

Johannes Kepler University Linz
International Office



Application Handbook
for
ISEP Students
2012/2013

Application deadlines:
for the winter semester/academic year: June 1
for the summer semester: December 1

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Welcome to the Johannes Kepler University Linz (JKU)!

Congratulations! You have been offered a place at JKU through the ISEP program. 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. In order to help you preparing your stay, this handbook will give you useful information and guidelines. We are looking forward to welcoming you at JKU!

1. Application Procedure

In order to be admitted as an ISEP exchange student, you must submit:

- the completed [Application Form](#)
- 1 passport-sized photograph
- 1 copy of your valid passport (if not included in your ISEP application)
- Letter of authorization (for students who need a Visa or Residence permit) to the International Office.

The deadlines are:

- **June 1** for the winter semester/academic year
- **December 1** for the summer semester

The **address** of the International Office is

Johannes Kepler University Linz
International Office
Altenberger Str. 69
4040 Linz
AUSTRIA

As soon as all these documents have arrived you will get an e-mail from the International Office. Our homepage includes the names and email-addresses of exchange students from the previous academic years. Please feel free to contact these students who either already studied at JKU or are currently studying at the university.

2. Pre-Semester Programme

2.1 Intensive German Language Course

Prior to the beginning of each semester, the Center of Business Languages and Intercultural Communication offers intensive German language courses (beginning, lower intermediate and advanced levels) for exchange students. In the winter semester, the course is worth 3 ECTS credits and offered for three weeks prior to the beginning of the semester. In the summer semester the course is held two weeks prior to the beginning of the semester and worth 2 ECTS credits. ECTS credits are allocated to students who attend each class meeting and pass the final exam. **The course is free of charge.**

Winter semester Intensive German Language Course	September 11 to 28, 2012
Summer semester Intensive German Language Course	to be announced

There are 4 levels of the Intensive German Language Course:

- Introduction to Language and Culture: German as a foreign language – Course I (A1)
- Introduction to Language and Culture: German as a foreign language – Course II (A2)
- Introduction to Language and Culture: German as a foreign language – Intermediate (B1)
- Introduction to Language and Culture: German as a foreign language – Advanced (B2)

If you would like to attend an Intensive German Language Course, please indicate your course level preference on your Application Form. Due to the limited number of participants, enrolment will follow on a “first come, first serve” basis.

2.2 Cultural Sensitivity Training

The Center for Business Languages and Intercultural Communication also offers a course titled “Cultural Sensitivity Training” free of charge and open to all exchange students. This course is held a week before the start of each semester. Participation is **highly recommended** for all exchange students. You can **sign up** for the course on the “[Application Form for Exchange Students](#)”. Participating students will receive 2 ECTS credits for attending the course. Due to the limited number of participants, enrolment will follow on a “first come, first serve” basis.

Winter semester Cultural Sensitivity Training	to be announced
Summer semester Cultural Sensitivity Training	to be announced

Day One: The group discusses cultural peculiarities of the host country and the cultural backgrounds/identities of the participants. Students discuss images, perceptions, “positive” and “negative” clichés associated with national cultures.

Day Two (project day): In small groups and teams, participants will work together on projects in town (field studies, interviewing people, and observation tasks).

Day Three: The projects will be presented, reflected and analysed critically. The students will develop tools for the encounter with the host culture and multicultural teams (international student body on campus). Tasks (group or individual) are defined to be carried out till the final meeting.

2.3 Excursions

At the beginning of each semester, the International Office will organize a number of interesting excursions for exchange students. These excursions provide an excellent opportunity to become better acquainted with the university and its surroundings and to meet fellow exchange students.

The programme includes excursions to places of interest in and around Linz, such as the former concentration camp in Mauthausen and to UNESCO World Heritage site Hallstatt. The complete schedule will be available shortly before the pre semester program starts.

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

In addition, the International Office offers a guided city tour as well as a guided campus tour at the beginning of each semester.

More excursions are organized by the [REFI](#), a group of local students who assist exchange students during their stay.

4. Accommodation

To apply for accommodation during your stay, please complete the section **Accommodation** on your Application Form and send it to the International Office.

Please note the following application deadline:

- **June 1** for the winter semester/academic year
- **December 1** for the summer semester

Rooms will be allocated on a first come, first serve basis.

