



universität
wien

International Office

Welcome Guide

for prae- & postdoctoral employees (EU & international)

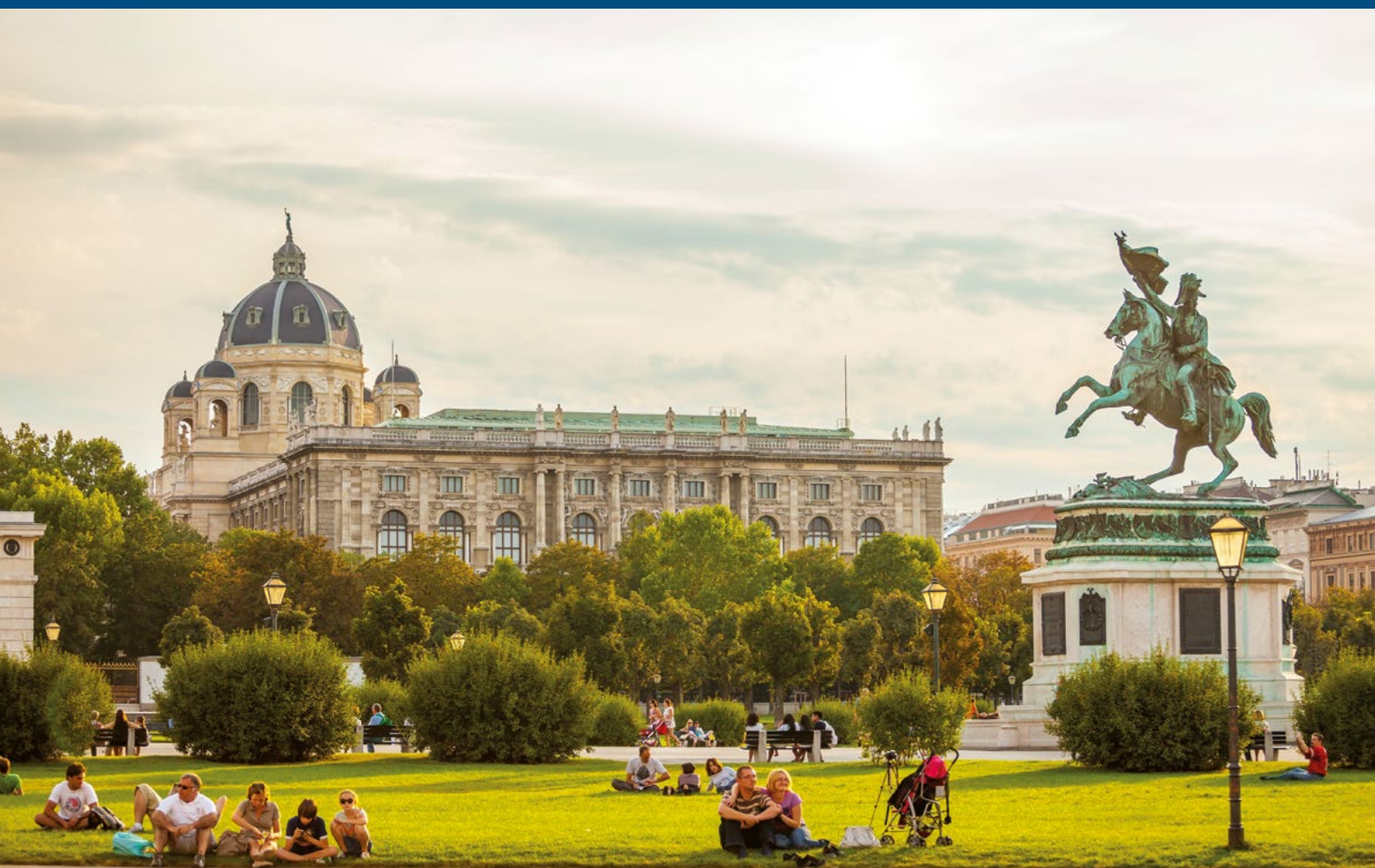




Photo: Hans Schubert

Welcome to Austria and to the University of Vienna

In my capacity as Vice-Rector for Research and International Affairs, I warmly welcome you as a new international faculty member to the University of Vienna. We are pleased that you have chosen the University of Vienna for pursuing your academic career.

As an international researcher, you will become part of a large international community at the University of Vienna. We are proud of the fact that over 40% of the University's academic staff members are internationals. They not only make a significant contribution to the University's research performance but they are also an important part of Vienna as an open, intercultural and diverse European capital city.

This guide provides you with important information on preparing your and your family members' entry to Austria and your arrival in Vienna. You will find useful information about settling in and living in Vienna, as well as tips on where to find help and links to institutions which can support you while getting established in Austria.

On behalf of the Rectorate of the University of Vienna, I wish you a good start to your new life in Austria and an inspiring time at the University of Vienna!

Jean-Robert Tyran

Vice Rector for Research and International Affairs

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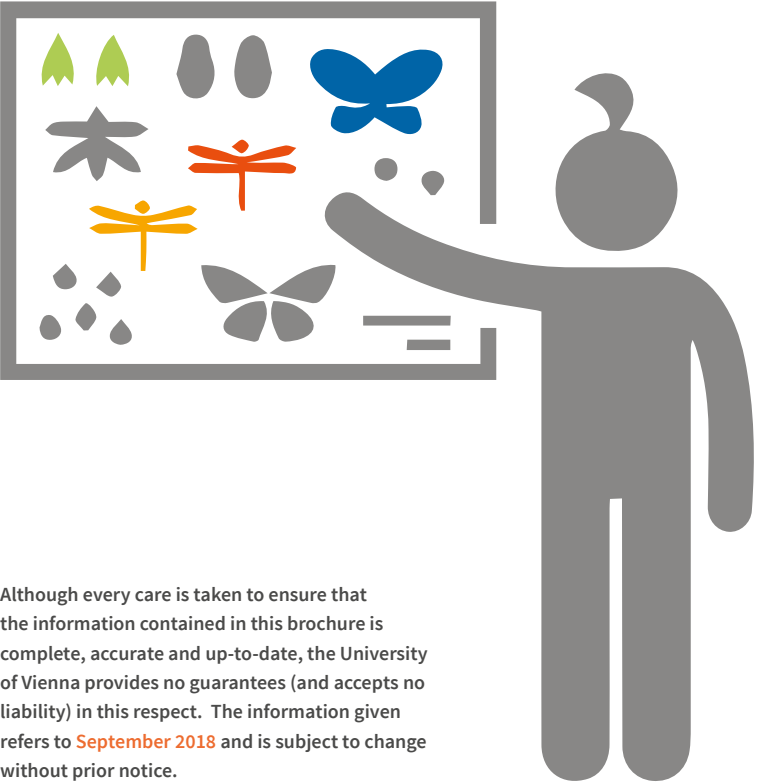
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Although every care is taken to ensure that
the information contained in this brochure is
complete, accurate and up-to-date, the University
of Vienna provides no guarantees (and accepts no
liability) in this respect. The information given
refers to **September 2018** and is subject to change
without prior notice.

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Austria | Vienna | University of Vienna

A short introduction



Austria is located in the center of Europe and currently has around **8.7 million inhabitants**.

The capital city Vienna, with its 1.9 million inhabitants, is the cultural and economic center of Austria. In 2018 Vienna was voted the city with the highest quality of living for the 9th year in a row according the Mercer Survey. Art and culture – theatre, opera, classical music and fine arts – have a long tradition in Vienna which you can enjoy at numerous places.

The University of Vienna was founded in 1365. It is the oldest university in the German-speaking world and one of the largest in Central Europe. With almost **80,000 students** and around **6,700 scientists and academics**, the University of Vienna is the largest teaching and research institution in Austria.

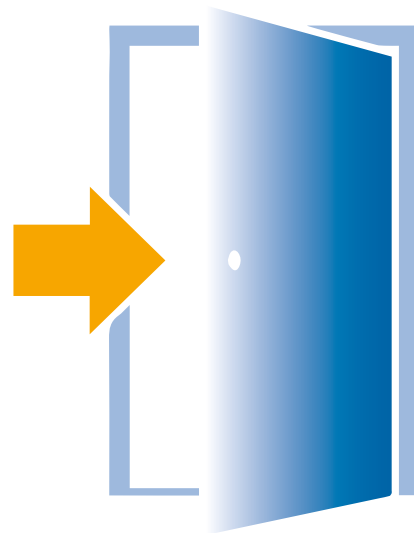
The University offers a wide range of research fields: Catholic and Protestant Theology, Law, Business and Economics, Statistics and Computer Science, Philologies and Education, Cultural and Historical Studies, Social Sciences and Psychology, Life Sciences and Natural Sciences, Mathematics and Sports Sciences.

Legal Requirements before and after arrival

Entry and permission to work in Austria

Depending on your country of origin, different regulations regarding entry and residence as well as permission to work in Austria may apply to you and your accompanying family members.

Generally, the Austrian immigration law distinguishes between nationals from **Third Countries** on the one hand and nationals of **EU/EEA countries** and of **Switzerland** on the other hand.

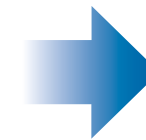


Please note that the examples relating to the legal process given below relate specifically to **prae- and postdoctoral researchers employed by the University of Vienna**.

Alternative procedures may apply for other classes of person (e.g. visiting researchers, employees of other universities).

Please contact the Austrian representation in your country (embassy/consulate) and official websites for information on the provisions which apply in your case.

Immigration and residence in Austria – Official websites



Austrian Ministry of Foreign Affairs

► <https://www.bmeia.gv.at/entry-and-residence-in-austria/>

The Federal Government's official information website on migration to Austria

► <https://www.migration.gv.at/welcome/>

List of all Austrian embassies and consulates

► <https://www.bmeia.gv.at/search-for-austrian-representations/>

Immigration authorities in Austria

Municipal Department 35 – Immigration and Citizenship (MA35) of Vienna

► <https://www.wien.gv.at/administration/civilstatus/>

Responsible authorities outside of Vienna

► <https://oead.at/Inlandsbehoerden>

Further information

OeAD – Austrian agency for international mobility and cooperation in education, science and research – Database Entry and Residence

► <https://oead.at/entry-residence-and-employment/>

Euraxess – Researchers in Motion

► <https://euraxess.ec.europa.eu/>

EU-immigration portal

► <https://ec.europa.eu/immigration/>

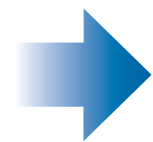
Services for employees of the University of Vienna

Service unit Human Resources and Gender Equality – University of Vienna

► <https://personalwesen.univie.ac.at/services-for-employees/immigration-law/>

Please be aware that regulations and requirements concerning the immigration law can be changed any time.

Therefore, please always check the official websites carefully.



Registration of residence at the “Meldeamt”

In Austria everyone has to register with the authorities at his/her place of residence. You will receive a confirmation of registration (in German: “Meldebestätigung”). It is an important document in Austria. You will need it for applying for your settlement/residence permit, opening a bank account, registering with the University of Vienna, etc.

Where

In one of the Municipality District Offices (in German: “Magistratisches Bezirksamt”)

► <https://www.wien.gv.at/living-working/registration/>

Outside of Vienna the responsible authority is the municipality office of the municipality you live in.

List of all municipality offices in Austria:

► <https://www.help.gv.at/>

When

Within three working days of your arrival in Austria.

Required documents

- Passport, ID-card
- Application form (in German: “Meldezettel”)



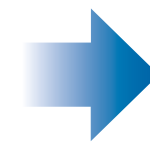
Please note that your landlord/landlady has to sign the “Meldezettel”.

When you move

When you change your place of residence it is necessary to register with your new address at the Municipality District Office. Besides that, it is also important to inform

- the Migration office
- your bank
- your insurance company

and to change your address in u:space, the central online portal for your work at the University of Vienna.



Legalization and translation of foreign documents into German

Legalization and translation are often necessary to be able to submit international documents at Austrian authorities and institutions. Legalization verifies the authenticity of a signature or a seal or stamp and thus attests the issuer of the document.

When you and your family members apply for a visa and a residence title it might be necessary to have your documents legalized and/or translated into German by a certified interpreter.

The OeAD recommends you get information at the relevant Austrian representative authority in your country of origin about whether or not and in which form documents must be legalized and translated.

