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ERASMUS+ Information

Dear ERASMUS+ student,

We are happy that you have been accepted to the University of Innsbruck as part of the ERASMUS+ exchange programme. This letter includes important information that you will need as you prepare for studying in Innsbruck. Please print it and use it as a checklist!

If you have any further questions, please email me, your coordinator, at ulrich.pallua@uibk.ac.at. We look forward to welcoming you in Innsbruck!

Ulrich Pallua
ERASMUS+ coordinator

What to do right away:

Select courses

Please select your classes from the Bachelor's programme for English and American Studies at the Faculty of Humanities 2 (Language and Literature). You can find an overview of all courses offered online at: https://lfuonline.uibk.ac.at/public/lfuonline_lv.home. Your academic advisor at your home university will let you know how many ECTS points you are expected to achieve. Inform your ERASMUS+ coordinator in Innsbruck about your course selection as soon as possible.

Book journey to Innsbruck

If you fly into Vienna, you can take an ÖBB train to Innsbruck (see <http://www.oebb.at/en>), should you fly, e.g., into Munich (Germany), an airport taxi is an easy option (see e.g. <https://www.tirol-taxi.at/index.php?IID=1&hID=1>).

Organise accommodation

Housing is a major concern for ERASMUS+ incomings. Accommodation is provided by the OeAD (the Austrian Service Centre for European and International Mobility and Cooperation) for those who apply and send a reservation deposit: <http://housing.oead.at/>. The rooms are allocated on a first-come, first-served basis, so please apply as early as possible. You should not think that this type of accommodation cannot be guaranteed.

To reserve a spot at one of Innsbruck's student halls, you can use an application form that can be filled out online at <http://wist.at/002/bewerbung/index.php>. The website is in German only, however the form itself is available in English. Applying for a room does not mean that you already have a fixed reservation. Rooms are limited and should be organised as soon as possible.

The various houses that WIST runs can be accessed at <http://wist.at/002/heime/index.php>.

The costs are listed at <http://wist.at/002/heime/preisliste.php#panorama>.

Pay for accommodation

The WIST recommends that you do not pay for your entire stay in advance but that you open a student bank account here in Innsbruck (standing order) for the duration of your stay. In doing so, the costs for your telephone at the accommodation are included and you are able to use a phone. When you open your account, please make sure to bring your passport and the confirmation of enrolment (i.e. your student card and your "Inskriptionsbestätigung" which you will receive upon enrolment at Innsbruck University).

What to do upon arrival in Innsbruck:

Pick up keys and pay deposit

If you opted for a student hall, you are expected to pick up your keys in person and leave a security deposit at the WIST office right across the main station in Innsbruck. Their address is Südtirolerplatz 10-12 (6th floor). Office hours are Mon-Fri from 9am to 12am. If you cannot make it there in time upon your arrival in Innsbruck, you need to organise a hostel or hotel room yourself for the first night (e.g. through <http://booking.com>).

Meet your ERASMUS+ coordinator

Upon arrival in Innsbruck, please check in with your ERASMUS+ coordinator Ulrich Pallua as soon as possible. The address is "Geiwi Tower" (3rd floor, room 40320) at Innrain 52.

Open bank account

You need to also open an account at a local bank in order to transfer the rent for your accommodation (see "What to do right away" for more details).

Register at city hall

You must register as a resident at the city hall (Maria-Theresien-Straße 18, Rathausgalerie, 1st floor) within 3 days of arrival. **Required documents:** passport, registration form (signed by your respective accommodation).

- Enrol at university**
In order to officially enrol at the University of Innsbruck, you need to bring the following **required documents**: passport, confirmation of acceptance at LFU Innsbruck, address, and telephone number of your accommodation in Innsbruck. In order to enrol, visit room 113 at the University's main building, Innrain 52, ground floor and ask for Ms. Eva Maria Höller-Hirn. Your ERASMUS+ coordinator can assist you with that.
- Pay student fee**
You do not need to pay tuition fees, but you must pay the "ÖH-Beitrag" (about 20€) at one of the service-points in order to receive your student ID-card. Your ERASMUS+ coordinator can assist you with that.
- Enrol for courses**
Course enrolment: If you have arrived after the official enrolment deadline, you must enrol in person with the respective course instructor or your chosen classes. Your ERASMUS+ coordinator can assist you with that.
- Obtain insurance**
In case you are not insured, you can purchase an insurance at the TGKK Tiroler Gebietskrankenkasse (the type of insurance you want is called "Freiwillige Selbstversicherung für Studierende"; find out more at <http://tgkk.at>). **Required documents**: passport, confirmation of enrolment at the University of Innsbruck, registration form.
- Learn German**
Affordable German classes are offered by the ISI (Internationales Sprachenzentrum Universität Innsbruck): https://orawww.uibk.ac.at/public/isi.kurse?sem_id_in=16W&r_id_in=49584. You must first sign up online as an external participant and pay the higher fee. However, once you get your student number, let them know and they will reimburse you the difference.
- Explore the city**
You can find an "International Student Guide" with many other helpful tips for your stay here: https://uibk.ac.at/international-relations/erasmus/incoming/general_information.html. For general information about the city of Innsbruck, local events etc., please visit <http://innsbruck.info/en/home.html>.

What to do at the end of the semester:

- Un-register at city hall**
You must un-register at the city hall (cf. address above) within **three days** of your departure.
- Check out**
When you check out of your place of accommodation, make sure you get your security deposit back!