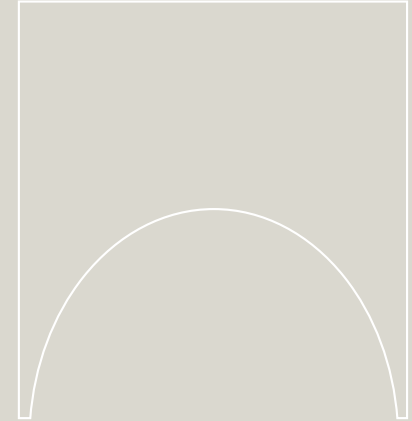


**WELCOME GUIDE**  
STUDYING  
IN SALZBURG





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# KNOWLEDGE IS YOUR PASSPORT FOR THE FUTURE

**Dear Students,**

**Welcome to the Paris Lodron University of Salzburg!** We are very happy that you have chosen our university for your international or Erasmus exchange year. The University of Salzburg is both a very old and at the same time a very new and modern university. It was first founded in 1622 as a Catholic Benedictine University by the former arch-bishop of Salzburg Paris Lodron, who had been born in the small northern Italian city of Rovereto. At the beginning of the 19<sup>th</sup> century the university was closed down during the Napoleonic Wars and it wasn't reopened afterwards when Salzburg became part of the Austrian Empire. The university was only re-established as a public university in 1962. It has expanded continuously during the following decades and has become a major institution. Today the University of Salzburg consists of four faculties with nearly 2,800 employees and about 18,000 students. One remarkable aspect of the Paris Lodron University of Salzburg is that its many different buildings are spread out all over the old part of the city of Salzburg, in the green areas of Nonntal and Freisaal and even on the Mönchsberg. Some of them date back to the time of the original founding of the university in the 17<sup>th</sup> century while others are newly built with modern designs, but all are provided with up to date facilities for teaching, learning and research.

I hope that you will have an interesting and enjoyable stay here in Salzburg and I wish you all the best and a wonderful time at our university!

Sylvia Hahn

*Vice-Rector for International Relations  
and Communication*





# HOW DO I APPLY?



## Erasmus+ Applicants

Students who would like to take part in the Erasmus+ Program should call up the International Relations Office website and access the Erasmus application form there. The application form requires both a signature and the official stamp from your home university. The completed original form should be mailed by the application deadline to the International Relations Office. In addition to the application form, the written nomination containing relevant Erasmus+ student information (name, program of study, length of stay in Salzburg) is needed from the sending university's Erasmus+ coordinator and can be sent via e-mail, fax or post to our incoming Erasmus+ coordinator. The appropriate departmental coordinator at the University of Salzburg also needs to be contacted. Once this application process is completed, the Erasmus applicant is guaranteed acceptance to the university as long as he/she is nominated within the fixed quota of exchange students.

**Please note:** An official *Letter of Acceptance* will only be sent to students who need an entry or residence visa for Austria.

### Application Deadlines:

by June 30 for the following winter semeste/academic year  
by November 30 for the following summer semester

## Applicants to Bilateral University Exchange Programs, International Exchange Programs

Students who would like to study at the University of Salzburg through a bilateral university program, or international exchange programs such as ISEP will also find the necessary contracts and applications on the International Relations Office website or at the international office at their home university. The completed application form for exchange students plus additional documents (Curriculum Vitae, Statement of Purpose, and Transcript of Records) and the students official nomination by his/her home university must be submitted to the International Relations Office by the application deadline. Once the documents have been received, an admission letter will be issued notifying the students. The letter will contain information regarding the students stay in Salzburg and registration procedures and may need to be shown to obtain entry documents from the Austrian government.

