

EBN FAQ

Hey everyone!

We, the EBN-Team, warmly welcome you to Austria's beautiful capital city. As part of the students union called ÖH WU, we have been supporting exchange students since 1988. This year we again have prepared a diverse free time program full of trips, events and parties to offer you an amazing experience of life in and around Vienna.

The EBN-Team wishes you all the best for your stay in Vienna, and we hope to see you on one of our many upcoming trips and events.

 maty.krawczyk@oeh-wu.at

 ebnwu.com

 [@ebnwu_vienna](https://www.instagram.com/ebnwu_vienna)



Matylda Krawczyk
Head of EBN



EBN Q&A

Your first Week in Vienna!

How to get from the airport to your accommodation?

Rapid transit railway: The cheapest option to get to the airport is to take the rapid train (S-Bahn) "S7" direction of "Wolkersdorf" or "Wien Floridsdorf".

It runs every 30 min and costs you € 4.40. If you have a semester pass or any other valid ticket for Vienna (24h ticket for € 8.00), then you only have to buy one from the airport until the station "Schwechat" (€ 2.00).

We recommend to buy a weekly ticket at the airport because you need to fill out your "Meldezettel" (you will receive that one at your accommodation) before you can buy the semester ticket.

The weekly ticket amounts to € 17.10.



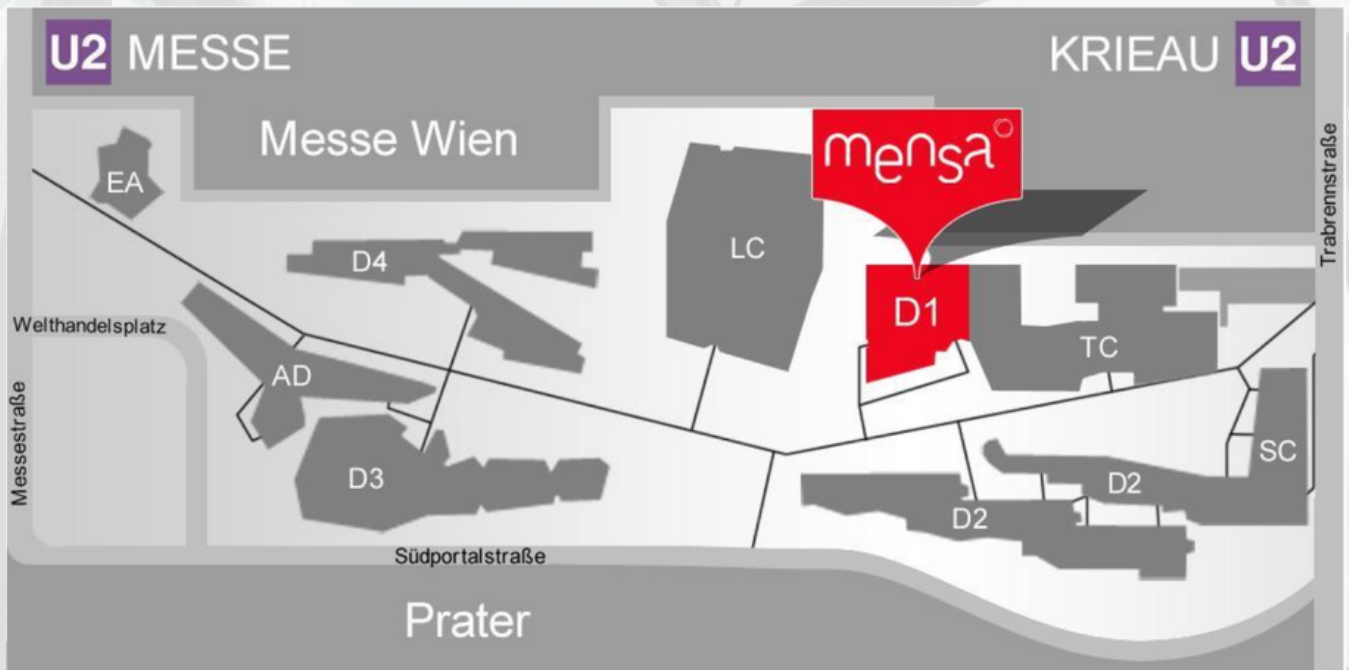
What are good spots for lunch at the WU campus?

