JKU before arrival!

Application		
By June 1	Submit your online application – the sooner the better!	
By the end of July	You get your confirmation documents	
1 - 3 weeks before your arrival	Arrival check-list Details about the Orientation Session + Enrolment (exact time, where, what to bring etc.) will be provided by email	
Pre-semester programme		
<div>Compulsory attendance!!!</div>	WITH Intensive German Language Course Arrival by September 9, 2018	WITHOUT Intensive German Language Course Arrival by September 16, 2018
	<div>Week 1</div> <div>Sept. 10 - 16</div> <ul style="list-style-type: none"><li>Orientation Session I</li><li>Enrolment</li><li>German Language Course</li><li>Excursions</li></ul>	
	<div>Week 2</div> <div>Sept. 17 - 23</div> <ul style="list-style-type: none"><li>Course registration</li><li>German Language Course</li><li>Excursions</li></ul>	<ul style="list-style-type: none"><li>Orientation Session II</li><li>Enrolment</li><li>Course registration</li><li>Excursions</li></ul>
	<div>Week 3</div> <div>Sept. 24 - 30</div> <ul style="list-style-type: none"><li>Cultural Sensitivity Training</li><li>German Language Course</li><li>Excursions</li></ul>	<ul style="list-style-type: none"><li>Cultural Sensitivity Training</li><li>Excursions</li></ul>
	1 Oct.	Classes begin

Compulsory attendance!!!

**Winter semester:** October 1, 2018 to January 31, 2019

**Summer semester:** March 1 to June 30, 2019

## 2. Application Procedure

1. Complete our [online application form](#)

**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).

- Learning Agreement/ Course selection
- Passport-sized photograph (JPEG format)



2. We will contact you if something is missing/unclear.



3. We will book your room according to your application. As the dormitories are not part of JKU, they will send their contract/conditions directly to you. Make sure to react accordingly.



4. You will receive your confirmation documents:
  - A letter of acceptance
  - VISA invitation letter (for ISEP students only)

### 3. Courses

JKU requires B2 level in the language of instruction. You can find detailed information online under <http://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 2018/19 look for courses from winter semester 2017/18.

Upon arrival, the International Office will provide you with more information concerning the course registration procedure.

#### 3.1. Learning Agreement/Course Selection Form

You can download a blank Learning Agreement (for Erasmus students) or Preliminary Course Selection Form (for bilateral, ISEP and CEEPUS students) [here](#).

In case you need a **signature** on your Learning Agreement **before your arrival**, please send us an email so we can forward it to your academic coordinator at JKU who then signs it.

JKU expects a minimum workload of **20 ECTS credits** per semester!

#### 3.2. German Language Courses

*“Deutsch als Fremdsprache”* (German as a foreign language) courses are available free of charge for exchange students during the semester. For detailed information click [here](#).

**Please note:**

German courses of different level cannot be attended simultaneously. Exchange students can also attend all the other language courses available at the “Department of Business Languages and Intercultural Communication”. Some of them are not free of charge.

## 4. Pre-semester programme

Enrolment is on a **first-come, first-served basis!!!**

### 4.1. Intensive German Language Course (3 ECTS)

WHEN: September 11 to September 25, 2018

WHAT: Prior to the beginning of each semester, the Center of Business Languages and Intercultural Communication offers Intensive German Language Courses for exchange students. **The courses are free of charge.**

REGISTRATION: Indicate your course level preference in your online application.

### 4.2. Cultural Sensitivity Training (2 ECTS)

Enrolment is on a **first-come, first-served basis!!!**

WHEN: September 26 to September 28, 2018

WHAT: The Centre for Business Languages and Intercultural Communication offers a course titled "Cultural Sensitivity Training" which is free of charge and open to all exchange students. Participation is **highly recommended** for all exchange students.

REGISTRATION: You can **sign up** for the course in the online application.

For detailed information click [here](#).

### 4.3. Excursions

- **Linz City Tour:** Guided city tour - free of charge
- **Mauthausen:** Visit of a former concentration camp ([www.mauthausen-memorial.at](http://www.mauthausen-memorial.at))
- **Steyr:** Get to know an Upper Austrian City ([www.steyr.at](http://www.steyr.at))
- **Landhaus:** Guided tour at the seat of the Upper Austrian Government
- **Hallstatt:** Visit of cultural heritage site + guided tour through salt mine (<http://www.hallstatt.net>, [www.salzwelten.at](http://www.salzwelten.at))

The excursion offer might vary from semester to semester.

Upon arrival, you can **sign up** for these excursions during the Orientation Session and at the International Office for a small fee.

More excursions are organized by [REFI](#), the local ESN section

## 5. Accommodation

The room reservation is part of the online application. Please read the **accommodation handbook** carefully.