Important weblinks for detailed information

OeAD

► <https://oead.at/legalization>

Austrian Ministry of Foreign Affairs

► <https://www.bmeia.gv.at/documents-and-authentications>

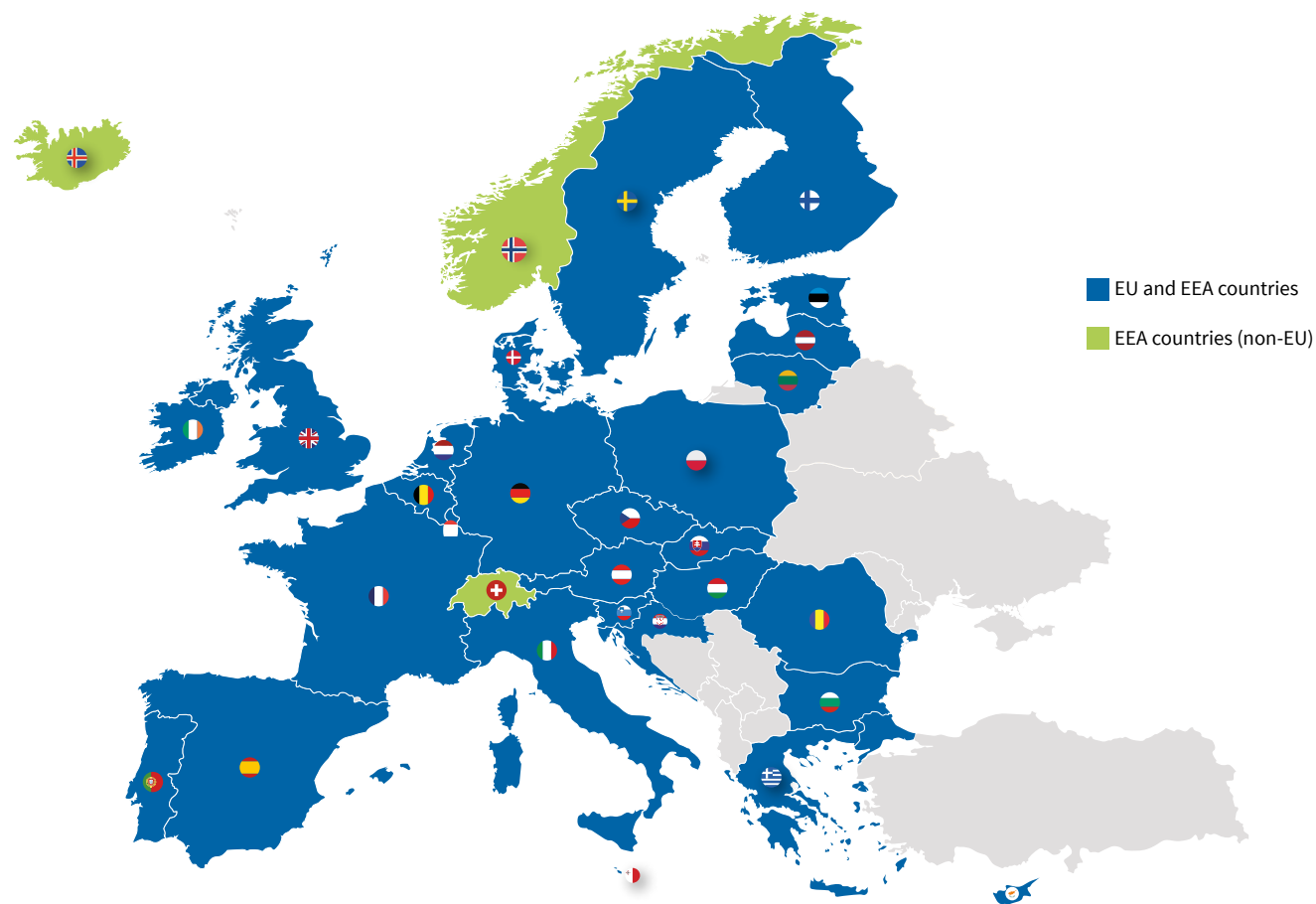


Nationals from Third Countries

If you do not have an EU or EEA or Swiss nationality you are a “national of a Third Country” and you will need a visa or a residence permit/settlement permit in order to enter or become resident in Austria.

Austria is also part of the Schengen area like most of the EU member states within which there is a common visa policy.

If you are not a citizen of one of the coloured countries in the map below you are a national of a Third Country.



EU/EEA countries are

Austria | Belgium | Bulgaria | Cyprus | Croatia | Czech Republic | Denmark | Estonia | Finland | France | Germany | Greece | Hungary | Iceland | Ireland | Italy | Latvia | Liechtenstein | Lithuania | Luxembourg | Malta | Netherlands | Norway | Poland | Portugal | Romania | Slovakia | Slovenia | Spain | Sweden | United Kingdom



General requirements for receiving a residence title in Austria

Health insurance coverage

Since you are employed by the University of Vienna you can prove that you have sufficient health insurance coverage for the time of your employment. You will receive a confirmation of insurance when you start working (More information under **Social insurance, p. 43**). However, for entering Austria you will need travel health and accident insurance.

Adequate means of subsistence

You have to have a fixed regular income enabling you to finance yours and your family members' stay in Austria without needing any welfare aid. Your employment contract with the University of Vienna will be your main proof of adequate means of subsistence.

Police clearance certificate

A police clearance certificate is required for your application. Please be aware that you need to get it from the respective authorities in your home country before entering Austria.

Adequate accommodation according to local standards

Evidence of a legal title to accommodation for the whole period of stay has been an important requirement for a long time. But since September 2018 this does not apply to you and your family members anymore, provided that you apply for a “Settlement Permit – Researcher” or that your family members apply for a “Red-White-Red Card Plus”. However the costs for accommodation will be taken into account when checking whether or not you possess the necessary means of subsistence. Therefore, providing a tenancy agreement (hotel reservation will not be accepted) will be necessary for the process.

Where to find help?

Liaison Officers at your faculty

“Liaison Officers” are the first port of call for international staff from Third Countries when it comes to questions regarding your visa or settlement permit (including for family members). They also provide faculty-specific information and general information on other issues (how to find accommodation*, moving, kindergarten, school system, etc.). Do not hesitate to contact the Liaison Officer of your faculty should you face problems before or after your arrival in Austria. He or she will be pleased to help and support you.

List of Liaison Officers at each Faculty

► <https://international.univie.ac.at/liaison-officers/>

Service unit Human Resources and Gender Equality – University of Vienna

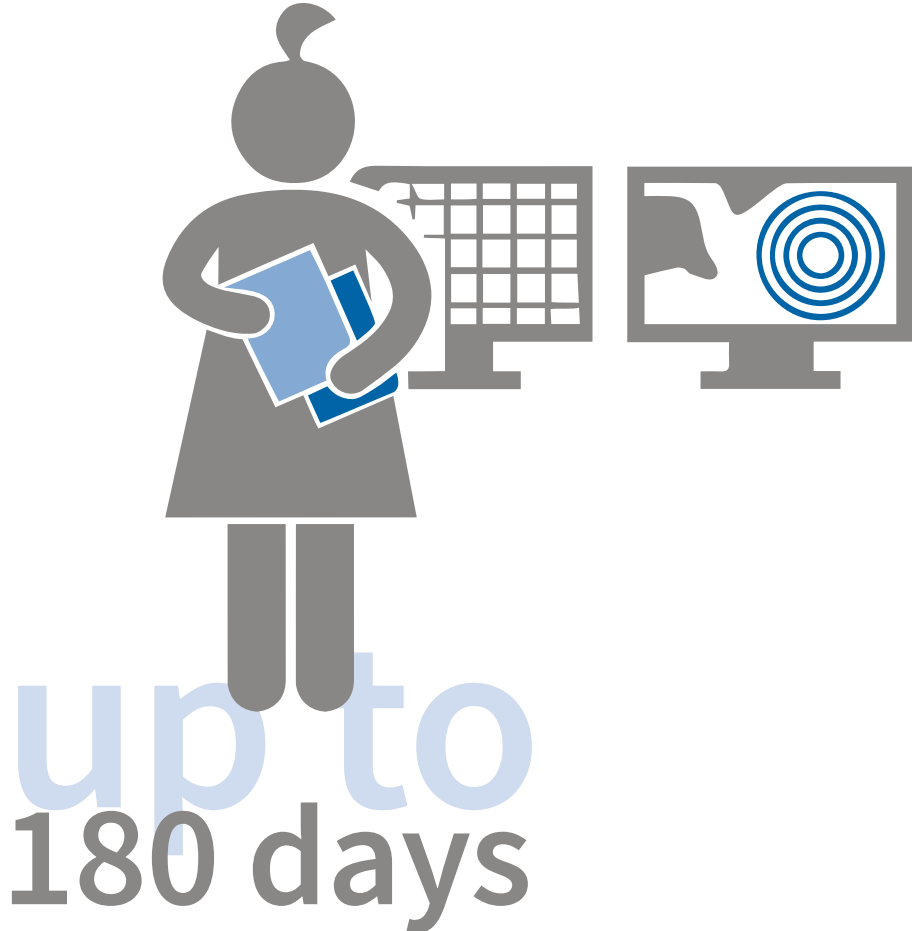
► <https://personalwesen.univie.ac.at/services-for-employees/immigration-law/>

OeAD – Austrian agency for international mobility and cooperation in education, science and research – Database Entry and Residence

► <https://oead.at/entry-residence-and-employment/>

*Please be aware that the University of Vienna or your Liaison Officer cannot actually provide you with accommodation. Finding suitable accommodation is up to you.

Scientific staff from Third Countries



Stays up to 180 days Travel Visa or Residence Visa

► Visiting lecturers, scientists, researchers

If you want to work as a scientist or a researcher in Austria for a period no longer than 180 days – approximately 6 months – you will need a visa for **gainful employment** (in German: “**Erwerb**”). Depending on the intended period of stay, you can apply for either a **travel visa C** (valid up to 90 days) or a **residence visa D** (valid from 91 to 180 days).

Please note that a visa for **gainful employment** is also necessary if your are entitled to enter Austria visa-free.



Travel Visa or Residence Visa

Stays up to 90 days

Visa C for gainful employment – “Visum C – Erwerb”

- ▶ The visa C for gainful employment entitles you to enter and stay in Austria and all other countries within the Schengen area. Gainful employment, however, is limited to Austria.
- ▶ Period of validity: a maximum of 90 days within 180 days.
- ▶ Holding a valid visa C for gainful employment, you may take up work immediately after entering Austria.
- ▶ Application fee: The administrative fee of € 60 has to be paid when you submit your application documents at the Austrian representative authority and is not reimbursed in the event your application is rejected. As a researcher you might be exempt from this fee. Please check with the Austrian representative authority.

Stays up to 180 days

Visa D for gainful employment – “Visum D – Erwerb”

- ▶ The visa D for gainful employment entitles you to enter and stay in Austria. You can also stay in all other countries within the Schengen area for a maximum period of 90 days. Gainful employment, however, is limited to Austria.
- ▶ Period of validity: between 91 and 180 days.
- ▶ Holding a valid visa D for gainful employment, you may take up work immediately after entering Austria.
- ▶ Application fee: The fee for a visa of more than 90 days is € 150. It has to be paid when you submit your application documents at the Austrian representative authority and is not reimbursed in the event your application is rejected. As a researcher you might be exempt from this fee. Please check with the Austrian representative authority.

Requirements and Submission Procedure – Visa C or D

Where

- ▶ In person
- ▶ At the Austrian representative authority in your country of residence:
<https://www.bmeia.gv.at/search-for-austrian-representations/>

When

- ▶ Please apply at least 4 weeks before your planned arrival in Austria.
- ▶ A visa C or D for gainful employment can neither be applied for nor be renewed in Austria!

Required documents

- ▶ Complete and signed application form: <https://www.bmeia.gv.at/entry-and-visa/visa/>
- ▶ Valid passport containing at least 2 empty pages. The travel document must exceed the validity period of the visa by at least 3 months.
- ▶ Photocopy of your passports data sheet (containing the passport picture) and all pages that contain entries and stamps
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Proof of sufficient travel medical and accident insurance valid in Austria (coverage of at least € 30,000) to be allowed to enter Austria
- ▶ Proof of accommodation (Please contact the Austrian representative authority about which documents are adequate proof)
- ▶ Proof of sufficient financial means for your stay in Austria (e.g. bank statement, employment contract)
- ▶ Invitation letter of the University of Vienna
- ▶ Travel itinerary/reservation confirmation/flight tickets, if required

The University of Vienna will send you a confirmation of employment (in German: "Bestätigung der geplanten Anstellung") including the confirmation of health insurance and information about your financial means during your employment via e-mail which you also need for your visa application.

The Austrian representative authority might ask for **additional documents** in individual cases. For more information, please visit the website of the **Austrian representative authority** in your home country and the websites of the Austrian government under **Official Websites, p. 7**.