You can have lunch in the WU Mensa, "Bashly", "Finn" or "Das Campus" all located on campus. Close to the campus is also "L'osteria" or "Burgers Bar". If you don't feel like having a full meal, you can always buy a snack in "Spar" which is directly at WU Campus, or at "Billa" very close by.

EBN Card: If you have the EBN Card have a look at our cooperation partners. <https://www.ebnwu.com/ebn-card>.

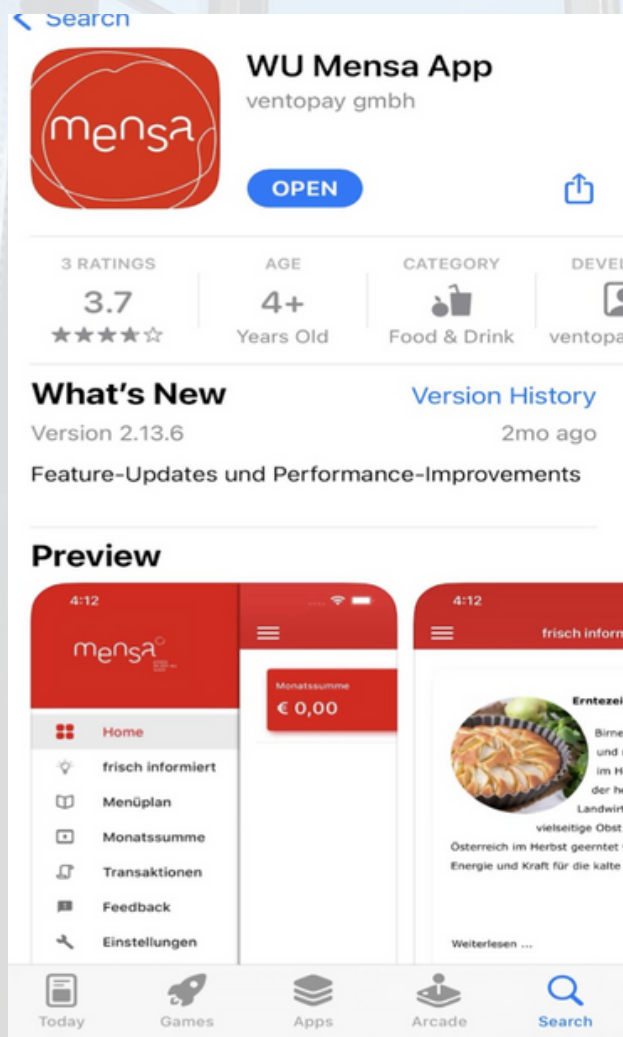
Where is the WU Mensa and how does the WU Mensa card work?

In the middle of the WU Mensa is an information point where you can either directly buy your menu or pay with your student ID, which you need to charge at one of the automats.



The WU Mensa app:

You can upload credit and check the menu via the app below.



Where can I get my student ID card and further information?

You will receive your student ID at the Incoming Kickoff.

For the enrollment you will get an e-mail where you can sign up for a timeslot to enroll. Make sure to bring your passport or ID, nomination letter and debit or credit card, if you were not able to pay the student's union dues (also called the ÖH fee) online in advance.

More information you can find in the incoming handbook starting from page 24.