Room categories cannot be assured prior arrival. It's not allowed to host guests in your room.

The International Office arranges accommodation for you at the following halls of residence: Prices are the current rates upon publication of the Handbook.

- **JULIUS RAAB HEIM**

Location: approximately 10 minutes on foot from campus
Address: Julius Raab Straße 10, 4040 Linz, Austria
Internet: <http://www.jku.at/exchange/accommodation>
Capacity: 900 beds
Termination notice: at the end of the semester
Opening hours: 24 hours a day, 7 days a week

Total costs: (October 2012 – September 2013)

Room rates per month:	Additional fees:	Security deposit:
<u>Single room with kitchen:</u> € 331 <u>Single room with common kitchen:</u> € 317 <u>Single room in 3-person-unit:</u> € 317 <u>Double room:</u> € 222/ Person <u>Double room in 3-person-unit:</u> € 222/ Person	Processing fee: € 34 Single insurance contribution: € 43 Other expenses: € 10 to € 25 (to be paid before departure)	€ 390 for single rooms € 290 for double rooms <u>(to be paid within a week after arrival)</u>

Price Determination:

Reservations starting between:

- 1st to the 10th of the month: 1 monthly rent will be charged
- 11th to the 25th of the month: ½ of a monthly rent will be charged
- 26th to the 30th/31st of the month: no rent will be charged

Reservations ending between:

- 1st to the 5th of the month: no rent will be charged (does not apply for July!)
- 6th to the 20th of the month: ½ of a monthly rent will be charged
- 21st to the 30th/31st of the month: 1 monthly rent will be charged

The charge rates listed above apply for the room reservation (= term of contract). Insignificant is the actual time of arrival.

Housing contracts are not being issued beyond and can only be confirmed until:

- January 31st (for the winter semester)
- June 30th (for the summer semester/academic year) - Extensions must be applied for in April!

In case of Extension, please note: The arrangement that the rooms are free for the stay between the 1st and the 5th don't apply for July!!! The first night in July is free of charge (the room has to be cleared until 12:00pm latest), every other night until the 5th is € 23. After July 5th, the charge rates listed above are valid.

Free cancellations of reservations will be accepted until 10 days prior arrival date. Afterwards, cancellations will be decided separately on a case-by-case basis.

Changes during the stay (duration of stay/ shorter contract period/ extension of contract period) will be decided on a case-by-case basis as well.

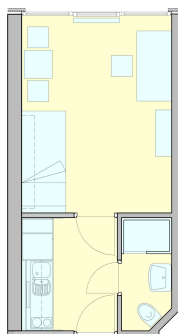
General Information:

The whole complex has been newly renovated. All units include a small foyer, shower and toilet, and have a living space of 24 m². A majority of single rooms include cooking facilities (burner, sink and refrigerator). The rest of the single or double rooms may use the community kitchen area located on each floor. All units are fully furnished and include internet access, semi-official telephones, cable TV plugs, bedding and bed linens. The monthly rent includes cleaning services, all maintenance and utility costs, as well as use of the community facilities and almost all sport facilities.

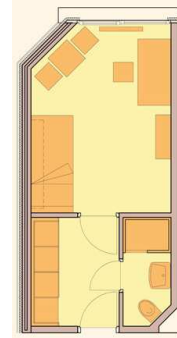
Amenities:

Restaurant, indoor swimming pool, sauna, winter garden, lawn, sports hall, bowling lanes, fitness studio, billiards, table tennis, tennis, squash, in-house chapel, coin operated laundry facilities, bicycle parking, parking.

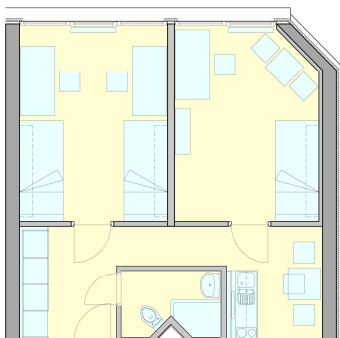
Single room with kitchen:



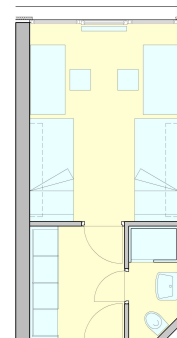
Single room with common kitchen:



3-Person unit:



Double room:



• **EVANGELISCHES STUDENTENHEIM LINZ (ESH)**

Location: approximately 10 minutes on foot from campus
Address: Julius-Raab-Strasse 1-3, A-4040 Linz
Telephone: +43-732-2551 600
Fax: +43-732-2551 605
E-Mail: glettner@esh.uni-linz.ac.at
Internet: <http://www.jku.at/exchange/accommodation>
Capacity: 175 beds
Contract Period: Academic year: September 1st - July 15th or 31st or August 15th or 31st
Winter semester: September 1st – February 28th
Summer semester: February 1st – July 15th or 31st or August 15th or 31st
Termination Notice: two months from the last day of the previous month
Opening hours: Monday to Friday from 8am to 12pm

Total costs:* (October 2011 – September 2012)

Room rates per month:	Other expenses:	Security deposit:
<u>Single room:</u> € 297	€ 25 (Administration fee)	€ 400
<u>Single room in 3-person unit:</u> €266,80	€ 31 (Internet)	<u>(to be paid as agreed upon)</u>
<u>Double room:</u> € 184,70/ Person	€ 7,37 (Bedding)	
	€ 1,90 + call charge(Phone)	
	(single payments per person, to be paid after arrival)	

* The updated rates for the academic year 2012/13 will be available online by June.

General Information:

This student dormitory has 175 beds. Community kitchens are located on each floor. All rooms are fully furnished and include telephone, TV, internet and bedding services. If you cannot provide your own linens, you may rent them from the student dorm (€ 7,37/month). Monthly rent includes cleaning services, all maintenance and utility costs and the use of most amenities.

Amenities:

Library; bar; laundry facilities; different rooms for meditation, sports, small gym and music; a large multi-purpose room can be used for movies, presentations, celebrations,...

• **JOHANNES KEPLER HEIM**

Location: approximately 2 minutes on foot from campus
Address: Altenberger Strasse 74, 4040 Linz
Telephone: +43-732-24 40 31-201
Fax: +43-732-25 22 16
E-Mail: office@jkh.uni-linz.ac.at
Internet: <http://www.jku.at/exchange/accommodation>
Capacity: about 470 beds
Please note: the room for the winter semester must be paid starting September 15; the room for the summer semester must be paid until July 15!
Termination Notice: one month from the last day of the previous month
Opening hours: Monday to Thursday from 9am to 4pm, Friday from 9am to 1pm

Total costs:* (October 2011 – September 2012)

Room rates per month:	Additional fees:	Security deposit:
<u>Double room</u> (occupancy for a period of 2 semesters): € 186/ Person	Electricity (depending on consumption, approx. € 11 each month) Registration: € 30	€ 400 (to be paid as agreed upon)
<u>Double room</u> (occupancy for a period of less than 2 semesters): € 220/ Person		
<u>Double room used as single room</u> (occupancy for a period of 2 semesters): € 309		
<u>Double room used as single room</u> (occupancy for a period of less 2 semesters): € 350		
<u>Please note:</u> If your roommate moves out of the room during the semester and a double room is being used as a single room, only the price of a single room must be paid!		

* The updated rates for the academic year 2012/13 will be available online by June.

General Information:

The Johannes Kepler Heim reopened in the winter semester of 1996 after renovation work was completed.

All rooms include a small foyer, shower, WC and living room in an area of 27 m². Rooms are fully furnished and Internet, Telephone, TV and bedding services are provided. Several rooms have an integrated kitchen. Community kitchens are located on each floor.

Amenities:

Bar, 2 seminar rooms, small gym, parking place

• **KHG Heim**

Location:	on campus
Address:	Menger Strasse 23, A-4040 Linz
Telephone:	+43-732-24 40 11
Fax:	+43-732-24 40 11 – 72
E-Mail:	betrieb@m2.khg.jku.at
Internet:	http://www.jku.at/exchange/accommodation
Capacity:	about 130 beds
Termination Notice:	two months from the last day of the previous month
Opening hours:	Monday to Thursday from 8am to 7:30pm, Friday from 8am to 6:30pm

Total costs:* (September 2011 – September 2012)

Room rates per month:	Other expenses:	Security deposit:
<u>Single room:</u> € 227	none	€ 370 (The security deposit is to be paid within 14 days after receiving the confirmation!)
<u>Double room:</u> € 161/ Person		
<u>Flat-sharing community:</u> € 165 - € 278/ Person		

* The updated rates for the academic year 2012/13 will be available online by June.

