**ERASMUS at BOKU Vienna - nomination and admission of exchange students**

Dear students,

Many greetings from Vienna!

My name is Ulrike Piringer, I am in charge of the coordination and the administrative support of the ERASMUS incoming students at **BOKU, the University of Natural Resources and Life Sciences, Vienna (A WIEN03)**. We are looking forward to receiving you for the **study year 2017/18.**

Our university is using an **online system (Mobility-Online)** for the application procedure.

**Only students who have completed this online application will be accepted.** (Printed application forms sent by post will NOT be accepted.)
**Only students who have been nominated in advance will be able to complete the online application!**

The Admission Procedure for international exchange students coming to BOKU Vienna (A WIEN03) includes **two mandatory phases**:
1.    The Home University **nominates** the students to BOKU and sends them the link to the online application
2.    The student submits the **application** to the online system of BOKU.

**ad 1. Nomination:**
**Your home university have send name, first name and e-mail address of the nominated students and the semester by e-mail to** **erasmustoboku@boku.ac.at****.**

You will find the link to the online application at [**http://www.boku.ac.at/int-in-e-howtoapply-en.html**](http://www.boku.ac.at/int-in-e-howtoapply.html?&L=1)

**Your home university will send this link to you after your nomination!**

Please be aware that you will need some time to complete the application. **Therefore we recommend that your university nominate you for winter semester as soon as possible and not later than May 31st.**
If you need a visa/residence permit for your stay, we please your home university to nominate you even earlier.

**Please be aware of BOKU's application requirements:**

* Exchange students, who have received less than 180 ECTS so far (bachelor students, students of integrated master programmes,…), have to enrol in a bachelor programme at BOKU.
They can also take master's courses to a certain extent, if they have the required pre-knowledge for the individual courses (see your transcript of records). This will be checked , before we sign the Learning Agreement.
Language requirements: German language skills at level B2 of the Common European Framework of languages. (BOKU does not offer enough courses taught in English at Bachelor level).
* Exchange students, who hold a bachelor degree (certificate!) have to enrol in a master programme at BOKU.
Language requirements: either German OR English language skills at level B2 of the Common European Framework of languages.
* Exchange students, who have gained more than 180 ECTS in their study (or in consecutive studies) but whose home university does not award a bachelor degree after 180 ECTS, have to enrol in a master programme at BOKU.
Language requirements: either German OR English language skills at level B2 of the Common European Framework of languages.
* Exchange students who hold a diploma degree or master degree, have to enrol in a PhD programme.
Language requirements: either German OR English language skills at level B2 of the Common European Framework of languages.

**ad 2. Application:**

* **The application is ONLY possible through the online system Mobility-Online.**
* **The application deadline for winter semester 2017/18 is June 30th.**
* **ALL documents have to be uploaded in the online system by this deadline.**

If you need a visa/residence permit for your stay, your application should be completed by May/ October 31st.

The nominated students will receive an e-mail with the necessary information in order to submit their application (the e-mail will be sent cc to your university).

Please find further information on the documents needed at: [**http://www.boku.ac.at/int-in-e-howtoapply-en.html**](http://www.boku.ac.at/int-in-e-howtoapply.html?&L=1)

The following information will help you and your students to prepare the applications:

BOKU contact data sheet 2017/18 - see attachment

Our course database BOKUonline is fully available in English:
<http://www.boku.ac.at/int-in-boku-howtolookforcourses-en.html>

Information on planning the studies at BOKU and planning the life in Vienna are available at:
[http://www.boku.ac.at/int-in-e-en.html](http://www.boku.ac.at/int-in-e.html?&L=1)
The information can also be downloaded as a pdf - BOKUtipps international

For questions on outgoing students from BOKU and for the administration of the ERASMUS-programme (bilateral agreements, reports, etc.) please contact my colleague Agnes Liebl: [erasmusfromboku@boku.ac.at](erasmusfromboku%40boku.ac.at).
For questions on staff and teaching mobility, please contact my colleague Lisa Kargl: lisa.kargl@boku.ac.at.

We are looking forward to working together with you and to welcoming your students in Vienna!

Best regards

Ulrike Piringer
Mag. Ulrike Piringer
Incoming Coordinator
ERASMUS+ Programme Countries

University of Natural Resources and Life Sciences, Vienna (BOKU)
Peter Jordan Strasse 82a
A-1190 Vienna, Austria

Sprechstunden/ Student enquiries: Mo-Fr 10.00-12.00 + We 14.00-16.00

Ausnahmen/ Exceptions see: <http://www.boku.ac.at/piringerulrike.html>

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