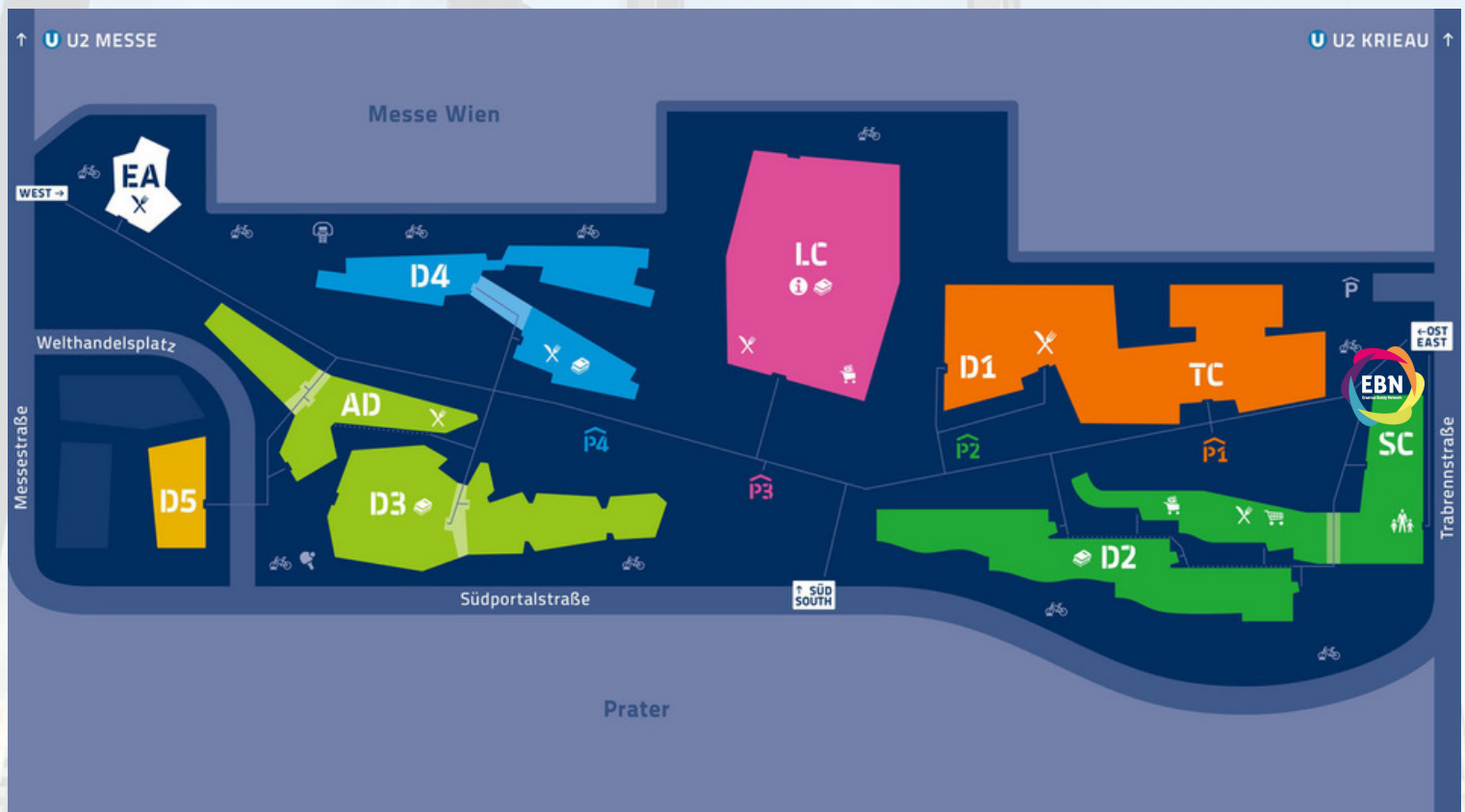
[https://www.wu.ac.at/fileadmin/wu/s/io/DOWNLOADCENTER/Incomings/Your semester from start to finish/WU Incoming Handbook/Incoming Handbook SS23.pdf](https://www.wu.ac.at/fileadmin/wu/s/io/DOWNLOADCENTER/Incomings/Your_semester_from_start_to_finish/WU_Incoming_Handbook/Incoming_Handbook_SS23.pdf)

How to connect to the WU Wifi?

You can find a step by step guide under the following link.

<https://www.wu.ac.at/en/it/services/network/wireless/>

How can I find my way through the university?



Legend:

SC – Student Center.