General Information:

The KHG - Heim was renovated in 1999. The size of the rooms vary between 11 m² (single room) and 17 m² (deluxe room). Deluxe rooms have bathroom facilities in the room; double and single rooms contain one shower and one WC for two single rooms each. For all other rooms, common bathroom facilities are located on each floor. Each floor has a community kitchen.

Each room is fully furnished; Internet and Telephone use are included. Bedding is provided by the student hostel, linens must be brought by the guest or can be rented from the dorm (€ 2,90).

Amenities:

Cafeteria, TV room, multi-purpose room, bar, table tennis, garden, chapel, sauna, music room, laundry facilities.

- **NOTBURGA HAUS**

Location: city center, close to the main train station; approx. 25 min. to campus by tram
Address: Karl-Wiser-Str. 11, 4020 Linz
Phone: +43-732-66 34 15
Fax: +43-732-66 34 15 77
Email: office@notburga-haus.com
Internet: <http://www.jku.at/exchange/accommodation>
Capacity: 40 single rooms, each room includes a kitchen
Termination notice: two months from the last day of the previous month
Opening hours: Monday to Thursday from 8am to 5pm, Friday from 8am to 12pm

Total costs:* (October 2011 – September 2012)

Single room/ month:	Additional costs/month (optional):	Security deposit:
Single room: € 260 - € 300 (according to size)	Internet: € 10	€ 300 (to be paid upon arrival)

* The updated rates for the academic year 2012/13 will be available online by June.

Please note:

The Notburga Haus is only for female students staying for the entire academic year (September to June). The Notburga Haus is a non-smoking area. Male visitors are allowed only in the common rooms!

General information:

All rooms have been recently furnished and include a shower, WC, small kitchen, telephone and internet access. Cookware, dishes, bedding, pillows and bed covers are not provided. Residents may use the common rooms and the equipment. There is a comfortable common room with TV and piano room located on the ground floor as well as a living room with a kitchen, microwave and a large dining table in the basement.

Amenities:

coin operated laundry facilities, laundry rack, vacuum cleaner, iron and ironing board.

• **STUDENTENHEIM DER WIST (WIST-HAUS LINZ)**

Location: approximately 2 minutes on foot from campus
Address: J. W. Klein Strasse 70-72, 4040 Linz
Telephone: +43-732-25 50 30
Fax: +43-732-25 50 39
E-mail: wist.verwaltung@wist-uni-linz.ac.at
Internet: <http://www.jku.at/exchange/accommodation>
Capacity: 244 beds and 73 flats
Termination notice: two months from the last day of the previous month
Opening hours: Monday, Tuesday and Thursday from 7am to 12pm and 12:30pm to 4pm
 Wednesday from 7am to 12pm and 12:30pm to 3:30pm
 Friday from 7am to 12pm

Total costs:* (October 2011 – September 2012)

Room rates per month:	Other expenses:	Security deposit:
Single room: € 205 Double room: € 147/ Person	none	€ 245 (to be paid as agreed upon)
<u>Please note:</u> Students will be charged a full month rent regardless if you move in later during the month or before the end of the month. Exchange students obtain a guest contract, therefore the rent increases of 10% (not included in the room rates mentioned above)		

* The updated rates for the academic year 2012/13 will be available online by June.

General Information:

The Wist-Haus was opened in 1972, has 12 floors and four elevators. The rooms are furnished with a bed, desk, wardrobe unit and sink. Recently renovated bathrooms and toilets are located in the corridor.

All rooms are fully furnished with a Telephone, Internet access and a plug for cable TV. Twenty five recently furnished community kitchens are available for student use.

Students must provide their own bedding and linens or rent them from the hostel for a one time fee of € 22.

Amenities:

TV room, bar, small gym, music room, photo lab, table tennis, parking place.

5. German Language Proficiency/Courses

If you want to take courses taught in German, you should be sufficiently proficient in German in order to follow the courses without much problem (B2 level is required). JKU also offers courses in English. A list of these courses can be found online at <http://www.jku.at/exchange/courses>.

“Deutsch als Fremdsprache” (German as a foreign language) courses are available free of charge during the semester. Language training takes place in various social forms, i.e. in individual, partner, and group activities. In addition, an Intensive German Language Course for exchange students is offered prior to the semester (see page 4).