## Admission and Welcome M@il

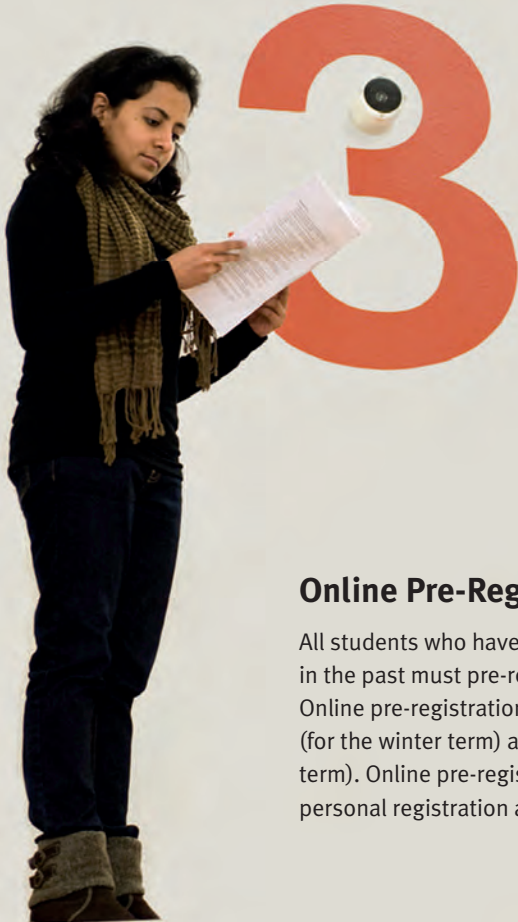
Approximately two months before the beginning of the semester, exchange students will receive an Admission and Welcome M@il with important additional information about studying and living in Salzburg.

## German Language Proficiency: Requirements for Exchange Students

The University of Salzburg expects every incoming exchange student to have a minimum of German language competence at the B2 level according to the *Common European Framework of Reference for Languages* (CEFR). This is not a strict requirement, but all potential students should be aware that the primary language used for coursework at the University is German.

## Online Pre-Registration

All students who have not been enrolled at the University of Salzburg in the past must pre-register online for their first term at the University. Online pre-registration will be open starting at the beginning of July (for the winter term) and at the beginning of January (for the summer term). Online pre-registering is required in order to get a date for the personal registration at the Student Service Centre at the University.



## In-person Registration

### Report to the International Relations Office

Upon arriving in Salzburg exchange students should report to the International Relations Office (Sigmund Haffner Gasse 18, 2<sup>nd</sup> floor) to pick up their welcome folder and the confirmation form for their mobility program.

### Registration at the Student Service Center

Participants in mobility and scholarship programs only need their mobility program confirmation form and a valid passport for in-person registration. Once full payment of the Austrian Student Union Membership Fee has been received, the student is considered to have completed the official enrolment process at the University of Salzburg (see chapter on Austrian Student Union Membership fee below).

## The Austrian Student Union Membership fee

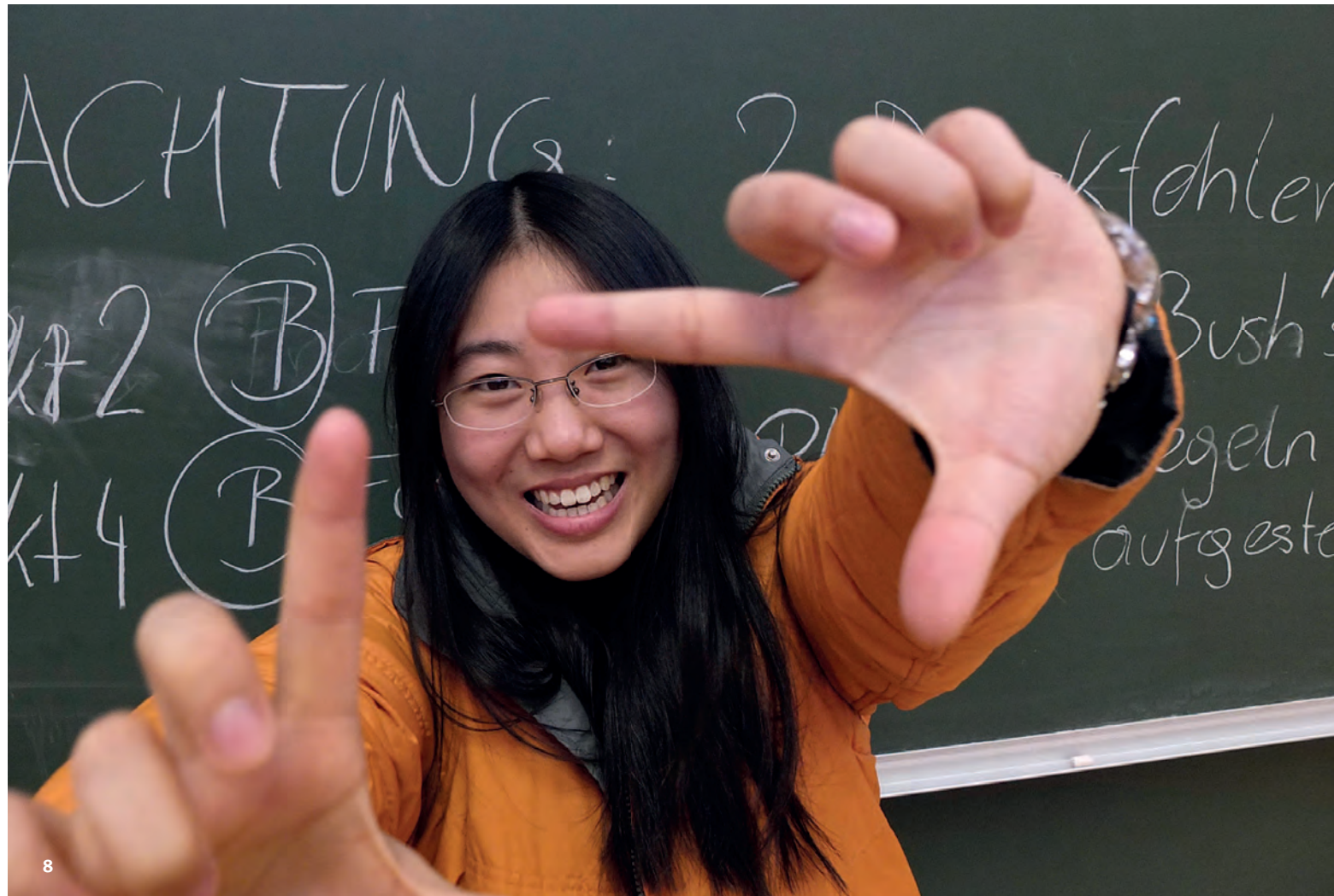
There are no tuition fees for participants in international mobility programs. They only have to pay the Austrian Student Union Fee which includes an accident and liability insurance.