Attention

It is important to make clear in the application form that the **purpose of your stay in Austria** is for gainful employment, not only for travelling. In order to start working immediately after arrival, the Austrian representative authority has to issue a “Visum C or D – **Erwerb**”.

This process only applies for prae- and postdoctoral staff employed by the University of Vienna.

As of September 2018

Scientific staff from Third Countries



Stays longer than 180 days Entering Austria and Settlement Permit

► Long-term researchers of the University of Vienna

If you want to work as a scientist or researcher and reside in Austria for a longer period than 180 days you will need to apply for a “Settlement Permit – Researcher”. There are a number of general requirements for receiving a “Settlement Permit – Researcher” and any other residence title. Depending on your country of origin, you will need a visa for entering Austria or you can enter Austria visa-free.

Entering and residing in Austria

Before arrival (p. 18)
Apply for your Visa D

After arrival (p. 20)
Apply for your Settlement
Permit-Researcher

After 2 years (p. 22)
Either
renew your Settlement
Permit-Researcher

Or
apply for a
Red-White-Red Card Plus

Before arrival

Apply for your residence Visa D for gainful employment – “Visum D – Erwerb”

- ▶ The visa D for gainful employment entitles you to enter and stay in Austria. You can also stay in all other countries within the Schengen area for a maximum period of 90 days. Gainful employment, however, is limited to Austria.
- ▶ Period of validity: between 91 and 180 days.
- ▶ Holding a valid visa D for gainful employment, you may take up work immediately after entering Austria.
- ▶ Application fee: The fee for a visa of more than 90 days is € 150. It has to be paid when you submit your application documents at the Austrian representative authority and is not reimbursed in the event your application is rejected. As a researcher you might be exempt from this fee. Please check with the Austrian representative authority.



Requirements and Submission Procedure – Visa D

Where

- ▶ In person
- ▶ At the Austrian representative authority in your country of residence:
<https://www.bmeia.gv.at/search-for-austrian-representations/>

When

- ▶ Please apply at least 4 weeks before your planned arrival in Austria.
- ▶ A visa D for gainful employment can neither be applied for nor be renewed in Austria!

Requirements and application documents

If you intend to apply for a settlement permit after your entry to Austria, you have to provide all documents that are required for the application for your **"Settlement Permit – Researcher"** when you submit your application for a Visa D for gainful employment. More information under **After arrival: Apply for your Settlement Permit – Researcher, p. 20.**

- ▶ Complete and signed application form:
<https://www.bmeia.gv.at/entry-and-visa/visa-d/>
- ▶ Valid passport containing at least 2 empty pages. The travel document must exceed the validity period of the visa by at least 3 months.
- ▶ Photocopy of your passport's data sheet (containing the passport picture) and all pages that contain entries and stamps
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Proof of sufficient **travel medical** and **accident insurance** valid in Austria (coverage of at least € 30,000) to be allowed to enter Austria
- ▶ Proof of accommodation (Please contact the Austrian representative authority about which documents are adequate proof)
- ▶ Proof of sufficient financial means for your stay in Austria (e.g. bank statement, employment contract)
- ▶ Travel itinerary/reservation confirmation/flight tickets, if required
- ▶ Invitation letter of the University of Vienna

The University of Vienna will send you a **confirmation of employment** (in German: "Bestätigung der geplanten Anstellung") including the confirmation of health insurance and information about your financial means during your employment via e-mail which you also need for your visa application.

The Austrian representative authority might ask for **additional documents** in individual cases.

For more information, please visit the **website of the Austrian representative authority** in your home country and the websites of the Austrian government under **Official Websites, p. 7.**

Attention

It is important to make clear in the application form that the **purpose of your stay in Austria** is for gainful employment, not only for travelling. In order to start working immediately after arrival, the Austrian representative authority has to issue a "Visum D – Erwerb".

This process only applies for prae- and postdoctoral staff employed by the University of Vienna.

As of September 2018

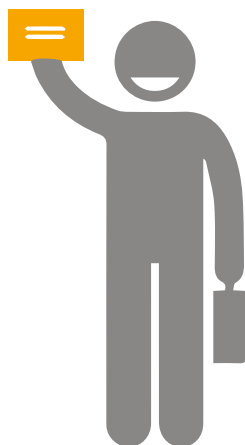
After arrival

Apply for your Settlement Permit-Researcher – “Niederlassungsbewilligung – Forscher”

Once you have arrived in Vienna you will need to apply for a **Settlement Permit – Researcher** (in German: “Niederlassungsbewilligung – Forscher”).

Exception study-assistants/teaching assistants: You may apply for a student Visa or a “Settlement Permit – Special cases of gainful employment”. Please contact the service unit Human Resources and Gender Equality for more information: <https://personalwesen.univie.ac.at/en/>

- ▶ It entitles you to work as a researcher at the University of Vienna and to reside in Austria.
- ▶ Depending on the duration of your employment, it can be issued for up to two years.
- ▶ During its validity period the settlement permit allows you to travel through other Schengen countries and to stay in these countries for a maximum period of 90 days within 180 days. It permits you to enter and leave Austria as many times you want.
- ▶ The fact that you hold a settlement permit researcher entitles your family members to apply for a residence permit in Austria (for more information see chapter **Accompanying family members from Third Countries, p. 24**)
- ▶ The “Settlement Permit – Researcher” is bound to your employment as a scientific staff member at the University of Vienna.
Please note that working for other employers and in a non-scientific sector is subject to stricter regulations and might require a special work permit. Working in Austria illegally may lead to fines or prison sentences as well as to expulsion from Austria.
- ▶ The “Settlement Permit – Researcher” is issued in the shape and size of a credit card with a photo and serves as an ID document. In Austria you are obliged to carry identity papers with you. Please keep your ID documents at hand at all times.



Attention

If your **travel document's validity** is **less than 2 years** your “Settlement Permit – Researcher” will only be issued for this period of time.

This process only applies for prae- and postdoctoral staff employed by the University of Vienna.

As of September 2018

Requirements and Submission Procedure – Settlement Permit – Researcher

Where

- ▶ In person
- ▶ At the immigration authority in your city of residence in Austria.
Responsible authority in Vienna: Municipal Department 35 – Immigration and Citizenship (MA 35)
<https://www.wien.gv.at/ma35/>
Responsible authorities outside of Vienna: <https://oead.at/Inlandsbehoerden>

When

- ▶ Immediately **upon arrival** in Austria.
- ▶ Please note that an **application** for a “Settlement Permit – Researcher” does **not entitle** you to overstay your lawful residence time of 6 months given by your visa D. The process of acceptance and issuing of your residence title should in general not overrun a period of 8 weeks but can take longer in the event your application is not considered complete and you have to hand in additional documents.
- ▶ If you are allowed to enter Austria **visa-free** you can apply for your “Settlement Permit – Researcher” in Austria during your permitted visa-free stay.
- ▶ It is necessary that you **register** at your place of residence within three working days of your arrival. You will need to submit the **confirmation of residence** (in German: “Meldebestätigung”) with your other application documents for your settlement permit. More information under **Registration of residence at the „Meldeamt“, p. 8.**

Requirements and application documents

- ▶ You have to fulfill the **general requirements for receiving a residence title, please see p. 11.**
- ▶ **Complete and signed application form:** <https://www.help.gv.at/>
- ▶ Valid passport
- ▶ Copy of your passport (all pages of your travel document)
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Birth certificate or similar document
- ▶ **Proof of employment, of financial means of subsistence and proof of health insurance**
You will receive a confirmation of employment or an employment contract as well as a hosting agreement (in German: “Aufnahmevereinbarung”) including the confirmation of health insurance and information about your financial means during your employment which you will receive from the University of Vienna.
- ▶ Police clearance certificate (at first-time application)
- ▶ Document on information about costs for accommodation (e.g. tenancy agreement)
- ▶ You have to have proof of holding an academic title at at least a **preDoc level** (Master degree).
- ▶ If your family members will accompany you to Austria, further documents will be required (e.g. marriage certificate). More information under **Accompanying family members from Third Countries, p. 24.**
- ▶ **German language skills:** Applying for a “Settlement Permit – Researcher” does not require any German language skills.
- ▶ Foreign documents must be submitted together with a certified translation in German. More information under **Legalization and translation of foreign documents, p. 9.**
- ▶ **Application fee:** You can expect an administrative fee of € 120 for the submission. Additional expenses may occur (photographs, additional papers and fees, translation of foreign documents, etc).

The responsible authority might ask for **additional documents** in individual cases and also at renewal of your settlement permit.

For more information, please visit the websites of the Austrian government under **Official Websites, p. 7.**

After 2 years

Extending your residence title

If your employment contract with the University of Vienna is longer than two years (e.g. a 4 year PhD program) or if you plan to stay in Austria longer it is necessary that you apply for an extension of your residence in Austria before your original permit expires. Holding a “Settlement Permit – Researcher” **you have two different options:**

Either: Renew your Settlement Permit – Researcher – "Niederlassungsbewilligung – Forscher"

After two years of legal settlement in Austria without interruption you can renew your “Settlement Permit – Researcher”.

- ▶ It can be granted for another two years if you have an employment contract with the University for the same period.
- ▶ If your “Settlement Permit - Researcher” has been issued for **less than two years** it can be renewed only once.
- ▶ If your employment contract ends with the expiry of your current “Settlement Permit – Researcher” it can be renewed for one year for the purpose of finding a job in the scientific field or for establishing a business.

Or: Apply for a Red-White-Red Card Plus – "Rot-Weiß-Rot Karte Plus"

After holding a “Settlement Permit - Researcher” for at least two years you can apply for a “Red-White-Red Card Plus”.

- ▶ It can be issued for up to three years if all requirements are fulfilled.
- ▶ The “Red-White-Red Card Plus” grants you free access to the Austrian labor market. You will not need any further work permit.
- ▶ During its period of validity a “Red-White-Red Card Plus” entitles you to travel throughout other Schengen countries and to stay in these countries for a maximum of 90 days within 180 days.
- ▶ The “Red-White-Red Card Plus” is issued in the size of a credit card with photograph and also serves as an ID document. You should carry it at all times to prove your entitlement to residence in Austria or else keep it nearby.

How to decide

The majority of our international scientific staff members decides to apply for a “Red-White-Red Card Plus” as it grants them free access to the Austrian labor market.

Two disadvantages:

- ▶ If your family members join you in Austria while you hold a “Red-White-Red Card Plus” they have to provide a proof of German Level A1 before settling in Austria.
- ▶ The option to renew your residence title for the purpose of finding a job for one year is only possible when you hold a "Settlement Permit – Researcher".

Requirements and Submission Procedure

Where

- ▶ In person
- ▶ At the immigration authority in your city of residence in Austria.
Responsible authority in Vienna: Municipal Department 35 – Immigration and Citizenship (MA 35)
<https://www.wien.gv.at/ma35/>
Responsible authorities outside of Vienna: <https://oead.at/Inlandsbehoerden>

When

- ▶ 3 months prior to the expiry of your original settlement permit

Requirements

Settlement Permit – Researcher – “Niederlassungsbewilligung – Forscher”

- ▶ For the renewal the requirements are the same as for your first-time application
More information under **After Arrival: Apply for your Settlement Permit – Researcher, p. 20.**
- ▶ After its renewal the “Settlement Permit – Researcher” is still bound to your employment at the University of Vienna. Please note that working for other employers and in a non-scientific sector is subject to stricter regulations and might require a special working permit. Working in Austria illegally may lead to fines or prison sentences as well as to expulsion from Austria.

Requirements and application documents

Red-White-Red Card Plus— “Rot-Weiß-Rot Karte Plus”

- ▶ You have to fulfill the **general requirements for receiving a residence title, please see p. 11.**
- ▶ You can apply if you are lawfully settled in Austria for at least two years without interruption.

As a rule, the “Red-White-Red Card Plus” is issued for a duration of twelve months.
You can receive it with a longer validity period:

- ▶ **Either** if you agree to fulfill **module 1 of the integration agreement** within two years: Providing a proof of German Level A2 and obtaining knowledge of the fundamental values of the legal and social systems.
- ▶ **Or** if you can prove **general higher education entrance qualification** (in German: “Hochschulreife”).
Your university diploma won't be accepted as such. You have to apply for recognition. If you have studied at a University in a European country your university diploma might be accepted.

