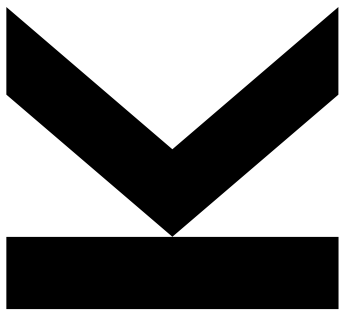


SURVIVAL GUIDE



Winter semester 2017/18

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1. IMPORTANT OFFICES AND CONTACT PERSONS AT JKU

International Office (“Auslandsbüro”)

<u>Location:</u>	Bank Building, 2nd floor, Room 226		
<u>Business hours:</u>	Mon, Tue, Thu, Fri	9am – 12pm	
	Wed	10am – 12pm, 1pm – 3pm	
Non-European&ISEP:	Emma Huss	emma.huss@jku.at	
Erasmus:	Sonja Pasquino	sonja.pasquino@jku.at	
Erasmus&CEEPUS:	Sarah Rößler	sarah.roessler@jku.at	
Head of the Int. Office:	Christine Hinterleitner	christine.hinterleitner@jku.at	

Admissions Office (“Zulassungsservice”)

<u>Location:</u>	Bank Building, 1 st floor, Room 113		
<u>Business hours:</u>	Mon, Thu, Fri	9am – 12pm	
	Tue	8am – 12pm	
	Wed	9am – 12pm, 2pm – 5pm	

ESN Linz (Refi at JKU)

<u>Location:</u>	Kepler Building, in the lecture hall section, opposite Hall B
<u>Contact:</u>	refi@oeh.jku.at

Academic coordinator at JKU

Details can be found on your Personal Information Sheet.

EMERGENCY NUMBERS:

Fire Brigade	122	European Emergency Number	112
Police	133	Poison Control Centre	01/406 43 43
Ambulance	144	Alpine Rescue	140

2. ENROLMENT

Enrolment takes place AFTER the Orientation Session.

Student Union Fee (ÖH-Beitrag)

OBLIGATORY!! ENROLMENT IS VALID ONLY AFTER PAYMENT!!

- € 19,20 payable at ServicePoint or by bank transfer
- Includes accident insurance on campus

3. COURSE REGISTRATION AND REQUIREMENTS

Necessary steps before course registration:

- You can only register for courses after official enrolment at the university.
- Attend the KUSSS-training (details on 'Overview Pre-semester Program')!
- Most courses have prerequisites which must be met in order to be able to register for them. Thus, you must fill out the form "Course Selection" and have the selected courses approved by your coordinator. Find the details for the meeting with your coordinator on your Personal Information Sheet.
- Hand in the signed form at the International Office as soon as possible but not later than **September 21st**. After we have unlocked you on KUSSS, you will be able to register for the selected courses.

Online course registration via KUSSS:
Course registration deadline: September 22nd, 2017 at 11.59pm!

The KUSSS (Kepler University Study Support System) can be accessed online at <http://www.kusss.jku.at>.

Enter your JKU User ID (k + student ID number) and your password (e-directory password). When you access the system for the first time you have to use your date of birth as your password. Please enter it as follows: YYYY-MM-DD e.g. 1990-01-25.

A **KUSSS training session** is part of the Orientation Programme. There you will learn how to use the system and how to register for courses. Time and place of the training session are indicated on your Personal Information Sheet.

4. LEARNING AGREEMENT

Erasmus+ students are required to use the form "Learning Agreement" (available on www.jku.at/exchange under 'Downloads & Links' -> Forms) and to update the Learning Agreement with every change. **Please note:** Your academic coordinator signs your Learning Agreement and not the International Office!

5. GERMAN LANGUAGE COURSE(S)

German courses at JKU are only free of charge for exchange students. The registration is only possible after all other courses have been assigned.

Here we guide you through the registration process which is different from the regular course registration on KUSSS.

- 1) Under <https://jku.moveon4.de/form/59b260a685fb96150f904888/eng> you will be able to sign up for German courses from 29.09. - 02.10. 11am. To login use the username/password from your online application.
- 2) To increase your chances you should select at least 2 different priorities – places cannot be guaranteed in advance!
- 3) Once the courses have been allocated, you will receive an email with detailed information. If you have got a place in one/more German language course(s), you will get a voucher for the “online payment“. Please note that the **voucher is time-limited!**
- 4) Go to the first class meeting – otherwise you will be removed from the class!