## Uni Salzburg Card

The *Uni Salzburg Card* is your official student ID card and can be used at the various Service Point terminals located around campus that provide access to University services even when the offices are closed.

### Key Features of the Uni Salzburg Card

- ▶ Student ID at the University: Registration for courses, examinations, USI courses, etc.
- ▶ Student ID outside the University: Student discounts (e.g. Students Wednesday)
- ▶ University Library Card
- ▶ Quick Cash Chip function can be loaded with up to € 400.00 at any bank or ATM that supports the Quick platform as well as at one of the Quick Load Stations located on campus.
- ▶ Printing, copying and scanning services on campus can be paid for using the Quick Cash Chip on the Uni Salzburg Card.





# COURSES COURSE CATALOGUE PLUSonline

## Registration for Classes

The entire course catalogue can be found on the **PLUSonline** student services platform.

**Please note:** Registration for courses is *only* possible by using PLUSonline and after a student has completed the enrolment process and paid his/her fees!

## German Language Courses

There are various courses at the University of Salzburg that are offered independent of degree curricula. These courses are designed to improve a student's proficiency, as well as prepare them for any exams they may choose to take. These courses are offered as a service to students. Consequently, there is a service charge of. The *Department of German Language and Literature* offers German classes to all interested international and exchange students. The classes are held during the semester.

Exchange students will receive an email from the International Relations Office with a link to the registration form for the German courses offered at the *Department of German Language and Literature*. Students interested in these courses should register for a course at the level they need by 5 September or 5 February using the online registration

form. Students who register after the deadline will be placed on a waiting list.

In order to attend German language classes, students must take a *placement test* (except for those without any knowledge of German). The date for the placement test is during the first week of October. If a student cannot take the test as a result of late arrival in Salzburg or other extenuating circumstances, placement can be decided by a personal conversation with one of the teachers at the department.

The *University Language Centre* offers intensive German courses *prior to the beginning of the winter semester* (starting mid-September), and, in addition, also German language courses *during the semester*. All these courses are of course open to international and exchange students, too.



## Courses on Austrian Language and Culture

The *University Language Centre* also offers a semester course for all students who would like to learn more about everyday life and culture in Austria. Depending on students' needs and interests, the contents of this course will be adapted accordingly. The course starts in the winter semester and is continued during the summer semester. It is however also possible to start the course in the summer semester. It is taught in German.

## Courses taught in English

A general overview of courses taught in English, filtered by department, can be found on the homepage of the International Relations Office.

For more detailed information and registration purposes, search for courses taught in English in *PLUSonline*: Click on the search function at the top of the page and follow the corresponding instructions as follows: Open the search function *Suche* (Search) → *Lehrveranstaltungen* (Courses) → *Vortragssprache Englisch* (Language of Instruction: English) → *Studienjahr* (Academic Year) and press the search button *Suchen*. A *direct link* to classes offered in English can be found on the website of the International Relations Office under → *Studying in Salzburg*.