Module 1 of the integration agreement: <https://www.migration.gv.at/integration-and-citizenship/>
Common European Framework of Reference for Languages: <https://www.coe.int/>
ENIC NARIC AUSTRIA - Recognition Information Application System: <https://www.aais.at/>

- ▶ Complete and signed application form: <https://www.help.gv.at/>
- ▶ Valid passport
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Birth certificate or similar document (only with first-time application)
- ▶ Proof of employment, of financial means of subsistence and proof of health insurance
- ▶ Evidence of a legal title to an accommodation (e.g. tenancy agreement)

The responsible authority might ask for **additional documents** in individual cases.

For more information, please visit the websites of the Austrian government under **Official Websites, p. 7.**

Please make sure that you apply for a “Red-White-Red Card **Plus**”. The “Red-White-Red Card” does not apply to you after holding a “Settlement Permit – Researcher” for two years.

Accompanying family members from Third Countries

If your family members are nationals from a Third Country themselves they will need a residence permit in order to accompany you to Austria for a longer period.

Holding a „Settlement Permit – Researcher“ yourself, your family members are entitled to apply for a „Red-White-Red Card Plus“. Either they apply for it in their country of origin or after their entry to Austria.

Who is a family member?

- ▶ Spouses
- ▶ Registered partners
- ▶ Unmarried minors including adoptive and step children (up to the age of 18)

Spouses and registered partners must be aged 21 or older when applying.



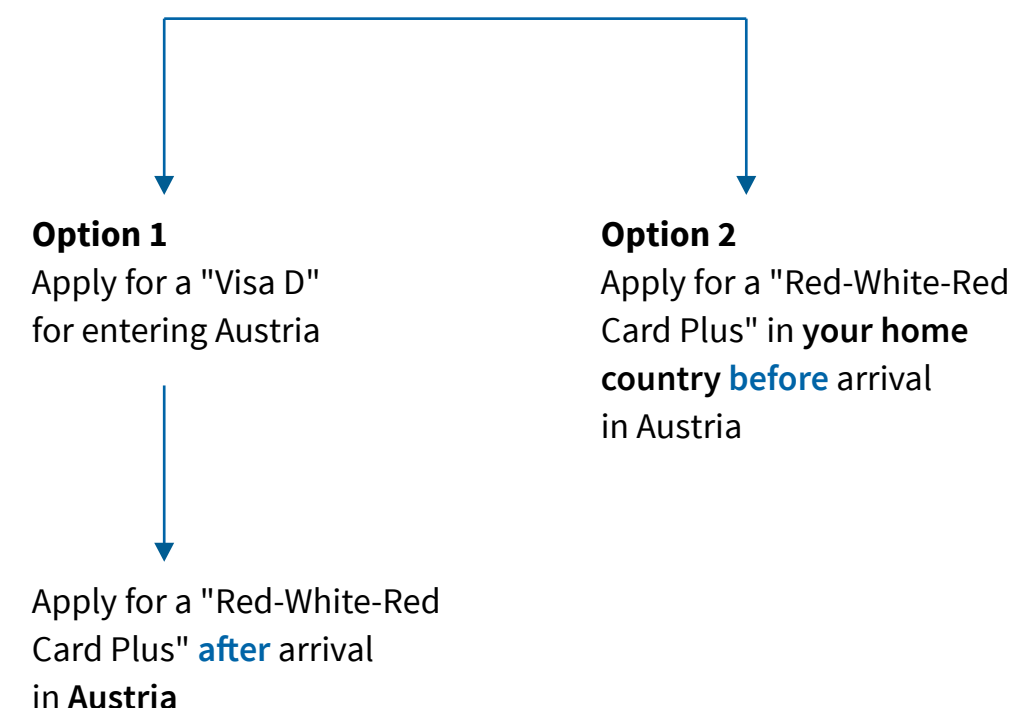
Stays longer than 180 days Entering Austria and Residence Permit

In order to enter and reside in Austria as a family member you have two different options.

Either you apply for a visa D before you enter Austria (or enter Austria visa-free) and apply for your "Red-White-Red Card Plus" after your arrival in Austria.

Or you apply for your "Red-White-Red Card Plus" before your arrival in Austria.

Entering and residing in Austria

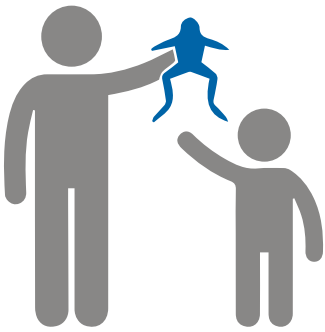


Applying for a residence Visa D for entering Austria – "Visum – D"

- ▶ The visa D entitles you to enter and stay in Austria. You can also stay in all other countries within the Schengen area for a maximum period of 90 days.
- ▶ Period of validity: between 91 and 180 days.
- ▶ If you would like to take up employment immediately after your arrival in Austria, you can apply for a **visa D for gainful employment** – "Visum D – Erwerb".

Please note that a visa for **gainful employment** is also necessary if you are entitled to enter Austria **visa-free**.

- ▶ Application fee: The fee for a visa of more than 90 days is € 150. It has to be paid when you submit your application documents at the Austrian representative authority and is not reimbursed in the event your application is rejected.



Requirements and Submission Procedure – Visa D

Where

- ▶ In person
- ▶ At the Austrian representative authority in your country of residence:
<https://www.bmeia.gv.at/search-for-austrian-representations/>

When

- ▶ Please apply at least 4 weeks before your planned arrival in Austria.
- ▶ A visa D for gainful employment can neither be applied for nor be renewed in Austria!

Requirements and application documents

- ▶ Complete and signed application form:
<https://www.bmeia.gv.at/entry-and-visa/visa-d/>
- ▶ Valid passport containing at least 2 empty pages. The travel document must exceed the validity period of the visa by at least 3 months.
- ▶ Photocopy of your passports data sheet (containing the passport picture) and all pages that contain entries and stamps
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Proof of sufficient travel medical and accident insurance valid in Austria (coverage of at least € 30,000) to be allowed to enter Austria
- ▶ Proof of accommodation (Please contact the Austrian representative authority about which documents are adequate proof)
- ▶ Proof of sufficient financial means for your stay in Austria (e.g. bank statement)
- ▶ Travel itinerary/reservation confirmation/flight tickets, if required

The Austrian representative authority might ask for **additional documents** in individual cases. For more information, please visit the website of the **Austrian representative authority** in your home country and the websites of the Austrian government under **Official Websites, p. 7**.



Attention

It is important to make clear in the application form what the **purpose of your stay in Austria** is. If you would like to take up employment in Austria it is important that you apply for a visa for **gainful employment**, not only for travelling. In order to start working immediately after arrival the Austrian representative authority has to issue a "Visum D – **Erwerb**".

This process only applies for family members of prae- and postdoctoral staff employed by the University of Vienna.

As of September 2018

Applying for a Red-White-Red Card Plus – "Rot-Weiß-Rot Karte Plus"

Please be aware that the option to apply for a Red-White-Red Card Plus after their arrival in Austria with a visa or visa-free is only granted to family members of scientists who hold a "Settlement Permit – Researcher".

- ▶ It can be issued for up to three years if all requirements are fulfilled.
- ▶ The "Red-White-Red Card Plus" grants you free access to the Austrian labor market. You will not need any further work permit.
- ▶ During its period of validity a "Red-White-Red Card Plus" entitles you to travel throughout other Schengen countries and to stay in these countries for a maximum of 90 days within 180 days.
- ▶ The "Red-White-Red Card Plus" is issued in the size of a credit card with photograph and also serves as an ID document. You should carry it at all times to prove your entitlement to residence in Austria or else keep it nearby.



Attention

Please make sure that you apply for a "Red-White-Red Card **Plus**". The residence permit "Red-White-Red Card" does not apply to you with a the status of an accompanying family member of a holder of a "Settlement Permit – Researcher".

This process only applies for family members of prae- and postdoctoral staff employed by the University of Vienna.

As of September 2018

Requirements and Submission Procedure – Red-White-Red Card Plus

Where

- ▶ In person
- ▶ **Before arrival:** At the Austrian representative authority in your country of residence
List of Austrian embassies and consulates: <https://www.bmeia.gv.at/search-for-austrian-representations/>
- ▶ **After arrival:** At the Immigration Authority in your city of residence in Austria.
Responsible authority in Vienna: Municipal Department 35 – Immigration and Citizenship (MA 35)
<https://www.wien.gv.at/ma35/>
Responsible authorities outside of Vienna: <https://oead.at/Inlandsbehoerden>

When

- ▶ **Before arrival in Austria:** Please apply well in advance.
- ▶ **After arrival in Austria:** Immediately upon arrival.
Please note that an application for a residence title does not entitle you to overstay your lawful residence time of 6 months given by your Visa D. The process of acceptance and issuing of your residence should in general not overrun a period of 8 weeks but can take longer in case your application is not considered complete and you have to hand in additional documents.

Requirements and application documents

If you intend to apply for a "Red-White-Red Card Plus" after your entry to Austria, you have to provide all documents that are required for the application for your "Red-White-Red Card Plus" already for the submission of a Residence Visa D in your home country.

- ▶ You have to fulfill the **general requirements for receiving a residence title, please see p. 11.**
- ▶ Due to the fact that you are a family member of a holder of a "Settlement Permit – Researcher" you do **not** have to have proof of any **knowledge of German prior to your immigration** to Austria.

As a rule, the "Red-White-Red Card Plus" is issued for a duration of twelve months. You can receive it with a longer validity period:

- ▶ **Either** if you agree to fulfill **module 1 of the integration agreement** within two years: Providing a proof of German Level A2 and obtaining knowledge of the fundamental values of the legal and social systems.
- ▶ **Or** if you can prove **general higher education entrance qualification** (in German: "Hochschulreife"). Your university diploma won't be accepted as such. You have to apply for recognition. If you have studied at a University in a European country your university diploma might be accepted.

Module 1 of the integration agreement: <https://www.migration.gv.at/integration-and-citizenship/>
Common European Framework of Reference for Languages: <https://www.coe.int/>
ENIC NARIC AUSTRIA - Recognition Information Application System: <https://www.aais.at/>

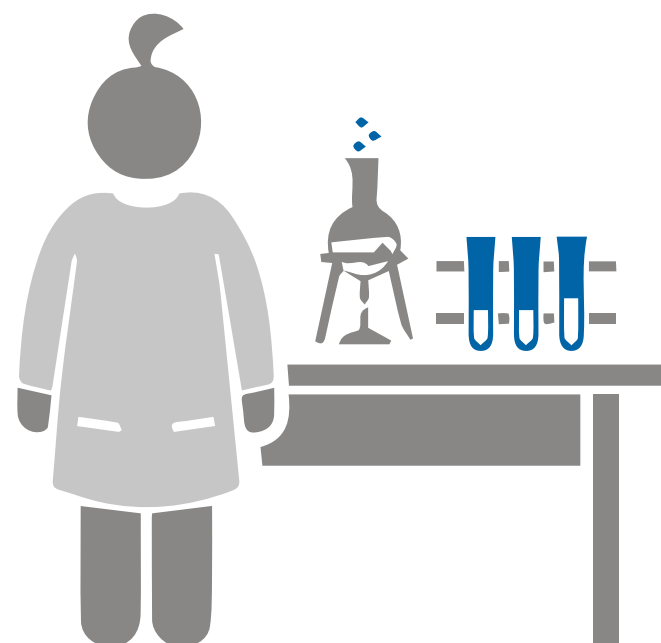
- ▶ Complete and signed application form: <https://www.help.gv.at/>
- ▶ Valid passport
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ Birth certificate or similar document (only with first-time application)
- ▶ Proof of the family relationship (e.g. marriage certificate).
- ▶ Proof of your family member holding the required "Settlement Permit – Researcher".
- ▶ Proof of financial means of subsistence and proof of health insurance
- ▶ Evidence of a legal title to an accommodation (e.g. tenancy agreement)

The responsible authority might ask for **additional documents** in individual cases.
For more information, please visit the websites of the Austrian government under **Official Websites, p. 7.**

Scientific staff from Third Countries holding a residence title for researchers in another EU member state

Since September 2018 researchers who hold a residence title for researchers in another EU-member state have the possibility to work at an Austrian research institution. Depending on the period of stay (less or longer than 180 days) you might need to apply for a „Aufenthaltsbewilligung – Forscher-Mobilität“.

You have to fulfill the general requirements for receiving a residence title (more information under **General requirements for receiving a residence title, p. 7**). Additionally, you have to meet some specific requirements since it is bound to the fact that you hold a residence title for researchers in another EU-member state.



Stays up to 180 days

- ▶ Holding a residence title for researchers in another EU-member state, you are allowed to work at the University of Vienna (or at any other certified research institution) and to reside in Austria during that time. You don't need any residence title for Austria, provided that your planned period of employment and stay does not exceed 180 days.
- ▶ If your family members already accompanied you to the EU-member state where you reside with your residence title for researchers and hold a proper residence title for that EU-member state themselves, they are entitled to accompany you temporarily to Austria, provided that their planned period of stay does not exceed 180 days.

