



Information for mci buddies.
Spring 2019

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registration at "meldeamt".

All international students have to register at the Registration Office ("Meldeamt") within 3 business days upon arrival and moving in – bring completed and signed registration form ("Meldezettel") and passport.

Download: <https://www.help.gv.at/linkaufloesung/applikation-flow?leistung=LA-HP-GL-FormularMeldezettelPDF&quelle=HELP&flow=FO>

Referat Melde- und Einwohnerwesen, Passangelegenheiten
Rathausgalerie
Maria-Theresien-Str. 18 (first floor)
Mon-Thu 8:00-15:00, Fri 8:00-12:00

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eu/eea/ch: confirmation of registration.

- Nationals of EU/EEA (EWR) countries and Switzerland have to apply for a confirmation of registration ("Anmeldebescheinigung") at the registration office within four months upon arrival. For specific questions, contact:

Referat für Aufenthaltsangelegenheiten, Rathausgalerie, Maria-Theresienstr. 18, ground floor („Hochparterre“ – Hintereingang bei Drogerie Müller).

Documents needed and more information: <https://load.at/lehre/hoch-oessterreich/bewerbe-und-aufenthaltsk-ue-und-schweiz>

- completed/signed application form
- Passport or national ID
- proof of health insurance (e.g. European Health Insurance Card – EHIC, insurance contract, etc.)
- proof of sufficient financial means (e.g. bank statement of Austrian bank, traveler cheques, Erasmus contract, etc.)
- confirmation of admission/enrollment ("Inskriptionsbestätigung") – students can download this document from myMCI once they are enrolled at MCI and have paid all their fees.
- Fee of app. € 15, further fees may apply

Attention: Non-compliance with this regulation can lead to a fine up to 250 euros!

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Nationals of so-called "third countries" (any country outside the EU/EEA and Switzerland) who stay in Austria for more than 6 months need a residence permit ("Aufenthaltsbewilligung").

Most third-country nationals apply for their residence permit in their home country. They then get a visa D to enter Austria. Once they are here, they have to pick up their residence permit at the „Referat für Aufenthaltsangelegenheiten“.

Some third-country nationals may enter Austria without a visa and apply for their residence permit in Austria („Referat für Aufenthaltsangelegenheiten“) - https://www.mci.ac.at/en/office/entry-residence-and-employment/national-of-third-country/apply-for-visa-requirements-visa-office/

More information: https://www.mci.ac.at/en/office/entry-residence-and-employment/national-of-third-country/

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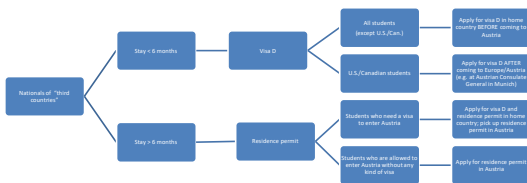
Third-country nationals who stay in Austria for less than six months (e.g. for one semester only) have to apply for a visa D in their home countries.

Exception: Nationals of the USA and Canada who stay in Austria for less than 6 months may apply for a visa D at the following places a.s.a.p. upon arrival: Austrian Consulate General Munich (Germany), Austrian Embassy Bratislava (Slovakia), Austrian Embassy Ljubljana (Slovenia).

U.S./Canadian visa applicants must make an appointment with the consulate general/embassy beforehand and bring all documents (originals!) necessary for their application. (If consulate appointment in the morning (approx. 09:00/10:00 a.m.) - visa ready for pick-up in afternoon of same day).

More information (IMPORTANT): https://www.mci.ac.at/en/office/entry-residence-and-employment/national-of-third-country/

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More information: https://www.mci.ac.at/en/office/entry-residence-and-employment/national-of-third-country/

Database Entry and Residence for Students and Researchers: https://www.mci.ac.at/en/office/entry-residence-and-employment/database-entry-and-residence/

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Most international students need an Austrian bank account to pay their rent to their landlord or student dorm (e.g. via simple transfer or via direct debit authorization/"Einzugsermächtigung").

Please make an appointment with a bank of your choice beforehand.

To **open a bank account**, your buddies must bring:

- **Passport**
- **Confirmation of admission/enrollment („Inskriptionsbestätigung“)**

Student bank accounts are usually free of charge.

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- Students from **EU/EEA countries and Switzerland** usually have insurance coverage for acute illnesses/injuries with their **European Health Insurance Card (EHIC)**.
- Students from **certain countries (e.g. Turkey)** have to obtain the **form A3** from their national health insurance in their home country. Once they are in Austria, they can exchange this A3 form for forms entitling them to medical treatment at the *Tiroler Gebietskrankenkasse (TGKK)*.
- Students from „**third countries**“ should already have international health insurance valid in Austria (= visa/residence permit requirement). Some students may have to purchase TGKK's student insurance ("Studierendenselbstversicherung"). Careful: not all students are eligible for this insurance; eligibility depends on a number of criteria (duration of studies, change of major, etc.) – see [here](#). Students apply for this insurance at TGKK (documents needed: application form, student ID, "Inskriptionsbestätigung", passport, "Meldezettel") - <http://tgkk.at>.
- Another possibility is to take out **private health insurance**. It is essential that the insurance complies with a few requirements (insurance must pay for medical treatment in Austria directly etc). For possibilities see www.feelsafe.at or www.care-concept.de.
- It is **important that all your buddies have health insurance valid in Austria throughout their stay!**
- **More information** : <https://read.at/en/2/austria-entry-residence-and-employment/insurance/>

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Bus/Tram

- Help your buddies buy an **IVB semester ticket** for students, if they need one: <https://ticketshop.ivb.at/index.php?product=133?new=0/0/0/buy>

Train

- Help your buddies buy an **ÖBB Vorteils card**, if they need one: <https://www.oebb.at/de/information/leistungen/erwerbende-erhobene>



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Orientation Program – February 04, 2019 (winter program)

for international **students** who attend the winter program at MCI.

Orientation Program – March 04 until 06, 2019

for international **exchange students** who take courses from all programs offered for incomings students.

Orientation Program – May 27, 2019 (summer program)

for international **students** who attend the summer program at MCI.

Orientation is **mandatory** for international exchange students (room will be available on myMCI account and on MCI displays).



International Relations Office

Walk-in hours

mo – fri: 10:00 to 12:00

mo and wed: 14:00 – 16:00

Contact person for regular exchange students:

Sarah Widmoser

sarah.widmoser@mci.edu

+43 512 2070 -1629

Winter and Summer Program:

Daniel D'Assisi

Daniel.dassisi@mci.edu

+43 512 2070 -1630



thank you for your attention!

empowering the motivated