Also very important for you as a student, as you'll find here:

- Austrian Student Union at WU (**ÖH WU**) / **EBN Office**
- Students Associations (e.g. AISEC)
- Sports Center

AD – Administration: Here you'll find the rector's office, conference halls etc.

TC – Teaching Center: Most of the courses are held in this building. The big lecture halls as the Audimax and most smaller lecture halls are located here.

D1 – D4: Departments 1–4: Here you'll find all the various Departments and Institutes of WU. (e.g. Department of Finance, Department of Marketing etc.).

Depending on the courses you take, lessons may also take place in the department buildings.

Also, special libraries are located in these buildings as the following:

D2: Library of Business Communication

D3: Library for Law

D4: Library for Social Sciences

EA: Executive Academy

LC: Library and Learning Center: Very important services are located here, such as:

- International Office (IO)
- Study Service Center (SSC) with Admissions Office etc.
- Library Center

The SB-Terminals, where you can validate your student ID, are also located in the LC.

Furthermore, you can find the Ceremonial Hall ("Festsaal").

Club rooms and computer rooms are also there.

You can also look for every building via
<https://campus.wu.ac.at/d>



How to get my “Meldezettel” (registration of residency):

The Meldezettel should be provided by your renter. If you booked a private accommodation your renter is supposed to hand it to you and sign it after you have filled it out.

Accommodation in a dorm: They will either give it to you when you pick up your keys, you can find it in your room or ask the reception for it.

After that you have to book an appointment at a registration office.

You can do that either via phone or on this website:

<https://www.wien.gv.at/meldetermin/internet/Startseite.aspx>

Here you can download the Meldezettel:

<https://www.oesterreich.gv.at/at.gv.brz.portalframe/oegvat/formsuche/portlet?>

This is our version in English to help you fill it out because it is only offered in German:





Meldezettel

Zutreffendes bitte ankreuzen !

Erläuterungen auf der Rückseite!

FAMILIENNAME (in Blockschrift), AKAD. GRAD (abgekürzt) Last name, academic degree				
VORNAME lt. Geburtsurkunde (bei Fremden laut Reisepass) First name(s)				
Familienname vor der ersten Eheschließung Birth name				
GEBURTSDATUM Date of birth	GESCHLECHT Gender	männlich <input type="checkbox"/> Male	weiblich <input type="checkbox"/> Female	RELIGIONSBEKENNTNIS Religious confession
GEBURTSORT lt. Reisedokument (bei österr. Staatsbürgern auch lt. Geburtsurkunde); Bundesland (Inland) und Staat (Ausland) Place of birth				
FAMILIENSTAND Family status <input type="checkbox"/> ledig <input type="checkbox"/> verheiratet <input type="checkbox"/> in eingetragener Partnerschaft lebend <input type="checkbox"/> geschieden <input type="checkbox"/> Ehe aufgehoben oder für nichtig erklärt <input type="checkbox"/> eingetragene Partnerschaft aufgelöst oder für nichtig erklärt <input type="checkbox"/> verwitwet <input type="checkbox"/> hinterbliebener eingetragener Partner Single/married/registered partnership/divorced/marriage canceled or invalidated				
STAATSANGEHÖRIGKEIT Registered partnership canceled or invalidated/widowed/surviving registered partner Citizenship Österreich <input type="checkbox"/> anderer Staat <input type="checkbox"/> ⇒ Name des Staates: Austria/other state => name of the state				
Angabe der ZMR-Zahl (soweit bekannt): Leave that one out				
REISEDOKUMENT bei Fremden Travel document (passport, id card, ...) write down which document you are using Art, z.B. Reisepass, Personalausweis: Nummer: Number Ausstellungsdatum: Date of issue ausstellende Behörde, Staat: Issuing authority, country				
ANMELDUNG der Unterkunft in ... Registration of the accommodation	Straße (Platz) bzw. Ort ohne Straßennamen Street		Haus Nr. House number	Stiege Entrance
	Postleitzahl Ortsgemeinde, Bundesland Postal code Just insert Vienna		Tür Nr. Door number	
Ist diese Unterkunft Hauptwohnsitz: ja <input type="checkbox"/> nein <input type="checkbox"/> Cross ja (yes)				
wenn nein, Hauptwohnsitz bleibt in ... Not necessary to fill those out	Straße (Platz) bzw. Ort ohne Straßennamen		Haus Nr.	Stiege
	Postleitzahl Ortsgemeinde, Bundesland		Tür Nr.	
Zuzug aus dem Ausland? nein <input type="checkbox"/> ja <input type="checkbox"/> ⇒ Angabe des Staates: Cross ja (yes) => State where you are from				
ABMELDUNG der Unterkunft in ... Not necessary to fill those out	Straße (Platz) bzw. Ort ohne Straßennamen		Haus Nr.	Stiege
	Postleitzahl Ortsgemeinde, Bundesland		Tür Nr.	
Sie verziehen ins Ausland? nein <input type="checkbox"/> ja <input type="checkbox"/> ⇒ Angabe des Staates:				
Im Falle einer Anmeldung: Unterkunftgeber (Name in Blockschrift, Datum und Unterschrift) Name of the accommodation Oead x, name of the landlord		Datum und Unterschrift des Meldepflichtigen (Bestätigung der Richtigkeit der Meldedaten) Date and signature		