Stays longer than 180 days

„Aufenthaltsbewilligung – Forscher-Mobilität“

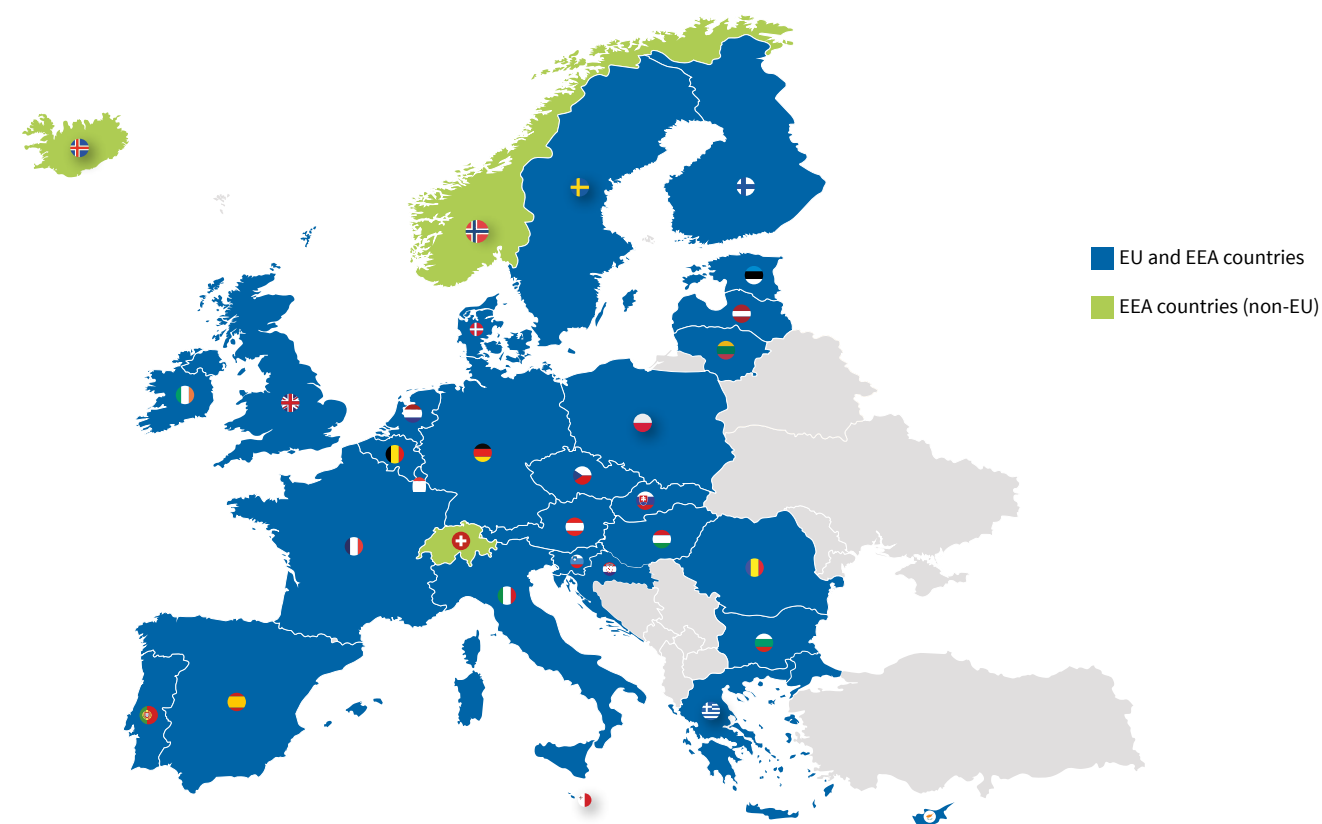
The fact that you hold a residence title for researchers in another EU-member state entitles you to apply for a „Aufenthaltsbewilligung – Forscher-Mobilität“.

- ▶ It entitles you to work as a researcher at the University of Vienna (or at any other certified research institution) and to reside in Austria during that time.
- ▶ It will be issued for the duration of your research activity in Austria provided that it doesn't exceed the period of validity of your residence title for researchers from the other EU-member state.
- ▶ If you want to extend your research activity in Austria, it can be renewed for a maximum of two years provided that it doesn't exceed your residence title's period of validity.
- ▶ In case your family members already accompanied you to the EU-member state where you reside with your residence title for researchers and hold a proper residence title for that EU-member state themselves, they are entitled to accompany you temporarily to Austria.
- ▶ The fact that you hold a settlement permit researcher entitles your family members to apply for a permit for temporary residence for family reunification (in German: „Aufenthaltsbewilligung – Familiengemeinschaft“) in Austria.
- ▶ The „Aufenthaltsbewilligung – Forscher-Mobilität“ is bound to your employment as a scientific staff member. Please note that working for other employers and in a non-scientific sector is subject to stricter regulations and might require a special working permit. Working in Austria illegally may lead to fines or prison sentences as well as to expulsion from Austria.

For detailed information about specific requirements and the submission procedure, please visit the **official websites, see p. 7**.

Nationals from EU/EEA countries and nationals from Switzerland

If you are a national of an EU/EEA country or Switzerland you are free to enter and settle in Austria without requiring a visa or a residence title. You are also allowed to work in Austria without any further permit (e.g. work permit) being required.



EU/EEA countries are

Austria | Belgium | Bulgaria | Cyprus | Croatia | Czech Republic | Denmark | Estonia | Finland | France | Germany | Greece | Hungary | Iceland | Ireland | Italy | Latvia | Liechtenstein | Lithuania | Luxembourg | Malta | Netherlands | Norway | Poland | Portugal | Romania | Slovakia | Slovenia | Spain | Sweden | United Kingdom

Special regulations for Croatian nationals: Croatian nationals who wish to start working in the non-academic sector still require a **work permit for gainful employment** (in German: "Arbeitsbewilligung") due to **transitional provisions** until June 30th 2020 at the latest.

Requirements and Submission Procedure – Registration of Residence and Residence Card

1. Entering Austria

- ▶ For entering and residing in Austria you need a valid identity card or a passport. In Austria you are obliged to carry your identity papers with you at all times.

2. Registration after arrival

- ▶ It is obligatory that you register at your place of residence within three working days after your arrival. More information under **Registration of residence at the "Meldeamt", p. 8**

3. Stays longer than three months

Confirmation of registration – "Anmeldebescheinigung"

Additionally, you and your accompanying family members will need to apply for a confirmation of registration (in German: "Anmeldebescheinigung") within the first four months of your stay, if you are going to be staying in Austria longer than three months.

Required documents

- ▶ Complete and signed application form: <https://www.bmi.gv.at/>
- ▶ Valid identity card or passport
- ▶ Proof of health insurance covering all necessary costs (European Health Insurance Card)
- ▶ Proof of adequate means of subsistence (e.g. bank statement, employment contract)

Residence Card – "Aufenthaltskarte" for family members of Third Countries

Family members who themselves do not have EU/EEA or swiss nationality have to apply for a "Aufenthaltskarte", which is valid for five years. After five years of continuous residence in Austria, it is also possible to apply for a "Daueraufenthaltskarte".

Who is a family member?

- ▶ Spouses/registered partners
- ▶ Direct descendants (children, grandchildren) up to the age of 21 or older provided that they are still financially dependent upon you
- ▶ Parents, grandparents provided that they are financially dependent upon you

Required documents

- ▶ Complete and signed application form: <https://www.bmi.gv.at/>
- ▶ Valid passport
- ▶ Two passport-sized photographs meeting the ICAO-criteria (in color, size 35 x 45 mm), not older than 6 months
- ▶ "Anmeldebescheinigung" or "Daueraufenthaltskarte" of your family member who is a EU/EEA or swiss national
- ▶ Proof of health insurance covering all necessary costs (European Health Insurance Card)
- ▶ Proof of adequate means of subsistence (e.g. bank statement, employment contract)
- ▶ Proof of the family relation (e.g. marriage certificate, birth certificate of your children)
- ▶ Accompanying Children older than 21 and parents: proof of the financial dependence

Responsible authorities

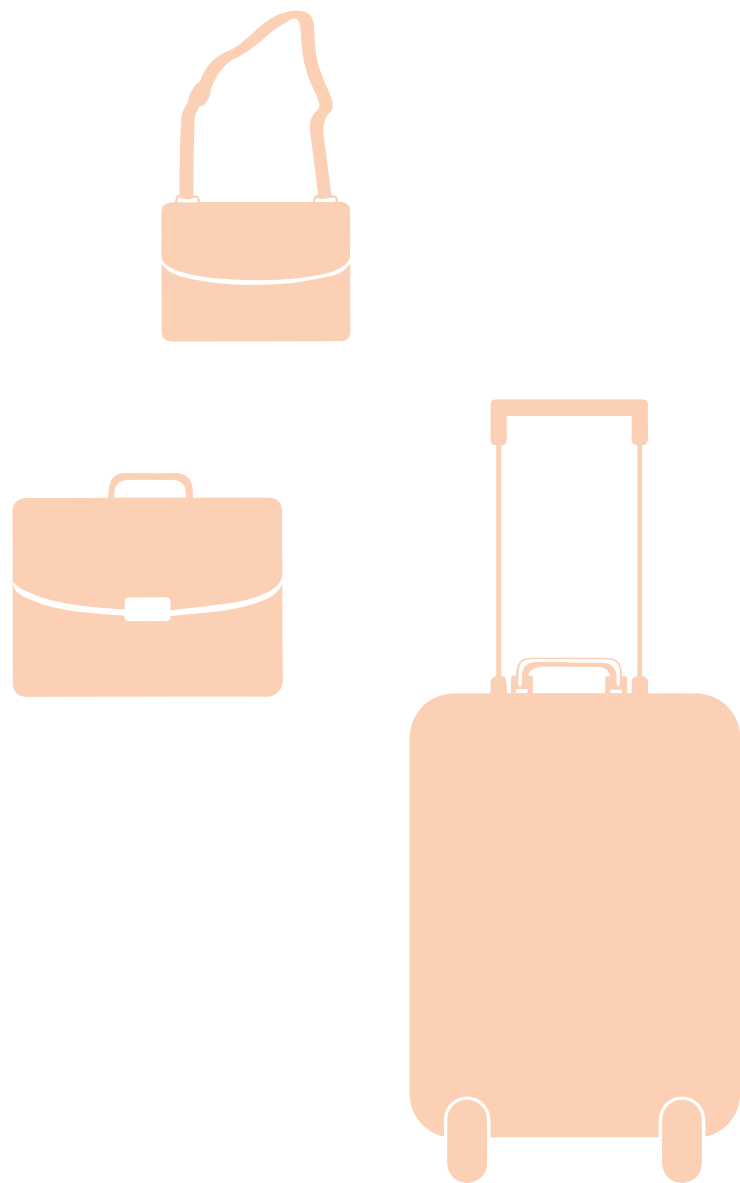
In Vienna

Municipal Department 35 – Immigration and Citizenship (MA 35): <https://www.wien.gv.at/ma35/>

Outside of Vienna

<https://oad.at/Inlandsbehoerden>

Arriving / After arrival



Journey to Austria

Depending upon where you are coming from, you will use different forms of transport to travel to Austria and Vienna. As the capital city, Vienna is easily reached from other European cities and international destinations. The local public transport network is also generally very well developed.

By train



International trains mainly arrive at Wien Hauptbahnhof. The station is well connected to the Viennese public transport system.

Austrian Federal Railways (ÖBB):

► <http://www.oebb.at>

By plane



There are several ways to get to the city center from Vienna International Airport.

Vienna International Airport – Arrival and parking:

► <http://www.viennaairport.com/en/passengers>

Another option would be **Bratislava airport**, which is approx. 1 hour from Vienna. There is a special bus service from/to Vienna (VIB).

Vienna International Bus terminal:

► <https://www.vib-wien.at/en/vib-busterminal>

By car



If you decide on coming to Vienna by car, please note that you have to pay road tax for using the motorways in Austria. The Vignette can be purchased at all border crossings on the motorway. Outside of Austria many gas stations on motorways approaching Austria will also sell the Vignette.
► <https://www.asfinag.at/toll/vignette/>

Important information about rules and requirements for driving motor vehicles in Austria, driving license as well as importing cars to Austria (some information only in German):
► [https://www.help.gv.at/freetime and mobility](https://www.help.gv.at/freetime%20and%20mobility)

By bus



Overland buses will often arrive at the Vienna International Bus terminal (VIB). This terminal is located directly next to the U3 underground station “Erdberg” which allows a fast and easy connection to the city center. You can also buy tickets at the VIB.