6. JKU CARD

JKU Card is JKU’s student ID and has multiple functions:

- Student ID card
- Library card
- Managing administrative operations at the *ServicePoint Terminal* (see p.4)
- Benefit from special student prices/discounts using your JKU Card

TAKE GOOD CARE OF YOUR KEPLER CARD AND DON’T FORGET THE PIN-CODE!!!

You can activate your account and change your password here: <https://password.jku.at/sspr/public/>

7. FACILITIES ON CAMPUS

ServicePoint Terminal

ServicePoints are located throughout the campus and you can use them with your JKU Card. Go to the ServicePoint to have the ÖH-Mensa-Discount printed on your JKU card. Activate the “ÖH-Mensa-Bonus” in KUSSS and then have it printed on your JKU card through the ServicePoint - as a confirmation an “M” is printed next to the validation date of your JKU Card. Only then you will receive the ÖH-Mensa-Discount!

Info Point

At the Info Points you have access to the JKU and KUSSS homepage. A password is only required for course registration. Info Points are located in almost every building on campus.

Internet Connection; Wireless LAN (WLAN)

Wireless LAN ("Wi-Fi") is available at JKU throughout the entire campus and can be accessed free of charge. Your E-Directory account password is your WLAN password! There is also "eduroam" at JKU. Your JKU user ID is k+student ID number@jku.at (e.g. k1234567@jku.at), your password is your normal account password. Then you can use free WLAN at all universities offering eduroam.

Printing and Copying

Printing and copying facilities are spread all over the campus. Colour copiers can be found in Kopfgebäude (ground floor), the Main Campus Library, the Law library and Sciencepark I+II. More information can be found [here](#).

You can print from your own PC using self-installed drivers downloadable from <http://www.jku.at/content/e213/e174/e167/e116515/>

The Main Campus Library and Juridicum Library offer [book scanning services](#). A colour scanner is located on the ground floor of the Main Campus Library and a black & white scanner can be found in the Juridicum Library. You can simply scan the required pages and save them on a flash drive (or digital memory card). Currently this service is free of charge.

Cafeterias/Cafés

There are two cafeterias and four cafés on campus:

- [Mensa Markt:](#) in the building „Uni-Center“
- [KHG-Mensa:](#) Mengerstraße 23 (opposite of the Management Center)
- [Café Sassi:](#) Bank Building, ground floor
- [Café Ch@t:](#) Kepler Building, right across Juridicum
- [Science Café](#) Science Park 3, ground floor
- [JKU Teichwerk](#) on the uni pond

Please do not forget to show your JKU Card in order to get a student discount.

8. BANK ACCOUNT

Some banks offer free student accounts. To open a bank account with [Sparkasse](#), [Raiffeisenbank](#) or [Bank Austria](#) on campus, you will need your **valid passport**. If you open a bank account with Sparkasse (free of charge): Go to Sparkasse on Campus and complete their form. Approximately 2 days later you can go to the bank and sign the papers -> your bank account has been opened. After about another 2 weeks you will receive a text message that you can pick up your bank card. Please bring your **student ID card** as well as your "**Meldezettel**" with you. Students who are over 25 years old must provide proof of university registration (= "Studienbestätigung").



9. LOCAL REGISTRATION AND AKTIVPASS

Local Registration

Make sure to register with the municipal authorities at the “Bürgerservice” (Citizen’s Office) within the first 3 days after your arrival. The main office is located in the Rathaus (City Hall) on Hauptstraße 1-5.

The following documents are required:

- Completed form ‘**Meldezettel**’ (signed and stamped by the hall of residence) – forms are usually available at the dormitories or can be found on www.jku.at/exchange/ -> Downloads & Links -> Forms
- Passport**

You will receive a confirmation called “Meldebestätigung”.

Aktivpass

Along with the local registration, you can also get the “**Aktivpass**”. You will need a **passport-sized photograph** and **your passport or official ID**.

General requirements:

- Registered residence in Linz (local registration must be completed)
- “income” (such as scholarship...) may NOT exceed €1195,00 per month
- Your Aktivpass enables you to benefit from various reductions in Linz:



10. RESIDENCE REGULATIONS IN AUSTRIA

Residence Regulations for EEA Citizens

If you are a student from the European Economic Area (EU and EFTA countries) and Switzerland you are required to register with the Magistrat Linz, Einwohner- und Standesamt, Abteilung Fremdenrecht, Hauptstraße 1 – 5, 4041 Linz within the first 4 months of your stay. You will receive a confirmation of registration ("Anmeldebescheinigung").