You should register for a German course that corresponds to your linguistic level. Please self-assess your foreign language competence (see [Language Level Instructions](#)).

Please Note:

Attendance at the German course is not compulsory, but **strongly recommended**, as experience has shown that foreign students have difficulties with the German language. If students do not attend the course, knowledge of German is often insufficient and students will have difficulties with exams.

The following “German as a foreign language” courses are offered:

Beginners Level

- German as a foreign language - Basic Course I (A1), 6 hours per week, 6 ECTS credits
- German as a foreign language - Basic Course II (A1/A2), 6 hours per week, 6 ECTS credits

The courses Basic I and Basic II German cannot be attended simultaneously.

Intermediate Level

- German as a foreign language - Intermediate I (A2), 6 hours per week, 6 ECTS credits
+ German - Text Production Intermediate I (A2), 2 hours per week, 2 ECTS credits
- German as a foreign language - Intermediate II (B1), 6 hours per week, 6 ECTS credits
+ German - Text Production Intermediate II (B1), 2 hours per week, 2 ECTS credits

The courses Intermediate I and Intermediate II German cannot be attended simultaneously.

Advanced Level

- German as a foreign language, Grammar in Situations 1 (B1/B2), 2 hours per week, 2 ECTS credits
- German as a foreign language, Advanced I (B2), 4 hours per week, 6 ECTS credits
- German as a foreign language, Advanced II (C1), 4 hours per week, 6 ECTS credits

In addition to the above mentioned courses there are two with a special status:

- Certificate Preparation Course German (2 hours per week, 3 ECTS credits) prepares for ÖSD examinations (Austrian Language Certificate) at three different levels ("Zertifikat", "Mittelstufe" and "Diplom Wirtschaftsdeutsch"). The minimum entry requirement is Intermediate I (A2). The course is open to all students interested in preparing and taking these exams.
- German - Phonetics (2 hours per week, 2 ECTS credits) aims to improve students' pronunciation. Entry requirements: Basic Course II (A1/A2) or recommendation by teacher.

Exchange students can also attend all the other language courses available at the "Department of Business Languages and Intercultural Communication".

5.1 Courses

The course offering is available online at <http://kuss.jku.at/>. In order to search for courses, it is important to choose the "Language of Instruction" and the "Institute" you are interested in. Usually every institute offers several courses. Finally, it is necessary to select the relevant "semester", e.g. 2011W means winter semester 2011/12 (October 1, 2011 – January 31, 2012) and 2012S stands for the following summer semester (March 1 – June 30, 2012). **Please mind that the course offering is available only a few weeks before the relevant semester begins.** However, in order to prepare your study programme, you can use the previous year as a guideline (e.g. 2010W or 2011S). Courses offered in the winter semester are usually similar to the courses offered in the previous winter semester, and the same goes for the summer semester.

The primary language of instruction at the JKU is German. However, each semester the university offers over 300 university courses in English. An overview of courses offered in English at the JKU can be viewed [here](#).

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

5.2 Types of Courses

Most courses are carried out in units of two semester hours per week (90 minutes). The semester is comprised of 15 weeks. Due to organizational or pedagogical reasons, some courses are in the form of blocks (e.g. 3 hours every two weeks or intensive weekends).

Lecture (VO)

Lectures usually last 90 minutes (2 semester hours per week) but can also last 45 minutes (1 semester hour per week). They can also be in the form of blocked courses and are usually held by professors. Austrian students are not subject to examinations on the contents of the lectures as the material covered is part of their extensive Diploma Examinations. It is not necessary to register for lectures.

If you need course credit, you can make arrangements with the instructor to take an examination on the contents of the lecture at the end of the semester.

Proseminar (PS) or Tutorial (UE)

Proseminars or tutorials usually last 90 minutes (2 semester hours per week). Students are often subject to passing an entrance examination at the beginning of the proseminar or tutorial in order to qualify to attend the class. The result of the entrance examination may be included in the

students' final grade. To attend proseminars or tutorials, students are required to personally register at the department that offers the course as space is limited. Proseminars and tutorials are often accompanied by a lecture on the same subject. The form of the examinations varies as they are determined by the individual instructor and/or the institute. These courses require active student participation. Class papers, team papers and/or team projects are common for these courses.