How can I get my semester ticket?

Physical ticket (paper):

At Praterstern Wiener Linien:

<https://www.google.com/maps/place/Info+%26+Tickets+Wiener+Linien/@48.2191335,16.3906242,15.5z/data=!4m9!1m2!2m1!1swiener+linien+praterstern!3m5!1s0x476d0705e8b81a61:0xdc9b60684b218d0a!8m2!3d48.2184589!4d16.3928193!15sChI3aWVuZXIgbGluaWVuIHByYXRlcjNOZXJzZGVybnlBEGNVcnBvcmlFOZV9vZmZpY2WaASRDaGREU1Votk1HOW5TMFZKUTBGbINVUXRhblZMWjNCQIJSQULgAQA>

You need to make sure to go to the office with your Meldezettel, a confirmation of inscription and a valid ID.

Digital ticket:

Via the app Wiener Linien:

Make sure to have the same address in the App as in your WU account (needs to be the one you live in in Vienna).

In case you need to change your address you can do that at the link below.

<https://bach.wu.ac.at/z/stud/oss/de/adressenaenderung>.



The ÖH WU (Students Union):

What are the tasks of the ÖH and how much is the ÖH fee?

The ÖH WU is an organization, which represents the rights of all students to all the relevant bodies and to provide services to those students. The members of the ÖH are all the students in Austria, as membership is compulsory. YOU are member of the ÖH as well!

By paying the so-called "ÖH fee" of EUR 22.70 upon admission, you become a member of ÖH. The fee helps ÖH providing service to the students and also gets you an accident and third party liability insurance.

Offers by the EBN:

What does the EBN card offer?

With the EBN card that you can order online and pick up at our office you will get a discount on our events and trips and profit from our partner network.

All of your benefits can be seen at:

<https://www.ebnwu.com/ebn-card>

Accommodations:

Check out "**The Social Hub**" to save up to 5% for stays over 4 months and up to 15% for short stays.

Check out "**Milestone**" to get a 15% discount on your rent as well as no processing and booking fees.

Going out:

Get 2 vouchers for free drinks and skip the line on Wednesdays at **LOCO**.

Collect your voucher for a free drink at **Travelshack** while picking up your EBN Card.

Activities:

Get a special discount and a free soft drink at the **English Cinema Haydn!**

You do not know the city yet? Take the chance to experience Vienna on a bus ride with **Big Bus Vienna!**

You enjoy bowling? Then check out **Kugeltanz** for a special discount on food, drinks and a pair of free bowling shoes!

Want to have one of the best views on Vienna from a rooftop bar? Then you need to visit **Jo&Joe!**

Food & Drinks:

Finn
Die Allee
City Lake
Burgers Bar
Library Café
Pizzeria Il Mercato
Brenner (Superbude)

Where can I find Information about the upcoming events?

