

## Checklist for Joint Study students

This checklist is intended to help you before and after your Joint Study trip. Please note that the individual points below are not always listed in a chronological order! **In case of any questions, please contact the IO of TU Wien.**

### →→→→ BEFORE DEPARTURE

- I respected the application deadline for my Joint Study programme.
- I prepare my application, save the required documents in PDF format on my PC so that they can be uploaded to TISS; I pay special attention to updating my CV (my previous study periods abroad are indicated = country/host university with exact date of my stay and the respective study cycle). I get information about the host university (e.g. division of the academic year, curricula and courses, etc.)
- I get the required **language certificates** in time (if required).
- I get the required **letters of recommendation** in time (if required).
- I apply for a Joint Study place via **TISS Mobility Services**; to do so, I log into my personal TISS account and upload the application documents.
- I have been **nominated** for a Joint Study trip by the responsible **coordinator** or by the **selection committee** at TU Wien.
- The International Office (IO) forwarded my nomination to the **host university**.
- The IO sent me a **letter confirming the award of a joint study grant**. I print the enclosed **Declaration of Acceptance form (Annahmeerklärung)**, fill it out and sign it. Subsequently I hand it directly to the IO or send a scanned copy to the IO.
- The host university informed me about the registration process. If I did not receive any information from the host university, I contact the IO there or complete the registration forms independently (see the website).
- I submitted the respective registration forms to the **host university in time** (for registration forms and deadline see the website of the host university), or submitted them in time to the IO for forwarding to the host university. **IMPORTANT! – THIS MUST BE ABSOLUTELY RESPECTED!**
- I've got information about **accommodation** at the host university and applied for an on-campus or off-campus accommodation.
- I download the form "JOINT STUDY / STUDENT MOBILITY / APPLICATION – RECOGNITION" from the website of the IO, fill it out and put down my intended study programme at the host university. I discuss with the Dean of Academic Affairs the courses which can be recognised at TU Wien and indicate them in the first table. The Dean of Academic Affairs signs the Learning Agreement and thus pre-recognises these courses in advance, provided that I complete them successfully.
- I will scan the Learning Agreement signed by the Dean of Academic Affairs and send it to the IO or directly hand in a copy thereof.
- The **Admission Office** has been automatically informed about my mobility status by the IO via Mobility Services.
- I have renewed my **enrolment** at TUW by paying my **ÖH contribution** (as I do not wish to be exmatriculated!)
- I have a fixed contact person at the host university (**academic coordinator, IO staff**), with whom I am in contact in case of any questions.
- In case that I am a **study grant recipient**, I apply to the Austrian Study Grant Authority for a **grant for study abroad**. For this purpose, I forward the letter confirming the award of a joint study grant to the Study Grant Authority.

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JOINT STUDY - STUDYING ABROAD

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- ❑ If the Austrian Study Grant Authority determines that the grant for study abroad is lower than the joint study grant from the IO, I will be paid the difference by the International Office. It is therefore important that I send a scanned copy of the Notification on the grant for study abroad to the IO.
- ❑ I take care of my **visa application**: I check the websites of the host country and get information on the entry requirements, and also visit the website of the respective embassy in Austria/my home country, where I have to submit my application. I will find here information which documents should be submitted and when, whether I have to arrange a prior appointment at the embassy, etc.
- ❑ If I did not receive my **Acceptance Letter** from the host university on time, I contact the IO there.
- ❑ If any **vaccinations** are necessary (see website of host university), I will arrange them in my home country before my departure (general practitioner or local health centre).
- ❑ **Insurance** provided by home insurance companies is usually cheaper than insurance arranged at the host university. I enquire about the scope of insurance coverage and send a confirmation of my insurance to the host university. I also ask my insurance provider about additional packages for the respective host country.

**→→→→→ DURING THE STAY**

- ❑ I have enrolled/registered at the host university.
- ❑ I sent any changes of my courses to the Dean of Academic Affairs or to the IO per email.
- ❑ I enjoy the life abroad.
- ❑ Before returning home, I leave the address of the IO of TUW (Gusshausstrasse 28) with the coordinator or the IO of the host university to ensure that the transcript will be sent to the correct address.

**→→→→→ AFTER RETURNING**

- ❑ I put down my completed study programme as well as the courses to be recognised in the form "JOINT STUDY / STUDENT MOBILITY / APPLICATION – RECOGNITION", and submit it (incl. the corresponding certificates or exam certificates) to the **Dean of Academic Affairs for recognition**. I have to do this within 2 months after my return.
- ❑ I submit a **copy of my final Recognition Certificate** to the IO either in person or per email/mail. I submit the original copy of the form 'JOINT STUDY / STUDENT MOBILITY / APPLICATION – RECOGNITION' to the Admission Office. This way, the studies I completed abroad can be recorded and appear on my transcript of records. This serves as important evidence for the tax office, health insurance company, etc. Free elective courses do not appear on the transcript of records, they will be recognised by the Dean of Academic Affairs at the time when I complete my studies.
- ❑ I will send my **mobility report** to the IO within two months. It will include all information that might be important to other TUW candidates. This mobility report will be published on the website of the IO, therefore the focus should be on providing a factual report.
- ❑ After my study abroad, I will pay my ÖH contribution on time, and – if required – also my tuition fees for the next semester.
- ❑ I would like to extend my experiences from my Joint Study trip and look for personal contacts with exchange students at TU Wien: <http://www.buddynetwork.at> .
- ❑ I would like to develop and apply my language skills: Learning languages in **Tandem** [www.tuwien.ac.at/international/](http://www.tuwien.ac.at/international/) > **Studying abroad** > **Languages** > **Tandem Language Learning**.

**→→→→→ IMPORTANT ADDRESSES**

**International Office**

Gusshausstrasse 28, 1040 Vienna

<http://www.tuwien.ac.at/international>



+43 1 58801 41562

or

+43 1 58801 41550



+43 1 58801 9 41562



[krausler@ai.tuwien.ac.at](mailto:krausler@ai.tuwien.ac.at)

**OPENING HOURS:**

**MO, TH: 9.30 – 11.30, 13.30 – 16.30**

**WE: 9.30 – 11.30**

**Admission Office**

Karlsplatz 13, 1040 Vienna

<https://www.tuwien.at/en/tu-wien/organisation/service-providers/admission-office/overview/>



+43 1 58801 41063

or

+43 1 58801 41060



+43 1 58801 41096



[studienabteilung@tuwien.ac.at](mailto:studienabteilung@tuwien.ac.at)

**OPENING HOURS:**

**MO, TU, TH, FR: 10.00 – 12.00**

**WE: 14.00 – 16.00**