Wien VIB Bus terminal:

► <https://www.vib-wien.at/de/vib-busbahnhof>



Funding and refunding for relocation costs

You may apply for funding of relocation costs (max. € 2,000) with the FFG – Austrian Research Promotion Agency. These applications have to be sent before you move to Vienna.

Detailed information about the application:

► <https://www.ffg.at/en/career-grants/tender>

Keep all invoices/bills/receipts related to your relocation. You can offset them against your income tax (more information under **Taxes, p. 43**).

International relocation

Moving to another country can be a particular challenge and requires a certain amount of planning and organisation. There are many removal firms offering international moving services and internet portals giving a range of tips on how to plan and organise your move.

UniGroup worldwide moving:

► <http://www.unigroupworldwide.com/>

International movers:

- <https://www.crownrelo.com/>
- <https://www.sobolak.com/>
- <https://www.santaferelo.com/>

Vienna Expat Center:

► <https://viennabusinessagency.at/consulting/>

Expat Guide:

► <https://viennabusinessagency.at/expatguide/>

Housing

When you apply for your visa you must provide **proof of accommodation**. Please contact the Austrian representative authority in your home country about which documents are required for your visa application. You might have to sort out your living arrangements before arriving in Austria. The OeAD offers a template for an accommodation agreement, if needed.

OeAD – Accommodation agreement:

► <https://oead.at/>

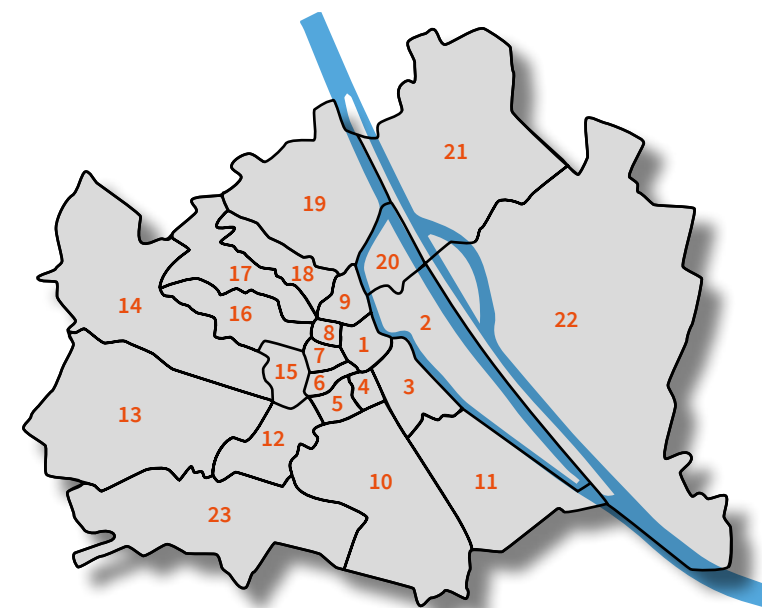
Please be aware that the University of Vienna or your Liaison Officer cannot actually provide you with accommodation. Finding suitable accommodation is up to you. As in many other cities, the housing market in Vienna is quite fraught and finding a suitable flat at a suitable price can prove difficult, although it is by no means impossible. However, Vienna has some of the best and cheapest accommodation available of any of the capital cities in Europe.

Where to live in Vienna

The city of Vienna is divided into 23 districts which are arranged in concentric circles around the historical city center (the 1st district). Each district has its own unique atmosphere and charm. It is hard to give recommendations on which district to choose. It depends on your likes and dislikes concerning housing. Vienna is a very safe city and there are no areas which should be avoided.

Districts in Vienna:

► <https://www.stadt-wien.at/wiener-bezirke/>



The University of Vienna has several locations all over the city. You might check out the location of your own faculty for deciding on where to search for your flat. The closer you are to the city center, the higher the rent.

Finding accommodation

There are many websites offering free advertisements from private landlords/landladies for housing in newspapers and property websites:

- kurier.at
- derstandard.at
- willhaben.at
- immodirekt.at
- findmyhome.at
- Bauen & Wohnen in Wien: <https://www.wien.gv.at/bauen-wohnen/>
- Österreichischer Verband der Immobilientreuhänder: <https://www.ovi.at/>
- wohnnet.at

You can also search for apartments using an estate agent. They offer a larger number of renovated apartments, whereas it might be more difficult to find a place in excellent condition if renting privately. Agencies commonly charge fees of 1–2 months' rent + 20% tax.



Important German terms when looking for housing

Many of the housing advertisements are only in German. Austrian tenancy law is quite complex. Unfortunately, quite often it is not applied correctly. The translation/explanation below should give you a first idea about some key terms. It is highly advisable to consult an expert before you sign a rental agreement.

Ablöse: one-off payment: sometimes the previous owners demand extra money for furniture or special investments they have made (e.g. kitchen, dishwasher, washing machine, etc.). The legal background for this is often vague and the Ablöse is generally negotiable.

Altbau: old building (usually those built before 1945). Typical for an Altbau is that the room height is above average and around 3 meters and more.

Betriebskosten: The owner or property manager (Hausverwaltung) of the flat has to pay various service charges (e.g. for waste disposal, cleaning of the corridor, elevator etc.). These service charges are called Betriebskosten and are passed on to the tenant.

Dachgeschoss: top floor

Erdgeschoss: ground floor

Fernwärme: heat from the district heating network

Fläche: size of the flat

Hauptmiete: If the rental agreement is signed directly between the tenant and the flat owner or property manager, this legal situation is called Hauptmiete.

Hausverwaltung: Often, the owner of the building entrusts a company with renting out and maintaining the apartments. This company is called the Hausverwaltung (may be translated as property manager).

Kaution: This is a deposit you will have to pay when renting most apartments or rooms. The amount usually corresponds to 3 months' rent. This deposit will be returned when you move out again leaving the room/apartment in an appropriate condition.

Makler: Real estate agent

Maklergebühr: If a flat is found via a real estate agent, the renter has to pay a fee to the real estate agent. This Maklergebühr is up to two months' rent.

Miete: rent, monthly rent

Mieten: to rent

Möbliert, unmöbliert: furnished, unfurnished

Neubau: new building (mostly built after 1945)

Provisionsfrei: free of commission

Mietanbot: Normally, a Mietanbot is signed before the real agreement. If the Mietanbot is signed by both the tenant and the flat owner or property manager, it is already binding for both parties.

Untermiete: If the rental agreement is signed between the tenant and a person who has only rented the flat himself or herself, this legal situation is called Untermiete (subletting). In the case of Untermiete, different legal conditions apply.

WG-tauglich: suitable for a flatsharing community

Wohngemeinschaft (WG): flat share

Zimmeranzahl: number of rooms

Zwischenmiete: Zwischenmiete means sublet or temporary rental. Especially over the summer time, many students will leave Vienna for a couple of months and offer furnished rooms.

Housing advice

City of Vienna – Tenants assistance

The “Mieterhilfe” provides advice on all matters relating to housing and tenancy law, caretaking, running costs, statements, tenancy agreements and community-owned apartments.

► <https://mieterhilfe.at/>

Mieterschutzverband and Mietervereinigung

The Mieterschutzverband (Tenants’ Rights Association) and the Mietervereinigung (Tenants’ Association) are charitable associations which provide legal information on issues relating to renting and renting out properties, as well as providing help and support in the event of problems with your landlord/landlady. As they are non-profit organizations, membership is required in order to take advantage of their services.

Mieterschutzverband:

► <http://www.mieterschutzverband.at/>

Mietervereinigung:

► <https://www.mietervereinigung.at/>

More information on housing

Vienna Business Agency – Expat Guide:

► <https://viennabusinessagency.at/ExpatGuide>

Euraxess – Researchers in Motion:

► <https://www.euraxess.at/austria/accommodation/>

Opening an Austrian bank account

It will be necessary for you to open an Austrian bank account, especially if you are a Third Country national. You will need it both for your application for a settlement permit and for the transfer of your salary.

In order to open a bank account you will need to show your “Meldebestätigung” (More information under **Registration of residence at the “Meldeamt”, p. 8**)

There are ATMs located all around the city. Many of them operate 24 hours a day, 7 days a week.

List of the best-known banks:

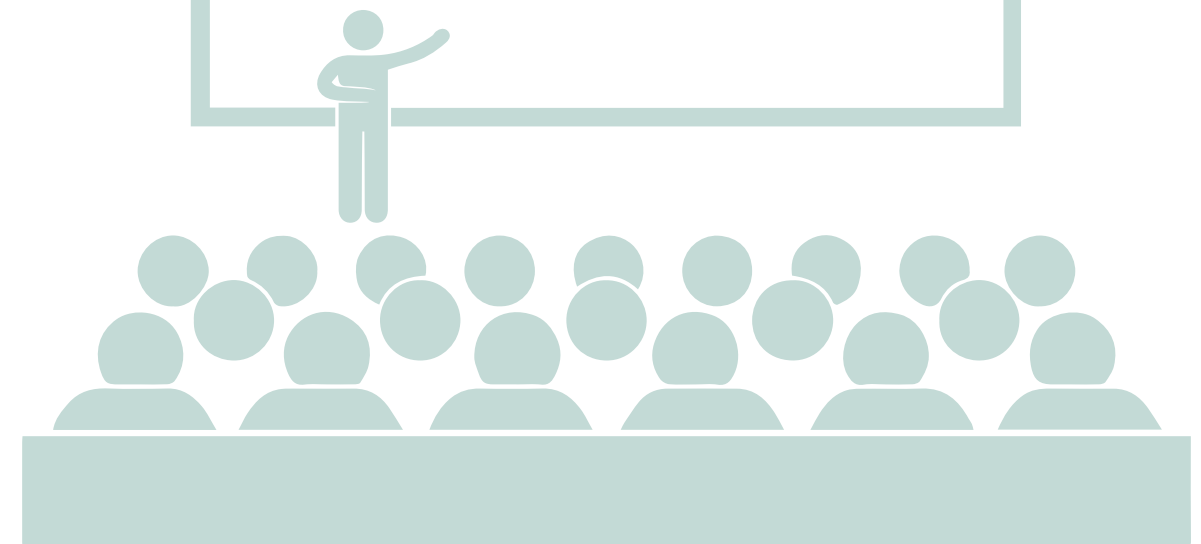
Raiffeisen, Erste Bank, BA-CA, Volksbank, Bawag

Comparison of the terms and range offered by banks:

► <https://www.bankkonditionen.at/>



Working at the University of Vienna



Services for employees of the University of Vienna

Human Resources and Gender Equality

With more than 9,700 employees and almost 80,000 active students, the University of Vienna is the largest teaching and research institution in Austria.

The service unit **Human Resources and Gender Equality** is responsible for organizing, providing and implementing personnel services. Its website provides general information for employees about working at the University of Vienna.

At their Welcome Days, the service unit team welcomes new staff and informs them about the University of Vienna as a workplace.

Service unit – Human Resources and Gender Equality:

► <https://personalwesen.univie.ac.at/en/>

Center for Doctoral Studies – information and support for your studies

The Center for Doctoral Studies (in German: “DoktorandInnenzentrum”) is part of the service unit Research Services and Career Development – the central service unit supporting researchers at all stages of their career from doctoral candidates to PostDocs to elaborated researchers at the University of Vienna.

Since you may not only work but also study within your PhD program at the University of Vienna, the Center for Doctoral Studies is an important contact point for all issues revolving around your doctoral studies in that respect. The Center is responsible for the admission of PhD students and provides you with detailed information on all administrative steps, research funding, etc.

Additionally, the Center for Doctoral Studies offers workshops about academic writing, presentation techniques, project management, etc. Further initiatives address numerous networking possibilities for PhD candidates such as the “PhD Café” or dissertation writing groups. You can also register for their monthly newsletter.

Center for Doctoral Studies:

► <https://doktorat.univie.ac.at/en/>

Service unit – Research Services and Career Development:

► <https://forschung.univie.ac.at/en/>

Faculties, Centers and Departments – your place of work

The University of Vienna is subdivided into 15 faculties and four centers. Each faculty consists of several departments for different fields of study.

The University considers more than 80 different addresses in Vienna as its own where the numerous research and teaching facilities and service units are located.