Tutorial (UV)

Most tutorial courses last for 90 minutes (two semester hours per week). The type of examination depends on the course instructor and/or the institute.

Practical course (PR)

Students learn about the practical applications of learned theories (field studies).

Examination Preparation (RE)

These classes are often offered in a block format for approximately one semester hour per week. These courses are designed to serve as preparation for an examination on a particular subject.

Tutorial without examination (KO)

These are courses that have been designed to accompany a lecture. Students have an opportunity to ask questions and work on practical examples.

Seminar (SE)

Seminars usually last 90 minutes (2 semester hours per week). Students are normally subject to passing an entrance examination at the beginning of the semester in order to qualify to attend the course. Personal registration at the institute is required as the number of participants is limited. Seminars are usually held by professors (with contributions by assistant professors). These courses tend to be for students who are in the second part of their studies. Successful completion of the introductory course allows students to continue on to courses in a specialized field. The form of examination varies as it is determined individually by the course instructor and/or the institute. These courses require active student participation. Class papers, team papers and/or team projects are common for these courses.

Project studies (PJ)

These courses (4 semester hours per week) are one academic year and have been designed for students in the second part of their studies. The course objective is for students to apply theory to practical situations and complete a project in collaboration with local companies and businesses. Students are often required to work in small team groups and submit a final detailed written report and presentation

Intensive course (KS)

An intensive course is the basic element of imparting university knowledge within the field of studies "Business and Economics" and serves to impart specialized knowledge to a great number of participants. The performance of each student is assessed primarily by the examination of knowledge.

Interactive course (IK)

Interactive courses are designed to build on the material covered in a previously attended course. Students learn to apply theoretical knowledge to complete concrete tasks as well as refer to and apply material learned in other courses. Students are graded on participation.

Private doctoral tutorial (PV)

These courses are for PhD students only.

6. Entry and Residence Regulations

6.1. Nationals of EU/EEA countries and Switzerland

If you are a national of an EU/EEA country or Switzerland you don't need a visa and enjoy freedom of domicile. If you have sufficient financial means to finance your stay in Austria and a valid health insurance covering all the necessary costs you only need a valid travel document (passport or identity card) for entrance to and residence in Austria.

6.2. Other Nationals

Students who do not have EU/EEA or Swiss nationality will need an entry and residence title for entrance to and residence in Austria. The type of permit depends on the length of the stay.

6.2.1. Stays of up to 6 months

Students will require a **Visa D** in order to legally enter and reside in Austria. Visa D holders may travel to Schengen countries* up to 90 days within the dates of validity specified in the visa.

* In addition to Austria, Schengen countries include: Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

To obtain a visa, students must submit an application to the responsible Austrian authority (embassy, general consulate) located in the students' home country before entering Austria. The visa must be issued by that embassy or consulate. **The visa cannot be extended in Austria!**

Exception:

If you are a national from a country for which you may enter Austria without a visa (see exceptions below), you will not need a visa for a stay of up to 3 months (students from Japan up to 6 months!!).

To apply for a visa, the following documents are required:

- a completed and signed [application form](#)
- recent photograph (the size must be between 3,5 x 4,5 cm and 4,0 x 5,0 cm)
- valid passport (+ photocopies of all pages that contain entries and stamps) -> valid during your entire stay in Austria!
- proof of accommodation in Austria (housing confirmation from the International Office)
- proof of health insurance applicable in Austria
- proof of financial support
- confirmation of admission from the International Office
- return airline ticket, if applicable

6.2.2 Stays of longer than 6 months

For a period of stay longer than 6 months you need a residence permit for study purposes (Aufenthaltsbewilligung "Studierender").

The application for this permit has to be submitted at the competent Austrian [representative authority](#) (embassy, consulate-general) abroad before leaving for Austria.* It is imperative that you await the decision in your home country*, so please apply well in advance (we recommend at least 10 weeks before your planned departure date).