## 6. Entry and Residence Regulations

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. Everybody who needs a visa or residence permit will receive detailed information and the required confirmation documents after we have checked your online application! For more information, you can contact the Austrian authority (embassy/consulate) in your home country and/or check our homepage: [www.jku.at/exchange/visa](http://www.jku.at/exchange/visa).

## 7. Health Insurance

**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.

In case of illness, you must present this document or your insurance card to the doctor and then complete a document titled "Patientenerklärung" in order to obtain medical history information about you and secure all legal formalities. This document then allows you to seek free medical services.

### **For Students from countries with no National Insurance Agreement with Austria:**

If you are from a country that has no national health insurance agreement with Austria, we highly recommend obtaining health insurance with the Upper Austrian Health Insurance Company ([OÖGKK](#)) for a fee of only € 58,39 per month (price valid for 2018). This insurance will also be accepted for the residence permit. You may sign up for student health insurance only after your arrival in Austria. The forms are available at the International Office.

### **The insurance covers:**

Hospital stays, medical attention and services free of charge (upon presentation of the "e-card" issued by the OÖGKK) and reduced prescription charges.

For more information please click [here](#) .



## 8. Arrival to Linz

Linz is situated 180 km from Vienna and can be reached easily by train or plane.

There are **2 train companies** in Austria: the federal railway system [ÖBB](#) (tickets must be purchased in advance) or the newer, private [Westbahn](#) (tickets available on board). If you take the ÖBB (and are under 26 years old) we recommend you to get the [ÖBB VorteilsCard](#) Jugend!

### Via Vienna

There are direct train connections from Vienna Airport to Linz Hbf (main train station) offered by the [ÖBB](#). You can also take a [bus](#) from the airport to Wien Westbahnhof and then take the [Westbahn](#).

### From Linz Airport (Hörsching) to the Johannes Kepler University

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 “Universität” and get off at the last stop.

#### Refi's Pick up Service

On request, exchange students can be picked up from the train station or Linz Airport by a student representative of ESN/ REFI or your mentor. If you would like to make use of this service, please sign up on their homepage (<http://refi.oeh.jku.at/login>) no later than a week before arrival!

## 9. Contact us

The International Office of Johannes Kepler University Linz is your first address for information regarding your stay in Linz.

Contact persons:



### Erasmus+ & CEEPUS

Sarah Rößler

Telephone: +43-732-2468-3293

Email: [sarah.roessler@jku.at](mailto:sarah.roessler@jku.at)



### Erasmus+

Sonja Pasquino

Telephone: +43-732-2468-3217

Email: [sonja.pasquino@jku.at](mailto:sonja.pasquino@jku.at)



### Overseas & ISEP

Emma Huss

Telephone: +43-732-2468-3246

Email: [emma.huss@jku.at](mailto:emma.huss@jku.at)



### Head of the International Office

Christine Hinterleitner

Telephone: +43-732-2648-3290

Email: [christine.hinterleitner@jku.at](mailto:christine.hinterleitner@jku.at)

Johannes Kepler University Linz, International Office, Altenberger Str. 69, 4040 Linz, Austria

## 10. Web-Addresses

### Johannes Kepler University Linz

JKU Linz:	<a href="http://www.jku.at">www.jku.at</a>
Information for Exchange Students:	<a href="http://www.jku.at/exchange">www.jku.at/exchange</a>
ESN Linz/ REFI	<a href="http://esnlinz.org/">esnlinz.org/</a>

### General Information

Linz:	<a href="http://www.linz.at">www.linz.at</a>
Upper Austria:	<a href="http://www.oberoesterreich.at">www.oberoesterreich.at</a> <a href="http://www.austria.info">www.austria.info</a>

### Embassies and Consulates

[www.bmeia.gv.at/en/](http://www.bmeia.gv.at/en/)

### Transportation

Austrian Federal Railway System (ÖBB):	<a href="http://www.oebb.at/en/">www.oebb.at/en/</a>
Westbahn	<a href="http://www.westbahn.at/">www.westbahn.at/</a>
Linz Airport:	<a href="http://www.flughafen-linz.at/">www.flughafen-linz.at/</a>
Vienna Airport:	<a href="http://www.viennaairport.com">www.viennaairport.com</a>
Salzburg Airport:	<a href="http://www.salzburg-airport.com">www.salzburg-airport.com</a>

### Other Links

Dictionary German – English:	<a href="http://dict.leo.org/">dict.leo.org/</a> <a href="http://dict.cc">dict.cc</a>
Dictionary German – French:	<a href="http://dict.leo.org">dict.leo.org</a>
Dictionary German – Spanish:	<a href="http://dict.leo.org/">dict.leo.org/</a>