Information about our events can be found on our EBN Website or on our Instagram Account: @ebnwu_vienna
https://www.instagram.com/ebnwu_vienna/

Website:

<https://www.ebnwu.com>

Additionally, we provide WhatsApp group chats, which you can join to get the latest news and connect with other exchangies.

Link to the WhatsApp groups:

<https://www.ebnwu.com/whatsappgroups>

Meet our team:

<https://www.ebnwu.com/meet-the-team>

Difference between the EBN and International Office:

The EBN is part of the internationals affairs office of the students council at WU (ÖH WU). We are a non profit organization and WU's official partner for the past 35 years. From trips to Kraków or Budapest, to events like pub quizzes, wine tastings and dancing courses, we organize it all!

Your buddies are here for you, if you need help with anything - or a friend to hang out with!

We're dedicated to make your trip exciting and worthwhile and form many great friendships!



The International Office:

What is the International Office and what are the tasks of it?

Internationalization is one of WU's main strategic priorities. The majority of WU students gain international experience through a stay abroad at one of our 240 partner universities, during an International Short Program or with an online exchange initiative.

The International Office reports to the Vice-Rector for Academic Programs and Student Affairs and is WU's central service unit for the coordination of international partnerships, networks, and programs.

Around 1,000 WU students complete an international experience abroad each year. Each year, just as many international students come to WU as incoming exchange students. The International Office is the first point of contact for these students. They advise and inform students about their stay abroad and about options to internationalize their studies at WU. Their goal is to enable all students to acquire a global mindset.

Mobility programs such as ERASMUS+ or CEEPUS are open to university faculty and staff. The International Office highly encourages the WU staff and faculty to spend time at a partner university in order to bring new impulses and innovation to WU.

WU gives its faculty and students access to a network of about 240 partner universities worldwide. The International Office is responsible for developing and supervising these international partnerships.

WU is member of the following associations: CEMS, PIM, GBSN, THEMIS, NEURUS.

Get to know the International Office:

<https://www.wu.ac.at/en/the-university/organizational-structure/service-units/international-office/get-to-know-wu-vienna-and-the-international-office/>

The Tasks of the International Office:

<https://www.wu.ac.at/en/the-university/organizational-structure/service-units/international-office/tasks/>

Contact Details of the International Office:

<https://www.wu.ac.at/en/the-university/organizational-structure/service-units/international-office/team/>



Where to learn German?

Which possibilities do I have to learn German or other languages?

1. WU Business Languages Center

(Spanish, French, Italian, Russian, Chinese, Japanese, Portuguese, Turkish, Polish, Arabic)

2. Raiffeisen Sprachenlernzentrum

Provides books, software packages, movies, audios:

<https://www.wu.ac.at/en/blc/language-courses/>

3. Tandem program offered by WU

<https://www.wu.ac.at/en/lrc/tandem-learning>

What is the Tandem Program?

The Language Resource Center has been home to WU's Tandem Language Learning Program for 20 years. It enables students to teach and learn from one another. In a 'tandem' two students with different native languages and countries are matched together in order to teach and learn from one another

4. Language Café:

<https://www.wu.ac.at/en/lrc/language-learning/language-cafe/>

Language Cafés take place every month: October 17, November 8, December 4 and January 16, from 5.30PM to 8:00PM



Further Information:

Further information useful for your exchange semester can be found in WU's incoming handbook, the incoming website and the wu's factsheet for 2022-2023 Incoming Handbook:

https://www.wu.ac.at/fileadmin/wu/s/io/DOWNLOADCENTER/Incomings/Your_semester_from_start_to_finish/WU_Incoming_Handbook/Incoming_Handbook_SS23.pdf

Incoming Website:

<https://www.wu.ac.at/en/programs/incoming-students/>

WU's Factsheet for 2023-2024:

https://www.wu.ac.at/fileadmin/wu/s/io/DOWNLOADCENTER/Allgemeine_Infoseiten/WU_Informationen/WU_Factsheet_2223.pdf

Course catalogue for Incomings:

<https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/academics/course-catalog/filter/81176/0/0/0//>

Conditions of Travel and Payment from the EBN are on the next page.
Cancellations under ebn@oeh-wu.at.