* for exceptions see 6.2.3 exemption from visa requirements

The residence permit will be issued in the form of a credit card and will contain a photo. This will also serve as an ID document. You are required to always keep the permit with you or in a place where you can get it within a short time in order to prove that you are entitled to stay in Austria. For the application the following documents are necessary:

- fully completed and signed application form for a residence permit for study purposes ([Aufenthaltsbewilligung "Studierender"](#))
- recent photograph (size between 3,5 x 4,5 cm and 4,0 x 5,0 cm)
- valid passport (valid for the whole stay!)
- certified birth certificate
- Letter of Acceptance of the university
- Proof of financial means to finance your stay (for students up to 24 years at least € 450, for older students at least € 814,82 per month - rent for housing up to € 260,35 is included; e.g. a savings account or a bank account at an Austrian bank or proof of purchase of traveller's cheques for the necessary amount or a confirmation of the award of a scholarship/grant)
- Proof of accommodation in Austria (Housing confirmation)
- Proof of health insurance ("travel health insurance") valid from entry to beginning of your studies in Austria (or to the beginning of your student insurance, respectively)
- police record/certificate of good conduct (where available) - the submission of this document is not obligatory, but nevertheless the Austrian authority is allowed to ask for it - we recommend to submit this document to avoid delay of processing the application.
- return-flight ticket, if available

All documents have to be submitted in the original and in photocopy. All documents have to be legalised and documents in languages other than German or English have to be submitted together with a certified German translation.

A fee of € 120 is payable for the residence permit. € 80 of this have to be paid when you apply at the representative authority. Another € 20 for the collection of police identification data. The remaining € 20 you have to pay when collecting your residence permit in Austria. Additional fees may occur.

6.2.3. Exemption from visa requirements (Sichtvermerksfreiheit)

If you are a citizen of one of the countries stated below, you will not require a visa to enter and stay in Austria up to the length of time indicated below, if

- you do not wish to stay in Austria for longer than the period stated below and
- you do not intend to take up paid employment in Austria

90 days: Albania, Bosnia- Herzegovina*, Brunei, Chile, El Salvador, Honduras, Hong Kong (Holders of a "Hong Kong Special Administrative Region" passport only), Republic of Korea (South), Macau, Taiwan (only passports with identity card number)

3 months: Andorra, Antigua and Barbuda, Argentina, Australia, Bahamas, Barbados, Brazil, Canada, Costa Rica, Croatia, Guatemala, Israel, Malaysia, Mauritius, Macedonia*, Mexico, Monaco, Montenegro*, New Zealand, Nicaragua, Panama, Paraguay, San Marino, Serbia*, Seychelles, Singapore, United States of America, Uruguay, Vatican City, Venezuela

6 months: Japan

* applies only to holders of a biometric passport

If you plan to stay longer than 6 months, you may apply for the residence permit after your arrival in Austria. However, due to reasons of convenience, we recommend obtaining a residence permit in your home country before entering Austria to avoid bringing all of the required official documents with you.

6.3. 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. This examination by the Public Health Office is free of charge. It is not necessary, however, if students provide an X-ray no older than 2 months from their home country.

More Information on Entry and Residence Regulations, can be found [here](#).

7. Health Insurance

As an ISEP student studying in Austria, the ISEP student health insurance requirement is waived.

You are however required to obtain medical insurance with the Upper Austrian health insurance company ([OÖGKK](#)) for a fee of € 50,10 per month. (For students with the European Health Insurance Card this health insurance requirement is waived as well.)

This insurance will also be accepted for your application for a residence permit (see page 18). The ISEP coordinator and staff of the International Office will arrange your registration with OÖGKK.

Please note: The insurance will be valid from your arrival day (according to your application form), so it is not necessary to purchase an additional insurance for the first days of your stay.

The insurance covers:

Hospital stays, medical attention and service free of charge (upon presentation of the "E-Card" issued by the OÖGKK), reduced prescription charges of € 5,15 each.

In order to ensure that all ISEP students have access to emergency medical assistance and coordination of benefits, medical evacuation and repatriation, ISEP requires you to enroll in a MEDEX supplemental policy (MER-Medical Evacuation Repatriation) that provides these services at a cost of \$ 8 per month.

8. ISEP Benefits

As an ISEP student you will receive the following benefits during your stay at JKU:

Meal benefits:

JKU provides a meal stipend of **€ 330 per month**. The stipend may be used to prepare meals or to purchase meals at cafeterias or at restaurants.

Please note that meal benefits will not be provided for full year students during February.

Housing benefits:

ISEP students receive a housing stipend of about **€ 200 per month**. Housing benefits are also provided during the vacation period in February.

ISEP meal and housing benefits begin the last two weeks of September and February respectively.

