MUL is currently implementing the online application system Student Online. The aim is to make the application process easier, more structured and faster. Until we open our new online application platform, we kindly ask you get familiar with the application and registration process at MUL and to already prepare all the required documents in a digital form (PDF) you will need for your application! This will save you a lot of time once the platform can be accessed!

<table>
<thead>
<tr>
<th>APPLICATION PHASE</th>
<th>ACCEPTED INCOMING SHORT TERM STUDENT</th>
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<tbody>
<tr>
<td>MUL semesters</td>
<td>Nomination DEADLINE END</td>
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<tr>
<td>WS 2017/18</td>
<td>May 1, 2017</td>
</tr>
<tr>
<td>(Term 1)</td>
<td></td>
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</tbody>
</table>

Nomination through home university

The mobility coordinators are kindly asked to send a list of students who are planning to apply for a short term study period (1-2 semesters) at MUL to: incoming@uni-leoben.ac.at. Please note the nomination deadlines in the table above!

This nomination list should include the following information about the interested students:
1) LAST NAME, First name / 2) Gender / 3) E-Mail address / 4) name of sending (home) university / 5) Study cycle + current semester / 6) mobility program (Erasmus, Ceepus, momentum of understanding, bilateral agreement etc.)

Final application (Deadline 02)

→ We will inform the nominees as soon as possible whether they will have to submit their application via email or through our new online application system. Either way, the following application documents are required in DIGITAL form (PDF) (list may be subject to change):
   2. Curriculum Vitae
   3. Transcript of records in ENGLISH
   4. Copy of passport/ID (only valid for Europeans)
   5. For MSc or PhD students: BSc or MSc certificate

For applicants from Outside the EU/EER – territory

6. Financial capacity report
7. Confirmation of insurance (travel health, accident, liability)

!!!ONLY IF ALL the required documents are uploaded and approved by MIRO within the given deadline the application has been successfully submitted!!!!

→ APPLICABLE DEADLINE: WS: June 1 | SS: November 15

Acceptance and admission

→ The respective MUL mobility coordinator will look through the students’ application materials in cooperation with the academic study program coordinators

→ Once the student is officially accepted by MUL, the student will receive an email

→ In this email you will be asked to confirm the acceptance of placement

→ In the following days, the student will receive a letter of invitation (required for the official registration at the Registrar’s Office at MUL and Austrian visa) per post. A copy will be send via email with other information material such as:
   - link to online pre-registration + student at MUL (necessary step BEFORE the official registration at the Registrar’s Office !)
   - Housing information
   - Visa information
   - Insurance information
   - Language course information and placement test
   - Administrative information and academic calendar

Learning agreement

A learning agreement has to be uploaded at Mobility Online after your application has been accepted.

- For Erasmus+: you may use your university ‘s E+LA or the E+LA of MUL (will be available on Mobility Online Downloads/Templates)
- For other programs: you may use your university’s LA or the general MUL –LA for incomings (will be available on Mobility Online Downloads/Templates)

Official registration at Registrar’s Office

→ When you arrived in Leoben, you will have to officially register as student at the Registrar’s Office (‘Studien und Lehrgänge’, main building: Franz-Josef-Strasse 18, 1st floor).

You can only officially register if you have pre-registered online (link to pre-registration will be send to applicant) 2) if MIRO issued a correct Letter of Invitation – make sure that all your application details in this letter are correct (please check your name, mobility program, duration of stay etc.)

Courses

→ 3 working days after your official registration at the Registrar’s Office and the payment of the student union fee (currently 19.20€/semester) you will be able to enrol into courses

→ Students have to autonomously search and register for courses at MUonline (=online platform of MUL) Your MUonline account will be opened for you

→ 3 working days after your official registration and payment of the student union fee PLAN YOUR ARRIVAL DATE WELL IN ADVANCE → arrive in time to attend the obligatory orientation day!

Required language competence

→ Please note that in order for incoming short term students to successfully complete classes at MU Leoben, a minimum German or English language level of B2 is required. We DO request an institutionalized proof of language skills (e.g. IELTS result of 6.0 / TOEFL 70 for English/ or German TDN4 or equivalent for German). It is also possible to have our MUL language proficiency report confirmed and signed by a language institute, language department of the university or an equivalent institution (Available on Mobility Online Downloads/Templates or request at incoming@uni-leoben.ac.at)

→ Most of our BSc courses are taught in GERMAN. Many of our MSc classes are taught in ENGLISH. Incoming short term BSc level students are allowed to take MSc level classes. – Be, however, careful about the academic prerequisites!
### VISA

Get informed at the Austrian embassy in your country of residence and start the visa process as soon as possible in order to get the visa in time! MUL is not responsible for any visa processing/application for residence permit and also not for any damages that might be caused because of a tardy or lengthy application process!

- For a visa you will need three documents: 1) Letter of Invitation (=official confirmation of admission) from MUL (check duration of stay, mobility program, personal data)! It will be send to you by post (copy per email)
- 2) The student will need an original accommodation agreement signed by the landlord or an original tenancy agreement.
- Make sure you receive an accommodation agreement from your Austrian landlord.
- MUL recommended accommodation is the new student dormitory “Mineroom” at which you can apply here: http://housing.oead.at/en/applyhere.
- Other housing possibilities can be found on our website: http://international.unileoben.ac.at/en/5128/
- 3) travel health insurance (see below)

For further information on obtaining a visa please consult: https://www.oead.at/index.php?id=537&L=1

### Health Insurance

Please note that all incoming exchange students need proof of a travel health insurance which covers costs up to 30.000€ for their travels to Leoben (also required for the visa application). Once you are here and registered as MUL students you are eligible for GKK student health insurance of around ca. 57€ per month. This health insurance is all-inclusive (incl. dentists, hospital and much more). It is highly recommended for students to get this insurance. If you want to apply for a residence permit (stay longer than 6 months), the GKK student health insurance is mandatory!

If you take out a health insurance at your home country that is valid for Austria, you’ll have to hand in a proof of this insurance at MIRO.

*The University does not cover any damages connected to a missing health insurance of the student!*

### Arrival dates

All new incoming students have to attend the obligatory Student Orientation Day (OD)!

**WS: Sept 18, 2017** | **SS: Feb 5, 2018**

If you cannot attend the OD, you will have hand in 1) a letter of excuse and state a valid reason and 2) an official confirmation of the reason for arriving late, at least 2 weeks before the OD.

We also strongly advise you to take part in the Intensive Incoming English Course for incoming students. MUL covers the costs for it and it is worth 5 ECTS. It starts the day after the OD. It runs 10 working days (Mo-Fr) and ends the weekend before the semester courses start.

If you do not take part in the OD and the intensive English course, arrive in Leoben at least 5 days before the new semester starts to facilitate orientation and course registration issues. *Remember!* 1) you can only register for courses 3 days after your official registration and the payment of the student union fee! And 2) a lot of courses close their enrolment period before the first course session.

### Contact

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS! → incoming@unileoben.ac.at

Your incoming student mobility coordinator is Ms Karina Michelini (BA)

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We are looking forward to receiving your nomination and applications & welcoming you at Leoben!