The following documents are required:

- recent passport-sized photograph
- valid identification card or passport
- proof of health insurance covering all the necessary costs (e.g. European Health Insurance Card)
- proof of sufficient financial means
- a confirmation of admission by the University (Studienbestätigung)
- € 35 (fee)

In cases of non-compliance with this regulation a fine may be imposed.

Residence Permit for other Nationals

If you do not have an EU/EEA nationality and stay more than 6 months, you need a residence permit for Austria.

1. You have already applied for your resident permit in your home country...

...go to the Citizen's and Registry Office (Immigration Department) to have your fingerprints taken. Please take your passport and, if necessary, missing documents with you. It might be useful to make an appointment. See contact details below.

2. You apply for your residence permit in Austria.

For an appointment, see contact details below.

Please **bring** your **residence permit** card to the **International Office** [before the end of October.](#)

Geschäftsbereich BürgerInnen-Angelegenheiten und Stadtforschung, Abteilung Aufenthaltsrecht (Immigration Department)

Hauptstraße 1 - 5, Neues Rathaus, Eingang Fiedlerstraße,

4041 Linz

Tel.: +43 732 7070

Fax.: +43 732 7070 54 2488

E-Mail.: ar@mag.linz.at

11. HEALTH INSURANCE

EU students are only required to bring their European Health Insurance Card and show it to the doctor or hospital when necessary.

Non-EU students are highly recommended to purchase health insurance offered by the Upper Austrian Health Insurance Company ([OÖGKK](#)) at the monthly fee of only € 56,74.

The insurance is obligatory for ISEP students and students who need a residence permit.

The insurance covers:

Medical treatment by doctors (if under contract with the health insurance), inpatient treatment at hospitals, medical treatments at day hospitals, medicine, dental treatment, treatments for diabetics...

To register for insurance with OÖGKK you need the following:

- Registration form (available on www.jku.at/exchange --> [health insurance](#))
- Confirmation of registration at the University ("Studienbestätigung")
- Student record sheet which you can download from KUSSS ("Studienblatt")
- Residence Registration ("Meldezettel")
- Letter of Acceptance ("Zulassungsbescheid")

Information on how to fill out the form can be found on the following pages.

Where to apply:

- 1.) Gruberstrasse 77, A-4040 Linz, Tel. +43-5-78 07-0
Take tram 1 or 2 and get off at "Ontlstasse". Take bus no. 25 or 27 and get off at "Gruberstrasse". The OÖGKK is a big building with green windows opposite the bus station.



- 2.) Hauptstrasse 16 -18, A-4010 Linz, +43-5-78 07-242911 Mon-Fri 6.45am - 3pm
<http://www.oegkk.at>
Take tram 1 or 2 and get off at "Rudolfstrasse". On the left hand side across the street is a dark building with a glass front. The OÖGKK is located on the 1st floor.

How to fill out the form for OÖGKK.

Here is an example of the completed form. →

Fill in the following sections:

1. Surname
2. First Name(s)
3. Date of Birth
4. Current address in Linz
5. Gender, Citizenship
6. Telephone number, E-mail address
7. Country of residence (home country)
8. The Institution of Studying? _____
9. Major Subject: _____ Date of Enrolment _____
10. Have you changed your major subject? ____ If yes, how many times ____ and when _____
11. Have you interrupted your studies for important reasons? Yes, No, Reason: _____
12. Will/do you get financial support during your studies?
Yes__ No__ in EUR__ Monthly Yearly
From _____ (e.g. Erasmus scholarship)
13. Have you already got a university degree? Yes, No, Major Subject
14. Method of payment: cross "Einzugsermächtigung"
15. Details of Austrian bank account
16. Signature
17. Date and place
18. Signature

1 Antrag
auf Selbstversicherung in der Krankenversicherung
für Studierende
(gemäß § 16 Abs. 2 ASVG)

Eingangsstempel des
Krankenversicherungsträgers



Versicherungsnummer bitte vollständig anführen! >

1. Familienname/Nachname (auch alle früher geführten Namen) Muster		Versicherungsnummer		
2. Vorname/n Maria	Geb.-Datum lt. Geb.-Urkunde	Tag 22	Monat 05	Jahr 1995
4. Anschrift (Plz., Ort, Straße, Nr.) Julius Raab Str. 10, 4040 Linz	<input checked="" type="checkbox"/> weiblich <input type="checkbox"/> männlich	Staatsangehörigkeit Swedish		
6. Tel. Nr.	E-Mailadresse			

ACHTUNG: Ohne Vorlage der aktuellen Fortsetzungsbestätigung und einer Kopie jenes Studienbuchblattes, aus dem ab der Immatrikulation alle Studienrichtungen und deren Dauer ersichtlich sind, kann die Selbstversicherung nicht durchgeführt werden!