9. Arrival in Linz

Linz is situated 180 km from Vienna and 140 km from Salzburg and can be reached easily by train or plane. If there is no direct flight available, we recommend booking a connecting flight to Linz which is usually cheaper and more comfortable than changing to a train. If you have not yet booked a connecting flight, you can travel to Linz as follows:

Via Vienna

There are regular bus transfers from Vienna Airport to the train station "Westbahnhof" where trains to Linz leave hourly. The travel time from Vienna "Westbahnhof" to Linz is approximately 1 1/2 to 2 hours.

Via Salzburg

Bus Nr. 77, departing from the Salzburg Airport every fifteen minutes, takes you directly to the main train station in Salzburg. Trains to Linz depart hourly and the estimated travel time is approximately 1 1/2 hours.

From Linz Airport (Hörsching) to the Johannes Kepler University

Linz Airport is situated a few kilometers outside of Linz. Between 6 am and 7 pm a shuttle bus departs every full hour to the main train station in Linz (Monday to Friday). The cost is € 2,50 (tickets available in the bus) and the travel time is about twenty minutes. For information see <http://www.flughafen-linz.at> > Service > Anreise. In order to get to the university, take the bus to "Goethekreuzung" and change to tram line 1 or 2 in the direction of "Universität", and get off at the last stop.



Another (easier) alternative is to travel by taxi, either to the main train station of Linz (costs about € 22) or directly to the university or the hall of residence (about € 26).

From the main train station to the university

The most convenient way to get to the university or the hall of residence is by taxi. However, the university can also be easily reached by public transportation.

At the second level of the train station there is a tram stop for lines 1, 2 and 3 (tickets can be purchased for € 1,70 directly at each stop). Take line 1 or 2 in the direction to "Universität-Auhof". The journey to the last stop "Universität" takes approximately 30 minutes. From there, cross the street ("Altenberger Straße") to get to the university.

REFI's Pick up Service



On request, exchange students can be picked up from the train station or the Linz Airport by a student representative of the REFI organization or your mentor. If you would like to make use of this service, please send the exact time and place of your arrival to the REFI (register at: <http://refi.oeh.uni-linz.ac.at/at/aboutme.html>) **no later than a week before arrival.**

10. Contact

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

Contact persons:

Sonja Bodingbauer

International Student Advisor

Telephone: +43-732-2468-3217

E-mail: sonja.bodingbauer@jku.at

Incoming Students from Non-European countries + Italy

Johanna Schipke

International Student Advisor

Telephone: +43-732-2468-3293

E-mail: johanna.schipke@jku.at

Incoming Students from Europe (excluding Italy)

Christine Hinterleitner

Head of the International Office

Telephone: +43-732-2648-3290

E-mail: christine.hinterleitner@jku.at

Institutional Erasmus Coordinator

ISEP Coordinator

The mailing address of the International Office is

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

The International Office is situated in the [Bankengebäude](#), 2nd floor. A campus map is available on <http://www.jku.at>.

11. Web-Addresses

Johannes Kepler University Linz

JKU Linz:	http://www.jku.at
Information for Exchange Students:	http://www.jku.at/exchange
REFI	http://refi.oeh.jku.at

General Information

Linz:	http://www.linz.at/
Upper Austria:	http://www.oberoesterreich.at/
Austria:	http://www.austria.info
Embassies and Consulates:	http://www.bmaa.gv.at > English > Service

Transportation

Austrian Federal Railway System (ÖBB):	http://www.oebb.at/
Linz Airport:	http://www.flughafen-linz.at/
Vienna Airport:	http://www.flughafen-wien.at/
Salzburg Airport:	http://www.salzburg-airport.com/

Weather

http://wetter.orf.at/oes	http://www.tiscover.at/wetter	http://www.oen.at/wetter
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Jobs and Internships

Online job market of the Student Union (ÖH):	http://www.oeh.jku.at/ > Börse
CATT (Leonardo internships):	http://www.catt.at/79_DEU_HTML.php

Other Links

Learn German in Austria:	http://www.campus-austria.at/
Dictionary German <input type="checkbox"/> English:	http://dict.leo.org/
Dictionary German <input type="checkbox"/> French:	http://dict.leo.org/
Dictionary German <input type="checkbox"/> Spanish:	http://dict.leo.org/