## **Special Lectures for international Students**

### **Politics, History and Culture in Austria and Central Europe.**

Austria with its geopolitical situation in the heart of Europe and its interesting history was always a center of culture and music, of conflicts and major migration streams. In this lecture series this checkered history of politics, economy, culture, language and ecological development will be examined in the long-term historical perspective over centuries up to the present. The interesting subject matter of this overview and its presentation in English makes it a very special offering for international students.

## **Gender Studies**

The field of Gender Studies is based on the view that gender and gender relationships shouldn't be considered as naturally given states but rather as social constructions. Gender Studies courses examine concepts of "masculinity" and "femininity", which refer to different constructs depending on the cultural context and have undergone historical development. All international (exchange) students are welcome to attend courses at the Gendup Centre. The Gendup research center offers a great variety of course topics and content, and several courses are taught in English. More information is available on *PLUSonline* and at [www.uni-salzburg.at/gendup](http://www.uni-salzburg.at/gendup).





# GUIDANCE FOR STUDENTS STUDENT ADVISORS

## International Relations Office

The International Relations Office is the first point of contact for exchange students who attend the University of Salzburg for one or more semesters through an international mobility program by helping them adjust to everyday life in Salzburg. The staff is also happy to provide assistance to all foreign students who plan to study a complete degree program at the University. They understand the challenges foreign students face and are happy to help with acclimatization or any other issues that might arise.

[www.uni-salzburg.at/international](http://www.uni-salzburg.at/international)



## Orientation Sessions, Excursions & Events

Before the beginning of the term the International Relations Office organizes orientation sessions for exchange students. During this introductory week the exchange students not only receive important information about studying at the University of Salzburg, but also have the possibility to participate in a guided city tour and other events. Beyond this, the International Relations Office offers throughout the semester interesting excursions that provide excellent opportunities to become better acquainted with Salzburg and the surrounding area – and to meet fellow (exchange) students.

**You will find more information about events, excursions, deadlines and fees by visiting the homepage:**

**[www.uni-salzburg.at/international](http://www.uni-salzburg.at/international)**

# GUIDANCE FOR STUDENTS STUDENT ADVISORS

## Buddy Network

The Austrian Student Union and the International Relations Office at the University offer Buddy Networks that pair local students with incoming students from other countries to foster international friendships and help incoming students acclimate to life in Salzburg.

In order to be assigned a buddy from Salzburg, students must apply by e-mail at the Austrian Student Union. Once the application has been processed, students will receive information about their buddy shortly before they are scheduled to arrive in Salzburg. By exchanging contact information, buddies can contact each other, meet and plan future get-togethers on their own. Get more information about the Buddy Network and apply by e-mail to: [international@oeh-salzburg.at](mailto:international@oeh-salzburg.at)

## Follow us on Facebook!

The Facebook Group for the International Office in Salzburg is a great place to find up-to-date information and to swap notes on being an international student in Salzburg. Current and former University of Salzburg exchange students use the platform to communicate with each other and to exchange information on the most interesting aspects of international student life in Salzburg.



[www.facebook.com/groups/GOinternational.UniSalzburg](https://www.facebook.com/groups/GOinternational.UniSalzburg)

