

#### CEU OSUN Student Mobility Fact Sheet

<b>OSUN Host Institution</b>	<b>Central European University (CEU)</b>
<b>Address</b>	Quellenstraße 51 1100 Wien, Austria
<b>Website</b>	<a href="https://www.ceu.edu">https://www.ceu.edu</a>

#### CEU Staff

<b>Academic Advising</b>	Alzbeta Klatova
<b>Email</b>	KlatovaA@ceu.edu
<b>CEU Undergraduate Admissions</b>	Ekaterina Pavlova
<b>Email</b>	undergradadmissions@ceu.edu
<b>CEU Graduate Admissions</b>	Zsuzsa Bukta
<b>Email</b>	BuktaZs@ceu.edu
<b>Address</b>	Quellenstraße 51 1100 Wien, Austria
<b>Website</b>	<a href="https://www.ceu.edu/unit/admissions">https://www.ceu.edu/unit/admissions</a>
<b>Language</b>	Courses are exclusively in English.

#### OSUN Student Mobility Support

<b>OSUN Student Mobility Manager</b>	Carmen Nicole Smith
<b>Email</b>	csmith@bard.edu
<b>OSUN Graduate Mobility Program Officer</b>	Ruth Verweijen
<b>Email</b>	VerweijenR@ceu.edu
<b>OSUN Student Mobility Application</b>	<a href="https://osun.terradotta.com/index.cfm?FuseAction=Abroad.Home">https://osun.terradotta.com/index.cfm?FuseAction=Abroad.Home</a>

#### Program Information

<b>Application Procedure</b>	Once you have completed the OSUN Student Mobility application and have been nominated for an OSUN Mobility exchange semester, CEU will invite you to sign-in and submit an application package through the online portal: <b>Online Application Platform</b> . If you have any questions related to the application, please contact: Ekaterina Pavlova (for undergraduate admissions) at <a href="mailto:undergradadmissions@ceu.edu">undergradadmissions@ceu.edu</a> Zsuzsa Bukta (for graduate admissions) at <a href="mailto:BuktaZs@ceu.edu">BuktaZs@ceu.edu</a> . The deadline for applications is October 30 <sup>th</sup> for the winter and spring terms, and April 30 <sup>th</sup> for fall.
<b>Institution Application Requirements</b>	Application form Confirmation of English Language Proficiency A proposed study plan or list of courses you plan to take at CEU. Statement of purpose/motivation letter explaining your interest in CEU. CV Transcripts of your current degree studies as a PDF. Certificate of enrollment from home institution
<b>Acceptance to CEU</b>	Upon acceptance, CEU will issue an acceptance letter or a letter of invitation.
<b>Orientation Meeting</b>	Accepted student committed to attending CEU must participate in an OSUN Zoom orientation.
<b>Course Enrollment</b>	Students should complete the OSUN Student Mobility Learning Agreement and have approval from their home institution for their planned courses.
<b>Course Registration</b>	CEU uses an information system called e:Vision. Course registration, grading and applying for a degree are all computerized and students are responsible for conducting all necessary procedures in connection with registration. This system also integrates many of the administrative functions students have to deal with during

	their stay at CEU. The e:Vision provides on-line information about courses, grades, and class schedules.
<b>Registration Dates</b>	Registration for courses usually occurs the week before the term begins.
<b>Semester Dates</b>	Fall Term: September – December Winter Term: January – April Spring Term: April - June
<b>Undergraduate Course Load</b>	Students should follow the minimum requirement for full-time status according to their home university and should not take less than 12 credits per semester or exceed 16 credits per semester.
<b>Graduate Course Load</b>	Students should follow the minimum requirement for full-time status according to their home university and should not less than 12 credits per semester or exceed 16 credits per semester.
<b>Historic Course Catalog</b>	<a href="https://courses.ceu.edu/search/course">https://courses.ceu.edu/search/course</a>
<b>Method of Instruction</b>	The class format is based on lectures, readings, class participation and self-study. Students are expected to attend all lectures, to complete all course-related assignments and readings, and to sit exams and or submit a final paper in order to receive a course grade.
<b>Credits</b>	CEU uses US credits for its US-accredited programs and ECTS credits for its programs accredited in Europe.

