# Paris Lodron Universität Salzburg
## Exchange Information 2013/2014

<table>
<thead>
<tr>
<th><strong>Full legal Name of Institution</strong></th>
<th>Universität Salzburg</th>
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<tbody>
<tr>
<td><strong>Head of Institution</strong></td>
<td>O.Univ.-Prof. Dr. Heinrich Schmidinger, Rector</td>
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</tbody>
</table>
| **Address**                       | International Relations Office  
Kapitelgasse 6  
A – 5020 Salzburg, Austria |
| **Head of International Office**  | Mag. Markus Bayer |
| **Outgoing Coordinator**          | Hedwig Gratzer  
Tel.: + 43 662 8044 2043  
E-Mail: hedwig.gratzer@sbg.ac.at |
| **Incoming Coordinators**         | Irina Veliz BA.  
Tel.: + 43 662 8044 2045  
E-Mail: irina.veliz-delgado@sbg.ac.at |
| **Telephone (including country and area codes)** | + 43 662 8044 2040 |
| **Fax (including country and area codes)** | + 43 662 8044 154 |
| **E-mail address**                | international@sbg.ac.at |

### Useful Web Pages

<table>
<thead>
<tr>
<th><strong>WWW Internet Address</strong></th>
<th><a href="http://www.uni-salzburg.at">http://www.uni-salzburg.at</a></th>
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</thead>
<tbody>
<tr>
<td><strong>Homepage of the International Office</strong></td>
<td><a href="http://www.uni-salzburg.at/international">http://www.uni-salzburg.at/international</a></td>
</tr>
<tr>
<td><strong>Course catalogue</strong> (available two months prior to semester)</td>
<td><a href="https://online.uni-salzburg.at/plus_online/webnav.ini">https://online.uni-salzburg.at/plus_online/webnav.ini</a></td>
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<tr>
<td><strong>Courses in English (as guideline)</strong></td>
<td><a href="https://online.uni-salzburg.at/plus_online/wbSuche.LVSuche?pVortragsSpracheNr=2&amp;pSpracheNr=2&amp;pSjNr=1597">https://online.uni-salzburg.at/plus_online/wbSuche.LVSuche?pVortragsSpracheNr=2&amp;pSpracheNr=2&amp;pSjNr=1597</a></td>
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<tr>
<td><strong>Welcome Guide (Brochure for exchange students)</strong></td>
<td><a href="http://www.uni-salzburg.at/pls/portal/docs/1/1911191.PDF">http://www.uni-salzburg.at/pls/portal/docs/1/1911191.PDF</a></td>
</tr>
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### General Exchange Information

**Application deadlines**  
June 30th 2013 for the winter semester  
December 31st 2013 for the summer semester

**Application form**  
To be downloaded from our homepage: [http://www.uni-salzburg.at/pls/portal/docs/1/1387185.PDF](http://www.uni-salzburg.at/pls/portal/docs/1/1387185.PDF).  
The Application Form must be signed by the student and the home university  
- CV  
- Statement of Purpose  
- Transcript of Records

**Orientation Week**  
During the last two weeks of September and February, before each semester starts, the International Office organizes introductory events for incoming exchange students. The exact dates will be provided per e-mail and on the International Office website.

**Semester dates**  
Winter semester: October 1st – January 31st  
Summer semester: March 1st – June 30th

**Language of Instruction**  
The languages of instruction at the University of Salzburg are German and (partially) English. It is recommended that every incoming exchange student has at least the A2 level (as to CEFR) of German
competence. But NO formal language proficiency is required.

**German Language Courses**
The Department of German at the University of Salzburg offers German language courses on different levels during the whole academic year. For exchange students these courses are free of charge. Every student has to pass a placement test at the beginning of the semester.

In addition, the University Language Centre also offers – for a moderate fee – German language classes.

We offer a two-week *preparatory language course* for exchange students (mid September – end of September) at a reduced participation fee. General information: [www.uni-salzburg.at/sprachenzentrum](http://www.uni-salzburg.at/sprachenzentrum).
For more information please contact: sprachenzentrum@sbg.ac.at
Tel.: + 43 662 8044 4397

**Courses taught in English**
Almost every Faculty/Department offers courses taught in English. Their number differs from semester to semester. Most of these courses are of course offered by the Department of English.