Faculties and centers at the University of Vienna:

► <https://www.univie.ac.at/en/about-us/governance-structure/faculties-centres/>

Locations of the University of Vienna:

► <https://www.univie.ac.at/en/about-us/locations-maps/university-of-vienna-locations/>

List of Liaison Officers at each Faculty:

► <https://international.univie.ac.at/liaison-officers/>

General information about taxes and insurance



Taxes

Everyone who has his/her main residence in Austria is liable for income tax. Your employer is responsible for the payment of income tax and mandatory social insurance contributions. Therefore, as an employee you will receive your salary net of these deductions.

The Austrian income tax system is based on the amount of a person's income, which is taxed at progressive rates. While low incomes are taxed at a very low rate, higher incomes are taxed at a higher rate. This approach should ensure an equitable social balance. In return, you benefit from numerous public services such as health care, child care and education.

EURAXESS has published a special guide on the taxation of income of mobile researchers in Austria.

Euraxess – Guide for taxation of income of researchers in Austria:

► <https://euraxess.org/taxation-guide-austria/>

The Federal Government's official information website on migration to Austria:

► <https://www.migration.gv.at/income-and-taxation/>

Income Tax return (in German: “ArbeitnehmerInnenveranlagung”)

It is possible to get a part of your taxes refunded. A lot of expenses can be offset against your income tax, for example costs related to moving to Austria, work-related expenses for scientific books, computers, etc or expenses for child care. It is up to you to file an income tax return. The chamber of labor (in German: “Arbeiterkammer”) provides detailed information about the procedure and support.

Information ArbeitnehmerInnenveranlagung – Arbeiterkammer:

► <https://www.arbeiterkammer.at/Arbeitnehmerveranlagung/>

Social insurance

The Austrian social system includes statutory social insurance for employees living and working in Austria.

Statutory social insurance cover for employees contains health insurance, accident insurance, pension insurance and unemployment insurance. The University of Vienna, as your employer, is responsible for registering you with the health insurance provider for employees in the public sector BVA (in German: “Versicherungsanstalt öffentlich Bediensteter”). Coverage starts on the date you start work. Social insurance contributions are deducted directly from your salary by your employer.

More important information on medical care, your social security number and your e-card under **Medical Care, p. 47.**

Insurance provider for employees in the public sector – BVA:

► <http://www.bva.at/>



Living in Vienna



Learning German

Although working at your research institute might not require knowledge of German, you may feel that speaking some German will make life much easier for you.

Please note that if you plan to change your residence title from a “Settlement Permit – Researcher” to a “Red-White-Red Card Plus” later, German skills at a beginner level (level A2 according to the European Framework of Reference for Languages) might be an important requirement. More information under **After 2 years: Extending your residence title, p. 22**)

Here are some institutions that offer German courses at several levels.

Language Center of the University of Vienna (Sprachenzentrum der Universität Wien):

► <https://sprachenzentrum.univie.ac.at/>

Österreichische Orient Gesellschaft:

► <http://www.orient-gesellschaft.at/>

Deutsch Akademie:

► <https://www.deutschakademie.com/learn-german-courses/>

Volkshochschule:

► <https://www.vhs.at/de>



The chamber of labor of Vienna (in German: “Arbeiterkammer Wien”) offers a contribution of € 120 for a large number of courses.

Bildungsgutschein – Arbeiterkammer Wien:

► <https://wien.arbeiterkammer.at/Bildungsgutschein/>

Costs of living

Compared to other European capital cities like Paris or London, Vienna is very affordable. The costs of housing depend a great deal on where and in which kind of apartment you live. A typical monthly budget in Vienna for one person might look like this:



Approximate rent (incl. heating, electricity, internet access and “Betriebskosten”) for a private room in a newly renovated shared apartment or a studio apartment	€ 500 – 700
Food (incl. occasional visits to restaurants)	€ 300 – 400
Public transport	€ 50
Total (excl. expenses for clothing, phone bills, hygiene articles, tuition for private schools, leisure activities)	€ 800 – 1.200

Please note, that this is just an assumption of the expenses for the most relevant cost factors. According to a survey of Statistics Austria, Austrians spend approximately € 1,900 per month per capita, including all kinds of costs (e.g. vacation, furnishing, clothing, leisure and sport activities).

Working and Job search – information for accompanying family members

In the event that your family members accompany you to Austria for a longer period of time, some information about working and finding a job might be useful for them to get started. Depending on your family members' profession and education, the variety and number of job offers on the Austrian labor market might diverge quite a bit in every individual situation.

The Austrian labor market is restricted for nationals of Third Countries. It is important to have a work permit if someone would like to take up employment. A visa for gainful employment or a "Red-White-Red Card Plus" (the residence title for accompanying family members of researchers) grants you free access to the Austrian labor market and no additional work permit is required (More information under **Accompanying family members from Third Countries, p. 24**).

Jobseekers in Vienna may avail themselves of the services of the Public Employment Service Austria – AMS (in German: "Arbeitsmarktservice"). It is a public service tasked with matching employers with prospective employees. The AMS also supports jobseekers by subsidizing training courses and providing advice and information.

Arbeitsmarktservice – AMS Vienna:

► <http://www.ams.at/english>

The AMS is also a member of EURES, the European job network. It is a cooperation network, the purpose of which is to assist jobseekers to find employment within the EEA.

The European Job Mobility Portal – EURES:

► <https://ec.europa.eu/eures/>

The Professors' Appointment Consulting Service of the University of Vienna offers information on their website about dual career services in the academic field.

Professors' Appointment Consulting Service – Dual career service:

► <https://neue-professuren.univie.ac.at/en/uniexpat-services-for-professors/dual-career/>

The University of Vienna as well as other Universities have their own job portal where you can find vacancies in scientific fields and in the University administration.

University of Vienna – Job center:

► <https://personalwesen.univie.ac.at/job-center/>

Private recruitment agencies support you in finding a job. But there are also numerous online portals and newspapers which publish free job advertisements for every kind of job.

- <https://www.willhaben.at/jobs/>
- <https://www.jobwohnen.at/jobs>
- <https://www.stepstone.at/>
- <https://www.karriere.at/>
- <https://www.monster.at/>

Some organizations offer particular information and support for international jobseekers.

Vienna Expats is an online community and exists to provide general information for expats living and working in and around Vienna.

Vienna Expats – Working in Vienna:

► <https://www.vienna-expats.at/working-in-vienna/>

The Vienna Business Agency also provides services for expats in Vienna. You can get information on how to find a job with private recruitment agencies or on how to relocate, setting up and running your own business, etc.

Vienna Business Agency – Expats in Vienna:

► <https://viennabusinessagency.at/consulting/>

Jobs with various international organisations, posted by the Austrian Ministry of Foreign Affairs are published in the newspaper Wiener Zeitung.

Wiener Zeitung – Amtsblatt:

► https://www.wienerzeitung.at/amtsblatt/aktuelle_ausgabe/

The Local – a European news portal:

► <https://www.thelocal.at/jobs/>

Several women's institutions offer all different kinds of advice from job searches to career advice.

Professional Women's Network – Vienna:

► <https://www.pwnvienna.net/>

ABZ – Women's Career Center Vienna:

- <http://www.abzaustria.at/english>
- <http://www.abzaustria.at/abz-frauenberufszentrum-wien/>

Medical care

The Austrian social system includes statutory social insurance for employees living and working in Austria. There are a number of social insurance providers in Austria, including the District Health Fund for Vienna (in German: "Wiener Gebietskrankenkasse"), the largest health insurance provider for employees in Vienna. Social insurance providers may not be chosen freely and depend partly on the location of the workplace and partly on the nature of the employer (public sector, private sector, self-employed, etc.). Employees of the University of Vienna will be registered with the health insurance provider for employees in the public sector BVA (in German: "Versicherungsanstalt öffentlich Bediensteter").

Insurance provider for employees in the public sector – BVA:

► <http://www.bva.at/>

District Health Fund for Vienna – Wiener Gebietskrankenkasse WGKK:

► <https://www.wgkk.at/>

If you take up full- or part-time employment your employer is responsible for registering you with the respective health insurance provider. Coverage starts on the date you start work. Social insurance contributions are deducted directly from your salary by your employer.

The self-employed are also legally required to insure themselves.

Insurance provider for self-employed:

► <http://www.sva.or.at/>



Self insurance for marginal employment

Marginally employed workers (in German: “geringfügig Beschäftigte”) – whose monthly income does not exceed € 438.05 – are only covered by accident insurance by their employer (as of September 2018). The employer must register a marginally employed worker with the health insurance provider for accident insurance. Health and pension insurance, however, has to be paid for by the marginally employed workers themselves.

Wiener Gebietskrankenkasse WGKK – Self-insurance for marginal employment:

► <https://www.wgkk.at/self-insurance>

Co-insurance for family members

Family members who are not insured with a health insurance provider themselves (e.g. children under the age of 18, spouses or partners with children) may be co-insured without paying contributions. Your insurance provider will provide you with the necessary information for the procedure.

Coverage of health insurance

The statutory health insurance provides free medical treatment by physicians and hospitals in the event of illness. Depending on the insurance providers, some may require you to make a co-payment for some treatments. Please contact your insurance provider about coverage and the benefits of your insurance. You currently pay a prescription charge of 6 Euros for each drug that is prescribed (as of January 2018). Every insurance provider offers special benefits arising from maternity and child care benefits.

Wiener Gebietskrankenkasse WGKK – Maternity benefits:

► <https://www.wgkk.at/maternity-benefits>

BVA – Maternity benefits:

► <http://bva.at/maternity-benefits>

Your e-card and social security number

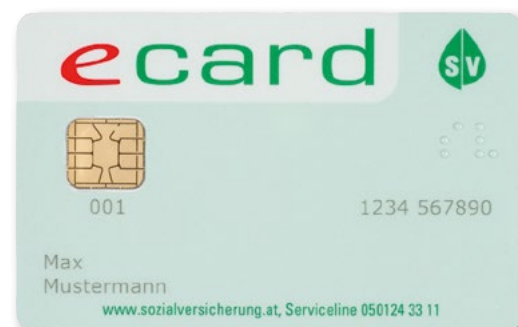
You will receive your e-card free of charge from your health insurance provider a few days after your registration. The e-card is an electronic insurance card in a bank card format and contains all personal details which are relevant for your insurance provider. It is important that you always take it with you whenever you visit a doctor or go for a treatment at a healthcare facility.

On the e-card you will find your social security number (in German: “Sozialversicherungsnummer”), which consists of 10 digits, the last six being your date of birth.

The e-card may also serve as a European health insurance card for the treatment of unexpected illness or chronic diseases during temporary visits in other EU-member states. For more information, please contact your insurance provider.

E-Card:

► <https://www.sozialversicherung.at/e-card>



Doctors and hospitals in Vienna

National Health doctors (in German: “Kassenärzte”) have contracts with the insurance providers and therefore do not charge anything for the treatment. Private doctors, however, will charge you for their services.

At most doctors you have to make an appointment in advance. For appointments with a specialist, the waiting period can take up to several weeks.

Database of all doctors in Vienna:

► <http://praxisplan.at/>

Database of all dentists in Vienna:

► <http://wr.zahnaerztekammer.at/patientinnen/zahnarztsuche/>

List of all hospitals in Vienna:

► <http://www.wienkav.at/kav/spital.asp>



Pharmacies

Many pharmacies close in the evenings, but there is a night/weekend service.

Pharmacies and night/weekend service:

► <https://www.apotheker.or.at/Apotheken>

The service unit Human Resources and Gender Equality as well as the Professors' Appointment Consulting Service also provide you with useful links about health care on their websites:

Health and social care:

► <https://personalwesen.univie.ac.at/services-for-employees/living-in-vienna/>

► <https://neue-professuren.univie.ac.at/en/unixpat-services-for-professors/health-and-social-care/>



Child care / International schools

The Austrian education system

In Austria every child goes to Kindergarten (at least one year). School attendance is compulsory for all children permanently resident in Austria and lasts for nine years. After that there is a wide variety of possibilities on how to continue your academic and professional education. The Austrian Agency for International Cooperation in Education and Research OeAD gives an overview.

OeAD – The Austrian Education System:

► <https://www.bildungssystem.at/en/>

Day care and kindergarten

Half of the day nurseries, kindergartens and after-school centers are operated by the Vienna Children's Day Care Centers (in German: “Wiener Kindergärten – Magistratsabteilung MA 10”). On the official website of the city of Vienna you can find detailed information about their services, registration and the locations of their day care centers.

Vienna Children's Day Care Centers (Municipal Department 10):

► <https://www.wien.gv.at/english/social/childcare/>

Numerous other institutions run private kindergartens and day care centers for children of all ages. Child minders (in German: “Tagesmütter”) also offer their services for the very little ones. A list of all the different institutions and offers can also be found on the official website of the city of Vienna.