#### Accommodations

<b>Housing</b>	Undergraduate OSUN Exchange students will have accommodations in shared apartment style housing arranged by CEU. <a href="https://www.ceu.edu/info-arriving-students/accommodation">https://www.ceu.edu/info-arriving-students/accommodation</a> Graduate students are encouraged to make their own arrangements but are welcome to contact Student Services, <a href="mailto:viennastudenthousing@ceu.edu">viennastudenthousing@ceu.edu</a> , if they would like assistance finding accommodations.
<b>Student Orientation</b>	Welcome week for international students is the first two week of the fall term. Information sessions are arranged for the winter and spring terms. Non-degree students must be onboarded <a href="https://www.ceu.edu/info-arriving-students/onboarding">https://www.ceu.edu/info-arriving-students/onboarding</a> .
<b>Airport Transport</b>	Students arrange their own transportation from the airport to CEU. More information can be found here: <a href="https://www.ceu.edu/info-prospective-students/arrival">https://www.ceu.edu/info-prospective-students/arrival</a>
<b>Cost of Living</b>	Estimated to be around 500 Euros per month (rent excluded).
<b>Monthly Transportation Ticket</b>	51.00 Euros
<b>Health Insurance</b>	OSUN will purchase GeoBlue international health insurance for OSUN mobility students.
<b>Disability Accommodation</b>	<a href="https://documents.ceu.edu/documents/g-2009-2">https://documents.ceu.edu/documents/g-2009-2</a>

#### VISA Information

<b>VISA</b>	To study for a more than 90 days in Austria, students need to apply for an Austrian Student Visa (long-term) D visa. This visa is valid for up to six months. If you want to work during your studies you must apply for a special C or D student visa that allows you to get a work permit. Without this visa, students from third-countries can't work during the course of their studies.  If you have received a visa that lets you work you can work from 10 to up to 20 hours a week depending on your visa regulations. Keep in mind that your employer must apply for your work permit at the Public Employment Service (AMS).
<b>Austrian Visa Requirements</b>	<ul style="list-style-type: none"> <li>• Valid Passport. You have to make sure your passport has two empty pages and that it was issued sometime during the last decade and it won't expire during your stay.</li> <li>• Visa Application Form. You have to print out the visa application form and fill it. Make sure it's filled in with all the correct information and signed.</li> <li>• Proof of valid insurance (OSUN can provide a letter from GeoBlue)</li> </ul>

	<ul style="list-style-type: none"> <li>• Identity Pictures. You must include recent identity pictures with your application. Please make sure to follow the Schengen visa pictures guideline.</li> <li>• You have to include proof of your accommodation. This could be either proof that you are situated within campus housing, student dorm, or you've secured a rent agreement.</li> <li>• Itinerary for your travel. This includes the correct flight dates, flight number, and departure date.</li> <li>• Financial Means. You have to prove that you are capable of financing yourself during your stay for the duration of your study program. For OSUN students, this could be a grant award letter.</li> <li>• Proof of admission. You must provide a letter of confirmation from CEU that proves your status as a student.</li> <li>• Proof of paid tuition exchange included in the OSUN grant award letter.</li> <li>• University records from your previous universities (if applicable). If you've previously attended a University you must also provide a copy of those records.</li> </ul>
<b>Steps to Apply</b>	<p>You need to schedule an appointment to submit your application. Visas are issued by a representative authority within your country, it could be either an embassy or consulate. Once you identify your local office make an appointment, then you can submit your application. Make sure all the required documents are in order before you submit your application. Your documents need to either in English or in German and if required they need to be legalized; check with your local representative authority beforehand. An Austrian student visa is usually processed sometime between 2 and 4 weeks. Make sure you've provided up-to-date contact information as the embassy will let you know when your visa is ready.</p>
<b>Residence Registration</b>	<p>Address registration is important for all who settle down in Vienna. You have to register your address within three working days with a registration slip (Meldezettel). Upon your arrival, you will receive a signed address registration slip from your housing provider. On this slip, you have to fill in the details in the section called "Anmeldung" and submit the form to any municipal office (Meldeservicestelle) in person or via email.</p> <p>Additional information can be found here: <a href="https://www.ceu.edu/info-arriving-students/accommodation">https://www.ceu.edu/info-arriving-students/accommodation</a></p>

**Additional Information**

<b>About Vienna</b>	<a href="https://www.wien.info/en">https://www.wien.info/en</a>
<b>About Austria</b>	<a href="https://www.austria.info/en">https://www.austria.info/en</a>