

Vienna: Predeparture Information

Congratulations on your decision to study in Vienna! Your host university is the Wirtschaftsuniversität-Wien (WU).

This handout is a supplement to the study abroad handbook and information from both UW's and WU-Wien's international offices. Refer to the websites of both offices for further information.

Information at UW-Madison

Refer to the International Programs Vienna website for information about this study abroad program and to read reports from past participants:
www.bus.wisc.edu/international/studyabroad/vienna.htm

Contact Information in Vienna

The ZAS (International Office) is your primary contact at WU-Wien. If you have detailed questions *that the website does not answer*, contact the ZAS directly.

ZAS WU-Wien
Augasse 2-6
Wien A-1090
AUSTRIA
Web: Link through UW's website, above

Semester:
Sofia.Elfstrand@wu-wien.ac.at
Eva.Anderwald@wu-wien.ac.at
Phone: (011 43 1) 31336 4315
Fax: (011 43 1) 31336 752

Summer: isu.wien@wu-wien.ac.at
Phone: (011 43 1) 31336 4390
Fax: (011 43 1) 31336 752

Applying to WU-Wien

Because you have been accepted by UW-Madison for the exchange program, you are accepted at WU-Wien. However, you must still enroll at WU-Wien. This process can be rather complicated, as WU-Wien is changing enrollment systems. Please be both patient and persistent.

UW will send your name to WU-Wien. In late May (fall participants), mid-October (spring participants) and mid-April (summer participants), WU-Wien will make their information booklet and enrollment forms available online. UW-Madison will notify you once this has occurred. You **MUST** return forms and supporting documents to WU-Wien by their due date (which will be noted in their materials). Past participants recommend returning your information as soon as possible, especially if you have a particular housing request.

WU-Wien will mail your acceptance packet to UW-Madison, arriving in late July (fall participants), late November (spring participants). This will include a letter of acceptance, required for obtaining a visa (a visa is not required for summer participants).

Calendar

WU-Wien posts dates to their website. WU-Wien offers two pre-semester programs: orientation/culture and German language. These are strongly recommended by past participants, as they are a good way to get to know Vienna and other exchange students.

Fall classes begin in October. Pre-semester programs begin in mid-September. Exams end early February, but students in the English Program may finish exams mid-December.

Spring classes begin February. Pre-semester programs begin in mid-February. Exams end late June.

Summer: Choose to attend the July program or the August program. 2003 dates are June 30 - July 25 or July 28 - August 22.

Final exams for fall and spring semesters are not announced until after the semester begins. Book your return flight after the last day of WU-Wien's exam period or book a ticket that carries only a small penalty for changing dates. Past participants recommend purchasing tickets at STA Travel, Memorial Union, for this purpose.

Visa

Summer program: U.S citizens are not required to obtain a student visa. Citizens of other countries should contact the Consulate of Austria (www.austria.org)

Semester participants are required to have a visa. The instructions listed below are taken from the Consulate of Austria's website (www.austria.org). The consulate has the definitive answer on the visa application, so contact them if you have any doubts.

For **citizens of the United States** who are staying in Austria for more than three but less than six months, a visa is required, which can be obtained by submitting the following documents:

- valid passport
- visa application form (complete & sign). Download from www.austria.org/visaform.html
- one recent passport-sized photograph
- copy of roundtrip-ticket or itinerary
- proof of sufficient funds (there is no minimum amount per month; the consulate just requires that you have some sort of statement, either a bank statement in your name or a letter from your parents stating that you have sufficient funds to support yourself while living in Austria)
- proof of travel/health/accident insurance
- letter of acceptance from the host university, WU-Wien. (You will have to wait until WU-Wien mails the acceptance packet – July for fall participants, November for spring participants)
- A visa with a maximum validity of six months will be issued free of charge (for US citizens only)

Send the materials above to the Austrian consulate that has jurisdiction over your home state. The list of consulates is online at www.austria.org. Look for your permanent home state.

Residents of Wisconsin, Minnesota, Illinois (and many other Midwestern states) apply to the consulate in Chicago:

Wrigley Building, Suite 707
400 N. Michigan Avenue
Chicago, IL 60611
Tel: (312) 222-1515 ext. 4
Fax: (312) 222-4113
E-mail: chicago-gk@bmaa.gv.at

Applying for the student visa/residence permit can be time-consuming and tedious. You should submit your application within one week of receiving the letter from WU-Wien. **Do not put off applying for the visa!**

Payments

As this is an exchange program, the Bursar's office will send you a tuition bill as usual.