Private elementary education and day care centers:

► <https://www.wien.gv.at/bildung/kindergarten/>

The University of Vienna runs a kindergarten and offers day care for its employees’ children. Unfortunately, they have very limited spots, so you might not get a free spot for your child when you need it. However, they offer many other activities for kids in the university environment.

The Vienna University Children’s Office:

► <http://kinder.univie.ac.at/>

The service unit Human Resources and Gender Equality as well as the Professors’ Appointment Consulting Service also provide you with useful links about child care and activities for children on their websites:

Child care and services:

- <https://personalwesen.univie.ac.at/services-for-employees/reconciling-work-family-life/>
- <https://neue-professuren.univie.ac.at/en/uniexpat-services-for-professors/kindergartens-and-schools/>

International Schools in Vienna

A list of international private schools is provided by the Vienna Business Agency. Some public schools have special international programs. Please contact the Vienna school board (in German: “Stadtschulrat für Wien”) for detailed information.

International private schools:

► <https://viennabusinessagency.at/international-schools/>

Stadtschulrat für Wien – Learning in a foreign language:

► <https://www.stadtschulrat.at/bilingualitaet/>

Information about the Viennese school system, registration, the academic calendar, schools for children with special needs and options for students with mother tongues other than German is also provided on the official website of the city of Vienna.

School system in Vienna:

► <https://www.wien.gv.at/education/>



Public and private transport

Public transport in Vienna



Getting around in the city center is easiest by means of public transport. In general, daily services are in operation from ~5:00 to ~00:30 with intervals of only a few minutes. NightLine buses run every 30 minutes. All 5 of Vienna’s subway lines are available around the clock on weekends and the eves of public holidays (15-minute intervals).

The subways, buses, trams and night lines are operated by “Wiener Linien”. Tickets are valid on all means of transportation within the city limits (= “Zone 100” = “Kernzone”/core zone). An additional fare is required for all areas beyond the city limits and on the City Airport Train (CAT).

Tickets can be purchased at the machines in underground stations, at Wiener Linien shops (in German: “Wiener Linien Vorverkaufsstellen”) and at some tobacconists. You also have the possibility to buy a ticket in the tram or bus (machine, only coins), but the ticket is more expensive.

Another option is to buy the ticket online (payment by credit card) and print it out yourself or you use the **WienMobil** app on your smartphone.



For detailed information about types of tickets and prices as well as online ticketing, please check the Wiener Linien shops (in German: “Vorverkaufsstellen”) or their website.

Wiener Linien:

► <https://www.wienerlinien.at/>

WienMobil app and ticket app:

► https://www.wienerlinien.at/wien_mobil_app



For using public transport outside of the core zone “Zone 100”, please check out the official websites of the Transport Network VOR and the Austrian railways ÖBB.

Transport Network – VOR:

► <https://www.vor.at/>

Austrian Railways – ÖBB:

► <https://www.oebb.at/en/>

Note that your ticket may be checked by controllers either during your ride or at the exit of a station.

Cycling in Vienna

Cycling in Vienna is a very popular way to get around in the city. Some areas have many cycle paths, in others cycle paths are scarce and you will have to use the road.

If you want to buy your own bicycle, there are shops all around town. There is also a bicycle flea market at the WUK cultural center approximately once a month.



Bicycle fleamarket – WUK:

► <https://www.wuk.at/programm/fahrrad-flohmarkt/>

There are also a few self-repair workshops which offer tools and support in case your bike is broken and you would like to repair it yourself.

Bicycle self-repair workshop – WUK:

► <https://www.wuk.at/fahrradselbsthilfewerkstatt/>

Bike kitchen:

► <http://www.bikekitchen.net/>

If you do not have your own bicycle, you may want to use the Citybike. This is a public bike rental system that allows you to explore Vienna at your convenience. The rental fees are very low. The Citybikes may be rented out and returned at any of more than 120 public rental stations. The rental stations are usually located near subway stations or other public transportation.

Information about how many bicycles are available at which stations can be obtained at the terminals and on the Internet. You can register on the internet or directly at any Citybike terminal with a credit card or a maestro bank card issued by an Austrian bank.

Citybike Vienna:

► <https://www.citybikewien.at/en/>

If you need a bike for a longer period of time (e.g. for a whole weekend) you can rent different types of bikes from several providers.

List-n-ride:

► <https://www.listnride.com/wien>

Pedalpower:

► <https://www.pedalpower.at/>

Maps

Maps for public transport, cycling, Citybike stations, sightseeing spots, etc. of Vienna can be found on the following website.



ViennaMap 360°:

► <https://viennamap360.com/>

Travelling by plane, train or bus in Austria and in Europe

As the capital city, Vienna is easily reached from other European cities and international destinations. The local public transport network is also generally very well developed. The closest airports to Vienna are Vienna International Airport and Bratislava Airport.

Vienna International Airport:

► <https://www.viennaairport.com/en/passengers>

Bratislava Airport:

► <https://www.bts.aero/en/>

You can travel all through Austria with the national Rail Service ÖBB and the Westbahn. Besides that, the ÖBB offers direct trains day and night to numerous main destinations in eastern and western Europe.

Austrian Railways – ÖBB:

► <https://www.oebb.at/en/>

Westbahn:

► <https://westbahn.at/en/>

Westbus, Flixbus and Eurolines are the most popular providers if you would like to travel in Austria and Europe by bus.

Westbus and Flixbus:

► <https://global.flixbus.com/>

Eurolines:

► <https://www.eurolines.at/>



ÖBB-Postbus connects all small towns and villages with the nearest train stations and covers the public transport network in rural areas. It can be very useful if you want to get to know Austria's beautiful countryside and mountain areas.

ÖBB-Postbus:

► <https://www.postbus.at/en/>

Private cars and car sharing opportunities

Important information about rules and requirements for driving motor vehicles in Austria, driving license, car registration as well as importing cars to Austria can be found on the government's official website (some information only in German):

Bundeskanzleramt – Rules for driving motor vehicles in Austria:

► <https://www.help.gv.at/freetime and mobility/>

The Austrian Automobile Motorcycle and Touring-Club ÖAMTC is a good source for any questions regarding motor vehicles and use, insurance and purchasing. Being a member of ÖAMTC you may benefit from their emergency assistance service if your car suddenly breaks down on the road.

ÖAMTC:

► <https://www.oeamtc.at/>

If you would like to use car sharing opportunities or rent a car in Vienna there are numerous online platform which offer these services.

Car2Go Vienna:

► <https://www.car2go.com/>

Drive Now:

► <https://www.drive-now.com/at/en/vienna>

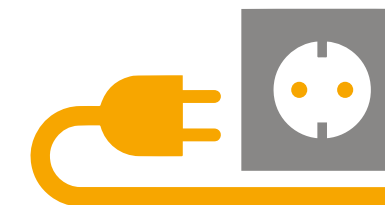
Electricity

If you are importing any appliances, computers, stereos, clocks etc., you will need to ensure that their voltage and frequency are compatible.

Voltage: 230V

Frequency: 50Hz

Austria uses two – pin europlugs. Adapters can be bought at electronics shops or in larger supermarkets.



Drinking water and food security



Vienna's tap water is famous for its good drinking quality. Vienna's drinking water originates in the Lower Austrian-Styrian Alps and reaches Vienna without pumps through galleries by exploiting the natural drop resulting from the difference in altitude. A positive side-effect of this is that on its way to Vienna, the water flows through hydroelectric power stations, which generates 65 million kilowatt hours of power, or enough for a small town.

The city of Vienna – Vienna's water:

► <https://www.wien.gv.at/english/environment/watersupply/>

Generally, food security in supermarkets, restaurants and on street markets is very high. So do not hesitate to try fresh street food or raw food in restaurants. However, people from regions with a very different food culture may have to get used to some famous dishes of Austrian cuisine which can be quite heavy, such as "Wiener Schnitzel" or "Schweinsbraten".

Telephone / internet access

There are a range of providers for cell phone contracts or prepaid phones. They also offer special packages for the telephone network, internet and cell phone.

Cell phone providers:

► www.t-mobile.at
► www.a1.net
► www.telering.at
► www.bob.at

Land line providers:

► www.a1.net
► www.tele2.at
► www.upc.at



Radio / TV fee ("Rundfunkgebühr"/GIS)

Austrian residents are required to register and purchase a license for all broadcasting reception equipment such as TV and radio. The responsible authority is called GIS – Gebühren Info Service. Once you have registered at your place of residence you will automatically receive a letter from GIS in which you are asked for information about whether you hold a radio and/or a TV set. You are asked to send back the form with a copy of your "Meldebestätigung".

You may claim exemption if your monthly net income (minus costs for rent and "Betriebskosten") is less than (as of September 2018):

1 Person € 1.018,55
2 Persons € 1.527,14

In that case, please contact GIS for further information.

GIS – Gebühren Info Service:

► <https://www.gis.at/>

Shopping in Vienna



In general, shops are open from Monday to Friday 9:00 – 19:00 and Saturday 9:00 – 18:00. Some businesses and malls are open until 20:00. Note that apart from a few bakery stores, shops are closed on Sundays and public holidays. Supermarkets generally open at 07:30 and close at 19:00 or even 20:00 (18:00 on Saturdays). Outside these opening hours you can purchase food at the supermarkets in train stations and gas stations.

The service unit Human Resources and Gender Equality provides you with a list of the most popular shopping streets, markets and malls on their website:

Shopping in Vienna:

► <https://personalwesen.univie.ac.at/en/services-for-employees/living-in-vienna/>

Austrian public holidays

- **1 January** (New Year's Day)
- **6 January** (Epiphany)
- **Easter Monday**
- **1 May** (Labor Day)
- **Ascension Day**
- **Whit Monday**
- **Corpus Christi**
- **15 August** (Assumption)
- **26 October** (Austrian National Day)
- **1 November** (All Saint's Day)
- **8 December** (Immaculate Conception)
- **25 December** (Christmas Day)
- **26 December** (St. Stephen's Day)



24 December and **31 December** are not counted as public holidays, however, often you will find that many shops and institutions will close after lunch.

Climate in Vienna



Vienna is located in northeastern Austria. Vienna's climate is a transitional climate, influenced by the ocean from the west and the continent from the east. This is demonstrated in the lower levels of precipitation and longer dry spells than are usual in the west of Austria. Compared to other parts of Austria, the winters are usually mild.

From June to August, the average temperatures range from 22 to 26°C, with maxima exceeding 38°C; and lows of around 15°C. In winter, the average temperatures are at around 0°C, with minima exceeding -7°C. The weather in spring and autumn is very variable. Springs can be quite warm and sunny in some years, rainy and chilly in others. Autumns are usually quite cold. Thunderstorms occur frequently in summer and snowfall is common in winter.

Free time and tourism in Vienna / Austria

Austria boasts many unique natural and cultural landscapes. It may be a small country, but it offers a wide range of leisure activities. As the cultural center of Austria, a comprehensive program is on offer in Vienna in large and small museums, libraries, concert halls, theatres, cinemas, etc. You can enjoy cultural programs in English or even in your mother tongue. A lot of cultural associations exist amongst all international communities.

The University Sports Center (in German: “Universitätssportinstitut”) offers a wide range of sport activities and trainings for all students and employees of the University.

University Sports Centre:

► <https://www.usi.at/en/>



The service unit Human Resources and Gender Equality as well as the Professors' Appointment Consulting Service provide a lot of interesting links about sightseeing, the cultural program, restaurants, cafés and sport activities on their websites:



Leisure, education, culture and language:

► <https://personalwesen.univie.ac.at/en/services-for-employees/living-in-vienna/>

► <https://neue-professuren.univie.ac.at/en/uniexpat-services-for-professors/education-culture-and-language/>



Emergency numbers and emergency rooms

Country code: 0043 | **Prefix for Vienna:** (0)1

Emergency numbers

Fire brigade: 122 | Police: 133 | Ambulance: 144



Poison information center (in German: “Vergiftungszentrale”): 01 406 43 43

European emergency number: 112

Emergency rooms in Vienna

Allgemeines Krankenhaus AKH
1090 Wien | Währinger Gürtel 18-20
Notfallambulanz, Ebene 6D
Tel: +43 1 404 00-19640

**Sozialmedizinisches Zentrum Süd –
Kaiser-Franz-Josef-Spital**
1100 Wien | Kundratstraße 3
**Internistische Notfallambulanz –
Erstversorgung**
Tel: +43 1 601 91-5561

Unfallkrankenhaus Lorenz Böhler
1200 Wien | Donaueschingenstraße 13
Ambulante Erstversorgung
(06.00 to 22.00 Uhr)

Notes