Krankenversicherungszeiten in den letzten 12 Monaten vor der Antragstellung

Pflichtversicherung in Österreich und/oder im Ausland: ja nein
 Wenn ja, bei welchem Versicherungsträger? _____
 Und in welchem Zeitraum? von _____ bis _____
ACHTUNG: bei ausländischem Krankenversicherungsträger bitte einen Versicherungsnachweis beilegen!

Anspruchsberechtigung als Angehörige/r - mitversichert von _____ bis _____ bei: _____
 Name: _____ Versicherungsnummer: _____

Beendigung der Mitversicherung wegen
 Überschreitung der Altersgrenze für Schüler/innen/Student/innen
 Sonstige Gründe: _____
(Nachweise bitte in Kopie beilegen)

Angaben zu Ihrem Wohnsitz

7. Haben Sie auch einen Wohnsitz außerhalb Österreichs? ja nein
 Wenn ja, in welchem Staat? _____
 In welchem Staat liegt derzeit der Mittelpunkt Ihrer Lebensinteressen? Austria

Angaben zu Ihrem Studium

8. An welcher Lehranstalt sind Sie gemeldet? Johannes Kepler University

9. Derzeitige Hauptstudienrichtung: Mechatronics
 Beginndatum: 15.02.2016

10. Haben Sie die Studienrichtung gewechselt? ja nein
 Wenn ja, wie oft? _____ Wann? _____

11. Haben Sie das Studium aus wichtigen Gründen unterbrochen? ja nein
 Wenn ja, Grund: _____

12. Beziehen Sie während Ihres Studiums ein Einkommen? ja nein
 Wenn ja, in welcher Höhe? EUR: 200 monatlich jährlich
 Art des Einkommens: Erasmus Stipendium

13. Haben Sie bereits ein Hochschulstudium abgeschlossen? ja nein
 Wenn ja, in welcher Studienrichtung: _____

14. Zahlungsart: Erlagschein oder Einzugsermächtigung

15. IBAN AT12 1234 1234 1234 1324 BIC _____

Name der Kontoinhaberin bzw. des Kontoinhabers Muster Maria Unterschrift der Kontoinhaberin bzw. des Kontoinhabers _____

Ich erkläre, sämtliche Angaben wahrheitsgetreu gemacht sowie die umseitig angeführten Informationen zur Kenntnis genommen zu haben und verpflichte mich weiters, allfällige Änderungen innerhalb einer Woche zu melden.

17. Ort und Datum LinZ 08.02.2016 Unterschrift der Antragstellerin bzw. des Antragstellers _____

12. STUDENT DISCOUNTS

ÖH-MENSA-BONUS (Student Union Meal Discount)

ÖH Mensabonus is available to students who have less than € 170 for meals per month. Students can apply for the meal discount in KUSSS and have the confirmation printed on the JKU card at one of the ServicePoint Terminals on campus. The discount is valid at the university cafeteria on campus (Mensa), the KHG dorm cafeteria, and the Raab Heim cafeteria.

STUDAY

Every Wednesday students in Linz can benefit from numerous discounts and special offers. Just have a look at <http://www.studay.at> and use the opportunities to get food & drinks, clothes, entrance fees to museums & theatres, etc. cheaper. Get the free app on your iOS or android mobile phone.