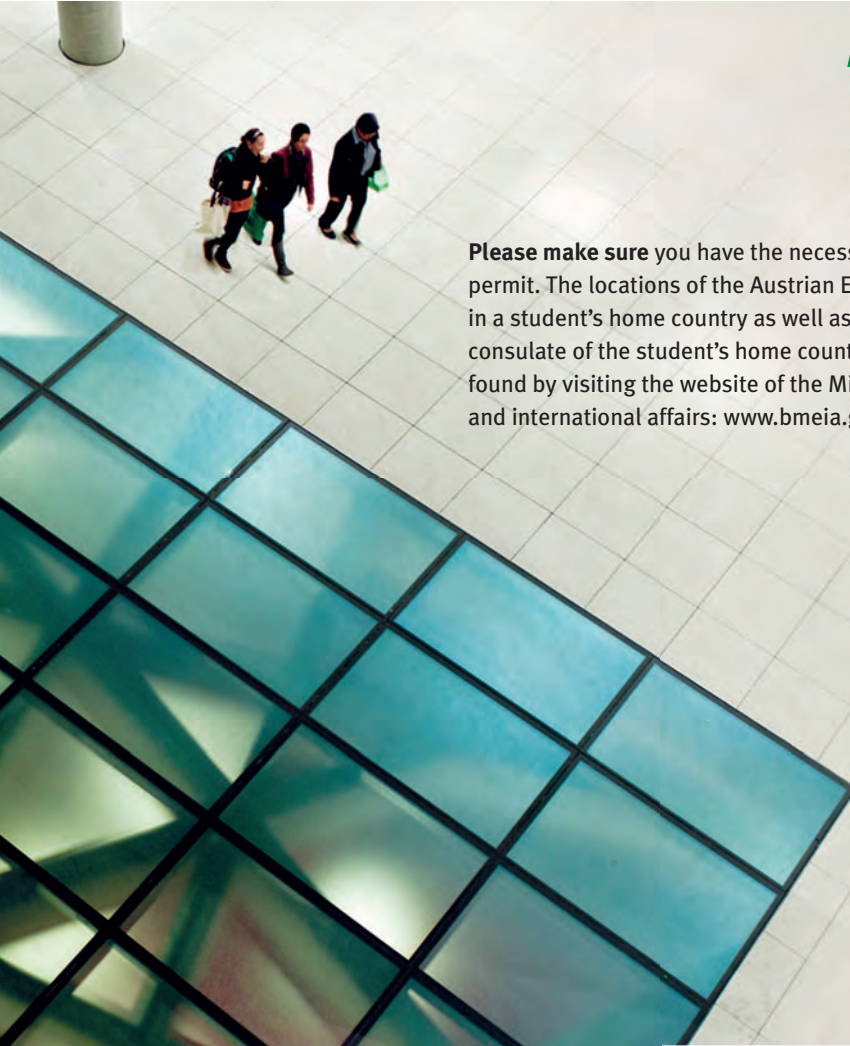
## Students with Special Needs

Students with special needs at the University of Salzburg should contact the *office for disability & diversity*. The ÖH also has an office for social affairs where students with disabilities can get help.

*University of Salzburg – disability & diversity*  
Kapitelgasse 6, 1<sup>st</sup> floor (Lift, Entrance no. 13)  
+ 43 662 8044-2465

Another contact address in case of need:  
*ÖH – office for social affairs*  
Kaigasse 28, 1<sup>st</sup> floor  
+43 662 80 44-6054

# ENTRY AND RESIDENCE REGULATIONS



**Please make sure** you have the necessary visa or residence permit. The locations of the Austrian Embassy or Consulate(s) in a student's home country as well as the embassy or consulate of the student's home country in Austria can be found by visiting the website of the Ministry of European and international affairs: [www.bmeia.gv.at](http://www.bmeia.gv.at) (→ Service).

## Residence Registration

Within three working days after entering Austria and arriving in Salzburg all international/exchange students, scholarship holders, etc. must register at the City Registration Office (*Meldeamt*) for the period of stay in Salzburg. The registration form is available at the Registration Office, at your student residence hall and in the Welcome Folder for exchange students. It can also be downloaded from the website of the City of Salzburg ([www.stadt-salzburg.at](http://www.stadt-salzburg.at)). Before leaving Salzburg it is recommended that students cancel their registration with the authorities.

# ENTRY AND RESIDENCE REGULATIONS

## Confirmation of Registration for EU/EEA or Swiss Citizens *Anmeldebescheinigung*

If students from EU/EEA Countries and Switzerland are staying in Austria for more than three months they must register with the appropriate municipal authority (*Magistrat der Stadt Salzburg, Amt für Öffentliche Ordnung, Schwarzstraße 44, 5020 Salzburg, Tel. 0662 8072-0*), after which they will receive a confirmation of registration (*Anmelde-bescheinigung*). Students at the University of Salzburg with EU/EEA or Swiss citizenship are fully entitled to residence if they can prove both valid health insurance in Austria and adequate financial resources (benchmark: € 500.00 per person/month).

The one-time confirmation fee is € 15.00 (2017) and is valid indefinitely. The required documents (application form, valid passport or ID card plus the above-mentioned documents) should be submitted to the *Magistrat* within the first three months of a student's stay. Non-compliance with this regulation may result in the imposition of a fine. This registration is necessary in addition to the regular residence registration with the City Registration Office mentioned above.