What should I do in a case of an emergency?

Emergency numbers:

European Emergency Call:

112

Fire Brigade:

122

Police:

133

Ambulance:

144

Stand by duty of the medical profession:

141

Covid and Health issue:

1450



Conditions of Travel and Payment

The following terms and conditions are valid between the Austrian Students Union (ÖH WU) at the Vienna University of Economics and Business Administration, named as “WE” and the participant, named as “YOU” and “PARTICIPANT”. The terms and conditions are valid from 01.02.2023.

Neither we nor the organizer of the trip / event in person are in any way liable for accidents or other damage occurred during the trip / event and also not for any damage or punishable act caused by the participant. Every participant is responsible for him- / herself. Participation is at your own risk. We also exclude any liability concerning lost or stolen baggage and / or valuables. Furthermore, it's up to the participant to make sure he / she is adequately insured.

By signing the payment confirmation, you agree that we are allowed to use pictures / videos taken of the participant during the trip / event.

Every activity which includes transportation in the price is considered a trip. Every activity which doesn't include transportation in the price is considered an event.

Cancellation policy for online bookings on ebnwu.com:

In case of the cancellation of an **online booking on ebnwu.com**, EBN WU will be forced to charge cancellation fees in the following amounts:

- Up to 72 hours (3 days) before the start of the event 10% cancellation fees
- Within 72 hours (3 days) before the start of the event 100% cancellation fees

However, for trips, the following different cancellation fees and conditions apply:

- Up to 21 calendar days before the start of the trip.....10% cancellation fees (90% refund)
- Within 21 calendar days before the start of the trip.....100% cancellation fees (0% refund)

Exception: Ski trip to Zell am See:

- Up to 30 days before the start of the trip 10% cancellation fees (90% refund).
- Within 30 days before the start of the trip 100% cancellation fees (0% refund).

Zell am See Ski Trip: For cancellations and general concerns please write an email to zell@oeh-wu.at.

Other cancellations are only valid via the following e-mail address: ebn@oeh-wu.at



Exception:

You bring a person who is taking your spot and pays for it.....full refund

- In this case you must send us an email to ebn@oeh-wu.at with the full name, e-mail and phone number of the person taking your spot

No-show without cancellation.....no refund

Exception Zell am See:

- If you want to bring a person who is taking your spot it 's only possible 7 days before the trip starts.
 - In this case you must send us an email to ebn@oeh-wu.at with the full name, e-mail and phone number of the person taking your spot

Zell am See Ski Trip:

For cancellations and general concerns please write an email to zell@oeh-wu.at.

Other cancellations are only valid via the following e-mail address: ebn@oeh-wu.at

We can withdraw from the contract without delay if the participant lastingly disturbs the carrying out of the trip / event. All costs occurred due to the participant's dismissal are at the participant's own expense and there will be no refund. We can also withdraw from the contract if unforeseeable circumstances like natural phenomena, strikes or severe illness of the organizer force us to do so. Benefits not taken are non-refundable. Finally, we reserve the right to cancel bookings for full refund if the number of participants is too small.

Jurisdiction applied: Vienna

See you every week on Wednesday at
LOCO!

ERASMUS **KARAOKE**

START
7 PM

EVERY
WEDNESDAY **NIGHT**

AT LOCO
(STADTBAHNBÖGEN 172-174,
U6 NUSSDORFERSTRASSE)

COCKTAILS & LONGDRINKS



7 – 8 PM	€1,4
8 – 9 PM	€2,4
9 – 10 PM	€3,4
> 10 PM	€4,4

DRINKS

BEER	€3,0
SPRITZER	€3,0
SHOTS	€2,5
5 SHOTS	€10



0,7 BOTTLE STOLICHNAYA
+3 SOFT DRINKS €55



FOLLOW ON INSTAGRAM: ERASMUS_KARAOKE_NIGHT