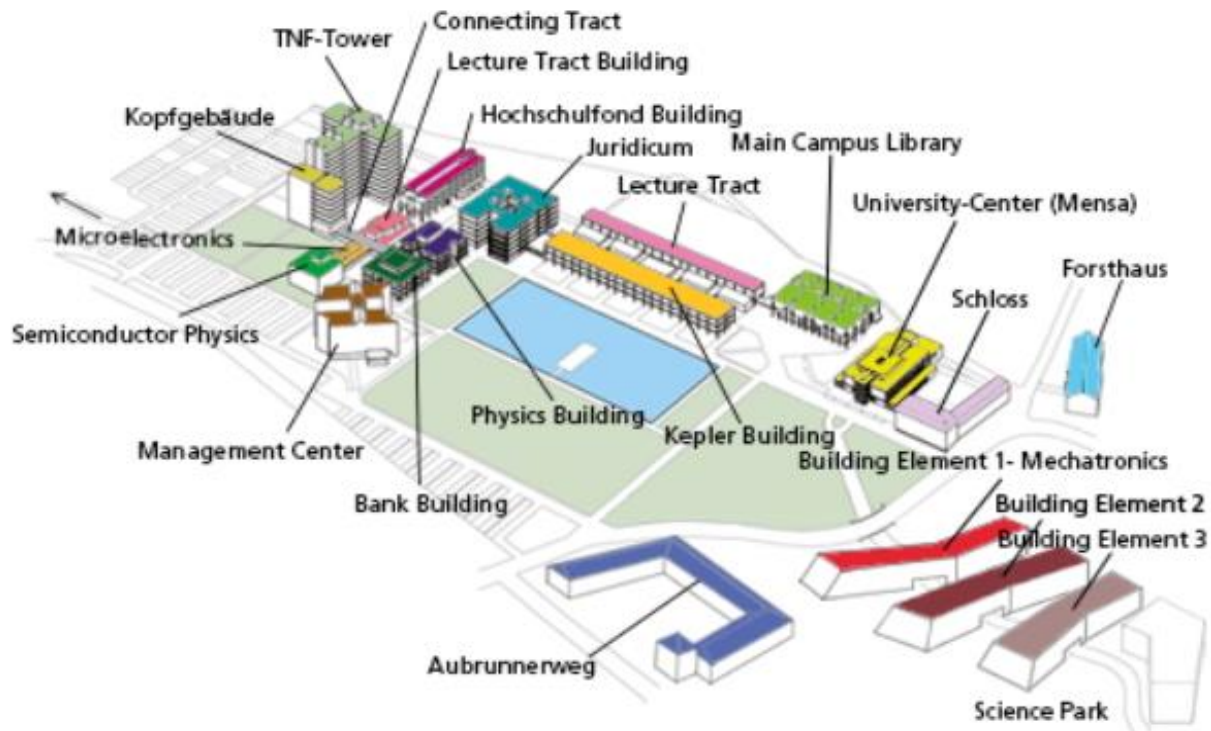
13. WHAT TO DO IN CASE OF LOSS OR THEFT?

What?	Where?	Notes
Passport	<ul style="list-style-type: none"> IMMEDIATELY report the loss/theft (=Verlustanzeige) at the closest Police Department Contact your Consulate/Embassy in the country you have lost your passport 	
JKU Card	<ul style="list-style-type: none"> Report the loss/theft (=Verlustanzeige) to the closest Bürgerservice/Police Bring the „Verlustanzeige“ to the Admission Office 	
JKU Card PIN	<ul style="list-style-type: none"> Go to password.jku.at/sspr/public/ 	
ATM card	<ul style="list-style-type: none"> Contact your bank to block your ATM card and to get a new one 	
Aktivpass	<ul style="list-style-type: none"> Report the loss/theft directly to the Bürgerservice, bring a passport-sized photo and you may apply for a new one 	
Residence permit card	<ul style="list-style-type: none"> Report the loss/theft (=Verlustanzeige) to the local Police Contact the Magistrat Linz : tel. +43-732-707070 	
Other items	<ul style="list-style-type: none"> Use the “lost-and-found”- online database www.fundamt.gv.at 	

Any theft should be reported to the [local Police!](#)

14. FACILITIES IN THE NEIGHBOURHOOD





List of HS (=lecture halls)

HS1	Raiffeisensaal	K 041B
HS 2	Sparkassensaal	HT 182E
HS 3		HT 180E
HS 4		HT 179E
HS 5		HT 175G
HS 6		HT 174H
HS 7		HT 172H
HS 8		P 013
HS 9		HG 001
HS 10	Fabasoft Saal	HG 101
HS 11		T 005
HS 12		T 006
HS 13		T 007
HS 14		T 008
HS 15	Siemens VAI Hörsaal	MZ 001A
HS 16	voestalpine Saal	MZ 009A
HS 17	Hypo-OÖ Saal	MZ 001B
HS 18/19		S3

Abbreviation of the buildings:

B	Main Campus Library
BA	Bank Building
HF	Hochschulfond Building
HG	Lecture Tract Building
HP	Semiconductor Physics
HT	Lecture Tract
J	Juridicum
K	Kepler Building
KG	Kopfgebäude
MI	Microelectronics
MT	Science Park Building 1 - Mechatronics
MZ	Management Center
P	Physics Building
S2	Science Park – Building 2
T	TNF – Tower
UC	University Centre