### **Additional Information**

Further information as to entry (and residence) requirements is available at the Austrian Embassy or Consulate in your home country or on the Austrian Exchange Service's website (OeAD, [www.oead.at](http://www.oead.at) → Welcome to Austria)





# *INSURANCES & HEALTHCARE*

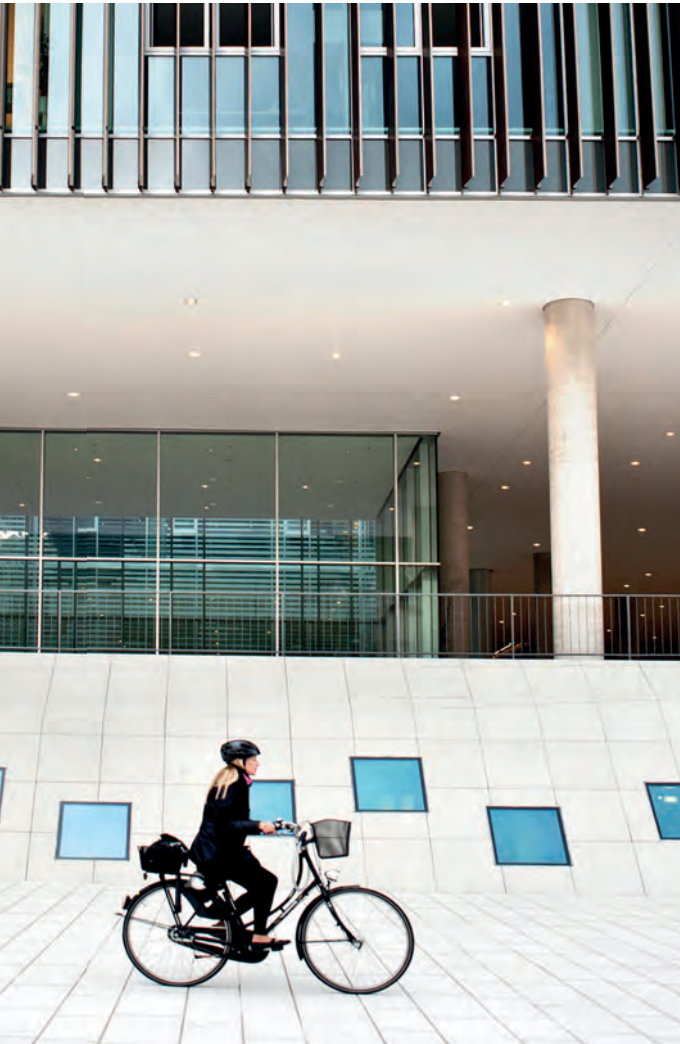
## **Accident and Liability Insurance**

Before completing their initial University enrolment or before enrolling for a new semester, all students must pay the Austrian Student Union Fee. This fee includes liability insurance and accident insurance for accidents that happen at the University, on your way to and from the University, and at University events.

## **Health Insurance**

Every student who has been admitted to the University of Salzburg must prove that he/she has a health insurance policy that is valid in Austria.

Salzburger Gebietskrankenkasse, [www.sgkk.at](http://www.sgkk.at)





# STAY IN SALZBURG



## Pick-up Service

Students can arrange a pick-up from the airport or the train station with the help of Salzburg students (see *Buddy Network*, page 14).

### Everyday Life in the City of Salzburg and the Cost of Living per month

|  |                 |
|--|-----------------|
| Accommodation<br>(average room at a hall of residence) | € 400.00        |
| Food<br>(excluding luxury goods and tobacco)           | € 250.00        |
| Books and supplies, miscellaneous                      | € 300.00        |
| <b>Total</b>   | <b>€ 950.00</b> |

Source: [www.oead.at](http://www.oead.at)

## Accommodation

The University of Salzburg does not own any dormitories or guesthouses for students. Student representatives of the *Austrian Students Union* or the *OeAD Housing Salzburg* will help you to find accommodation. You can also check the student message boards at the University and the local newspapers.

[www.oeh-salzburg.at](http://www.oeh-salzburg.at)

*Information and Registration*

### **OeAD Housing Salzburg**

Kaigasse 28/3, 5020 Salzburg

+43 662 8044-4901

[www.housing.oead.at](http://www.housing.oead.at)

[housing-salzburg@oead.at](mailto:housing-salzburg@oead.at)



# CHECKLIST STEP-BY-STEP

## Pre-Departure

### 1 Admission as an Exchange Student

**Erasmus Students:** Make sure that you have informed the International Relations Office about your arrival and that you have sent us your Erasmus application form.