UW-Madison's International Programs will collect your payment for CISI insurance. Summer and fall participants receive an invoice in their acceptance packets; payment is due 15 April. Spring participants receive an invoice at the first International Perspectives class in October; payment is due 15 November.

WU-Wien requires that you wire money for a housing deposit and the pre-semester orientation program in advance of the semester. Adhere to their deadlines. Since most banks charge a fee for wiring money, past participants have pooled their payments to WU-Wien and wired the money at one time, splitting the bank fee. Keep all receipts for bank transfers and bring them to Vienna, as some students have had to verify that they did indeed wire the funds.

All students attending WU-Wien for one semester who are admitted to the School of Business or classified as pre-business the semester prior to going abroad will receive a \$500 scholarship from the School of Business. In September (fall participants) or January (spring participants), a check will be mailed to the permanent address you list on your application form.

Academics

WU-Wien's semester timetable is not available until you arrive in Vienna for orientation. Copies of past semesters' English Program timetables are available at UW's International Programs office. Business courses in German are also available. You will enroll in courses after arriving in Vienna. Past participants consistently report that course registration is the most frustrating and laborious part of the Vienna program.

Summer participants will choose a number of modules; you will receive 4 credits of International Business 365 (undergraduate) or 765 (graduate): Contemporary Topics regardless of the modules you choose.

WU-Wien is exclusively a business school; non-business courses are not taught.

WU-Wien offers a semester course designed especially for exchange students, called *Wirtschaftsumfeld Osterreich*. This course is taught in German and provides a survey of the Austrian economic environment, including the historical, political and social topics.

Some courses at WU-Wien are taught in modules over a short period. For classes that run the entire semester, like many European universities, academics in Vienna are quite different than at UW. Often your entire grade rests on a final project or final essay exam, with very little required reading or homework. As a result, you may feel as though classes are easy. **Do not be deceived.**

Austrian professors expect students to be much more independent in their learning than you are probably used to. You are expected to keep up with the reading; lectures are given with the assumption that you have read the proper materials. Discipline yourself to study on a regular basis so you are not left with a huge amount of work at the end of the semester. Past participants who have followed that plan have done very poorly in their classes—some have even failed!

UW's International Programs will provide a grade and credit equivalency scale between WU-Wien and UW.

Language and Language course

International Programs and past participants strongly recommend that you learn some German before living in Vienna. However, you will be able to get around with limited German, as many Austrians speak at least some English.

WU-Wien offers German language courses before the semester begins (and as part of the summer program). Past students report that it is that it is a great way to meet people and a good introduction or refresher to the German language. Semester-long German courses are also offered.

Campus

WU-Wien does not have a large campus. Rather, classes are held in one large building in the city center. Computer labs and a library are also available.

WU-Wien will arrange housing in a residence hall or provide information about renting an apartment with Austrian students. Information about housing options is available on WU-Wien's website. Also refer to reports from past UW participants.

Health Insurance

WU-Wien does not require you to show proof of insurance. Bring enough prescription medication to last the duration of your stay in Austria, as prescriptions from other countries are not accepted.

Safety

Past participants (both male and female) report feeling safe in Vienna. For information from the U.S. State Department, refer to <http://travel.state.gov>. Students staying in Austria for longer than three months are encouraged to register with the U.S. embassy after arriving in Vienna. For information and a registration form, visit www.usembassy.at/en/embassy/cons/regis.htm.

Banking

Past participants recommend using credit cards and an ATM card from home for daily life in Vienna, and having traveler's cheques for vacation travel. They do not recommend opening an Austrian bank account, as it is easy to access money from home.

Meeting Students from WU-Wien

As WU-Wien and UW have an exchange agreement, there will always be students at WU-Wien who have studied or will study in Madison. Try to meet them in Madison prior to your semester abroad and ask WU-Wien's International Office for help locating students with UW connections.

Life in Vienna

Refer to reports from past participants (found on the UW International Programs website) for tips about everyday life in Vienna, including public transit, shopping and what to do in your free time.

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