[https://online.uni-salzburg.at/plus_online/wbSuche.LVSuche?pVortragSpracheNr=2&pSpracheNr=2&pSjNr=1597](https://online.uni-salzburg.at/plus_online/wbSuche.LVSuche?pVortragSpracheNr=2&pSpracheNr=2&pSjNr=1597)

**Course Catalogue and Searching for Courses using PLUS online**
PLUS online is accessible from the University’s website. In order to access information students do not have to be registered. Students are able to look for courses online from all over the world. Enrolment in classes is possible only after personal registration in Salzburg. Should appropriate classes for the field of study for the scheduled period not be available on the system, students can choose classes from the current academic year/semester.

**Work Load**
We do not request any credits or units that undergraduate students need to complete. The University of Salzburg does not set minimum or maximum of work load.

**Accommodation**
The University of Salzburg does not own any student dormitories and therefore cannot offer a housing service! However international students may contact the OEAD (Austrian Exchange Service) [www.housing.oead.at](http://www.housing.oead.at) and book accommodation there. Contact: housing-salzburg@oead.at
Tel.: + 43 662 8044 4901

**Mentor system**
All international students coming to the University of Salzburg can apply for a “buddy” (mentor) prior to their arrival. This is an optional service offered by the ÖH (Austrian students union). For more information write an e-mail to: buddynetwork@oeh-salzburg.at.

**Pick-up Service**
Interested students should apply for a buddy and arrange a pick-up meeting on their own. Our office does not offer such a service.

**Visa Requirements**

**Are Exchange Students required to obtain a Student Visa?**
EU-, EEA- and CH-Citizens who fulfil the requirements of sufficient financial funds and proof of health insurance valid in Austria do not need a visa.

“Third country nationals” are required to have an entry or residence permit. The type of permit is dependent on the length and purpose of the stay. For stays up to three months (Japan: up to six months), entry and residence visas are not required from citizens of Austria.
selected countries*. If a stay is planned longer than the mentioned period a visa or residence permit is required. *Detailed information on entry and residence regulations is available at the Austrian representative authority (Embassy / Consulate) in the home country or via the website of the Austrian Exchange Service: http://www.oead.at/welcome_to_austria/legal_practical_issues/entry_to_austria/EN/

Are Exchange Students allowed to work? Whether students are allowed to take up gainful employment in Salzburg depends on their nationality, the kind of employment they seek and on the type of residence permit granted http://www.oead.at/index.php?id=74&L=1. For information please contact the AMS (Arbeitsmarktservice) www.ams.at

Is a Special Visa / Working Permit required for Work? See above.

Proof of Financial Funds Under 24 years: € 450/month
Older than 24 years: € 815/month

Insurances

Health Insurance Every exchange students must prove that she/he has health insurance that is valid in Austria. For more information: http://www.oead.at/welcome_to_austria/legal_practical_issues/insurance/EN/. After arrival in Salzburg students can purchase a health insurance policy with the Salzburger Gebietskrankenkasse. Cost: approx. € 52/month (Sept. 2012).

Other Insurances Every exchange student is member of the Austrian Student Union automatically by being registered at the University of Salzburg. This membership includes a liability and accident insurance.

Estimated Expenses (in €, as of 2013): aprox. 900 €

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<tr>
<th>Expense</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Accommodation Costs</td>
<td>€ 310,00 / month</td>
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<tr>
<td>Food</td>
<td>€ 220,00 / month</td>
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<tr>
<td>Study, Personal Requirements</td>
<td>€ 270,00 / month</td>
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<tr>
<td>Health Insurance</td>
<td>€ 50 / month</td>
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<tr>
<td>Mandatory Austrian Student Union Membership Fee</td>
<td>€ 17,50 / semester</td>
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<td>Local transportation</td>
<td>€ 115,00 / semester</td>
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<tr>
<td>“Semesterticket” special student ticket for the whole semester</td>
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