**Other Exchange Students:** Make sure that you have received your Letter of Admission to the University of Salzburg. You will need this letter to apply for entry documents with the Austrian Embassy or Consulate in your home country.

### 2 Online Pre-Registration

Please complete online pre-registration on the University of Salzburg website: [https://online.uni-salzburg.at/plus\\_online](https://online.uni-salzburg.at/plus_online). Remember the identification number you are assigned by the system. Choose a date for in-person registration.

### 3 Entry Requirements/Visa

Inform yourself early about entry requirements for Austria and apply as soon as possible for the documents you will need.

### 4 Valid Health Insurance

You need a health insurance policy that is valid in Austria. Once you reach Austria, you can purchase health insurance with the *Salzburger Gebietskrankenkasse*. If you need special medication, it would be a good idea to bring a prescription or medical instructions from your doctor with you from home. [www.sgkk.at](http://www.sgkk.at)

### 5 Do You Have A Place to Stay?

Please look for accommodation on your own well in advance!

### 6 Credit Transfer Confirmation?

Make sure you will receive credits for the classes you complete in Salzburg. Changes to your initial choice of courses are possible.

### 7 Do you have sufficient funds to cover your living expenses?

Inform yourself with regard to the estimated costs of living in Salzburg. Having plenty of cash on hand for the first few weeks can make life easier. Foreign currency can be exchanged at most banks, or at the exchange offices throughout Salzburg. In addition, credit cards are accepted almost everywhere. It is possible to open a student bank account free of charge.

## 8 Arrival Time

Plan to arrive about two weeks in advance so you can finalize your living arrangements and get settled in several days before your classes start! Make sure you clear your early arrival with your landlord/student residence hall. If you will be flying to Salzburg, be sure to take note of the amount of luggage you can bring with you on the plane, and don't forget possible customs regulations for entering Austria.

## 9 Are you interested in having a Buddy?

To get a Salzburg Buddy, please contact the Austrian Student Union in Salzburg at [international@oeh-salzburg.at](mailto:international@oeh-salzburg.at). They will send you the contact information for "your Buddy". It's up to you and your buddy to contact one another (and, for instance, to plan for him/her to meet you upon arrival).

## 10 Dictionary

Bring along a bilingual dictionary; it will be very useful.



## 11 Which electronic equipment can I use in Salzburg?

Any electronic equipment you bring along should be compatible with Austria's voltage, 230 Volt, 50 Hz. The plug has two pins in one line (European Type F).

## 12 BA/MA Certificate

MA students (and higher) please bring along your BA/MA degree certificate.

## 13 Documents

It is recommended that photocopies of all documents be translated and certified before departing for Salzburg. Authorities in Salzburg may ask for a translated copy. Furthermore, photocopies would prove helpful should you lose the original papers.

## After Arrival

### 1 Find your place to stay and move in

### 2 Complete the Registration Process

Please come to the International Relations Office where we will assist you with enrolment procedures to ensure that your studies at the University of Salzburg begin well. Collect also your mobility program confirmation. Let us sign your Erasmus confirmation of stay. Register in person at Student Service Centre and open your PLU*Online* account.

Pay the Austrian Student Union Fee and activate your *Uni Salzburg Card*.

### 3 Register for courses on PLU*Online*

### 4 Join us for the Orientation Events

*If you registered in advance:* Take the preparatory German course.

### 5 Register your residence

within three days of arrival in Salzburg at the City Registration Office and/or Magistrat.

### 6 Purchase Student Health Insurance

with the Salzburger Gebietskrankenkasse if you need it.

### 7 Get your SVV semester ticket

if you intend to travel by bus.

### 8 Open a bank account

if you wish.

## Before Leaving Salzburg

### 1 Transcript of Records

Your Transcript of Records will be available in PLU*Online* as soon as the test results have been entered into the system and confirmed. All documents printed from PLU*Online* are produced by an automated system and are valid without a stamp or signature!

### 2 Erasmus Confirmation of Stay

Erasmus students come to the International Relations Office and get their confirmation of study period signed.

### 3 Cancellation of Residence Registration

### 4 Cancellation of Student Health Insurance

(SGKK), if necessary

### 6 Closure of bank account

, if necessary

# STUDENT COMPUTER LABS PRINTING & SCANNING

## Student Computer Labs (SCR)

If you have questions or need additional information regarding your user account/e-mail, print account, software and licenses, network, student computer labs, etc., please contact the IT-Services by e-mail at [ticket@sbg.ac.at](mailto:ticket@sbg.ac.at).

## Printing, Photocopying & Scanning

You can print and scan documents and make copies in the student computer labs using your student ID with money loaded onto the Quick chip (see the chapter on the *Uni Salzburg Card*) or by purchasing a coupon available at the **Facultas Shop** at the Faculty of Natural Sciences in Hellbrunnerstraße 34.





# ADDRESSES M@IL WEBLINKS



## International Relations Office

Sigmund Haffner Gasse 18, 2nd floor  
[www.uni-salzburg.at/international](http://www.uni-salzburg.at/international) → Studying in Salzburg  
[international@sbg.ac.at](mailto:international@sbg.ac.at)

## TEAM

### Peter Mayr

*Director*

**Maddalena Comincini** – [maddalenaelisabeth.comincini@sbg.ac.at](mailto:maddalenaelisabeth.comincini@sbg.ac.at)

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*Consultant for International Partnerships*

**Elona Memisha-Schnappinger** – [Elona.Memisha-Schnappinger@sbg.ac.at](mailto:Elona.Memisha-Schnappinger@sbg.ac.at)

*University Coordinator for Outgoing Exchange Students and Staff Exchange (NOT Erasmus), Incoming Students worldwide*

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Incoming Students and Outgoing Teaching & Staff*

**Rong Rong Peng** – [rongrong.peng@sbg.ac.at](mailto:rongrong.peng@sbg.ac.at)

*Erasmus+ Coordinator for Partner Countries & Controlling*

**Duy Le Pham** – [duyle.pham@sbg.ac.at](mailto:duyle.pham@sbg.ac.at)

*Coordinator for the ERASMUS Alumni Club und International Mobility Certificate*

**Mariane Wonneberger** – [mariane.wonneberger@sbg.ac.at](mailto:mariane.wonneberger@sbg.ac.at)

*Erasmus+ Coordinator for Programme Countries:  
Outgoing Students and ERASMUS+ Inter-Institutional Agreements*

## Student Service Centre

(for registration only)

Kapitelgasse 4, 5020 Salzburg

T +43 662 8044-2251/2252

[studium@sbg.ac.at](mailto:studium@sbg.ac.at)

# UNIVERSITY CAMPUS MAP

## FACULTY OF CULTURAL AND SOCIAL SCIENCES

- 1 Erzabt-Klotz-Straße 1 (UNIPARK)
- 2 Franziskanergasse 1 (Philosophy)
- 3 Residenzplatz 1 (Ancient History and Classical Studies)
- 4 Residenzplatz 9 (Finances and Accounting, Literary Archives)
- 5 Rudolfskai 42 (Social Sciences)

## FACULTY OF CATHOLIC THEOLOGY

- 7 Universitätsplatz 1, (University Auditorium)

## FACULTY OF LAW

- 9 Churfürststraße 1, Toskanatrakt
- 10 Sigmund-Haffner-Gasse 14 + 18
- 11 Kapitelgasse 5–7 (Private and Public Law, Economic Sciences)
- 12 Ignaz-Harrer-Straße 79 (Forensic Medicine and Neuropsychiatry)

## FACULTY OF NATURAL SCIENCES

- 13 Hellbrunnerstraße 34 (Botanic Garden, IT-Services)
- 14 Jakob-Haringer-Straße 2 (Computer Sciences)
- 15 Billrothstraße 11 (Laboratory Molecular Biology)

## OTHER INSTITUTIONS

- 1 **Austrian Student Union Salzburg-Advisory Office**  
(Erzabt-Klotz-Straße 1)
- 6 **University Library** (Hofstallgasse 2–4)
- 8 **European Law, SCEUS, Stefan Zweig Centre, Centre for Ethics and Poverty Research**  
(Edmundsburg, Mönchsberg 2)
- 10 **International Relations Office** (Sigmund Haffner Gasse 18)
- 11 **University Printcenter** (Kapitelgasse 5–7)
- 16 **Rectorate, Student Service Centre**
- 17 **gendup, Career Centre, Church Law** (Kaigasse 17)
- 18 **Austrian Student Union Salzburg, OeAD** (Kaigasse 28)
- 19 **USI-Fitness Centre** (Otto-Holzbauer-Straße 3)
- 20 **Focus Area Science & Arts** (Bergstraße 12)



## IMPRINT

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Vice-Rector for International Relations and Communication;  
Mag. Peter Mayr MA, Director International Relations Office

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Salzburg Airport, OeBB, Creative Commons by Kim Davies





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