



International Student Guide Academic Year 2024/25

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International Office

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I. Studying at the St. Pölten UAS

1. The St. Pölten UAS

Situated 60 km to the west of Vienna in Austria's oldest baroque town, the St. Pölten University of Applied Sciences (St. Pölten UAS) was founded in 1996. It is an expanding institution of higher education with more almost 4,000 enrolled students.



Campus St. Pölten – Copyright: Peter Rauchecker

Further information about the St. Pölten UAS can be found [here](#).

1.1. Institutional Data

Official name:	Fachhochschule St. Pölten/ St. Pölten University of Applied Sciences
Address:	Campus-Platz 1 3100 St. Pölten, Austria
Website:	www.fhstp.ac.at , http://english.fhstp.ac.at
Facebook:	www.facebook.com/fhstp
Incomings Group Facebook:	https://www.facebook.com/groups/284609344927328/
Twitter:	http://twitter.com/FH_StPoelten
Youtube:	www.youtube.com/fhstpoeelten
Instagram:	https://www.instagram.com/fhstp/?hl=de
ESN Group Instagram:	https://www.instagram.com/esn_fhstp/?hl=de
Head of Institution:	FH-Prof. Dipl.-Ing. Dr. Alois Frotschnig Chairperson of the Board tel: +43 2742 313 228-601
Legal representatives:	FH-Prof. Dipl.-Ing. Hannes Raffaseder Chief Research and Innovation Officer (CRO and CINO) tel: +43 2742 313 228-616 FH-Prof. Dipl.-Ing. Johann Haag Chief Operation Officer (COO) tel: +43 2742 313 228-631

1.2. International Office

The International Office is your first point of contact for everything pertaining to questions of living and studying in Austria as an international degree-seeking student.

The team of the International Office offers support and advice for students, lecturers, staff and researchers in all matters relating to internationalisation. It is responsible for the implementation and realisation of international activities.

1.3. Programme Administrators

Department of Digital Business & Innovation	
Management & Digital Business (BA)	Nina Brandstätter
Marketing und Communication (BA)	Sabine Zwedorn
Digital Marketing und Communication (MA)	Melanie Eder
Digital Media Management (MA)	Melanie Eder
Economic & Financial Communications (MA)	Melanie Eder
Department of Media & Digital Technologies	
Creative Computing (BSc)	Anna Lettner-Seisl
Digital Healthcare (MSc)	Sabine Stangl
Media Technology (BSc)	Anna Kaufmann
Media Management (BA)	Viktoria Braun
Smart Engineering of Production Technologies and Processes (BSc)	Petra Kammerer
Digital Media Production (Dipl.-Ing.)	Claudia Kern
Interactive Technologies (Dipl.-Ing.)	Claudia Kern

Department of Computer Science & Security	
Data Science and Business Analytics (BSc)	Bettina Mainusch
IT Security (BSc)	Barbara Kriegner
Research and Innovation in Computer Science, Dual (MSc)	Barbara Friedl
Cyber Security and Resilience, Dual (MSc)	Stefanie Stamminger
Data Intelligence* (Dipl.-Ing.)	Bettina Mainusch
Information Security (Dipl.-Ing.)	Stefanie Stamminger
Department of Rail Technology & Mobility	
Rail Technology and Mobility (BSc)	Silvia Urban
Rail Technology and Management of Railway Systems (Dipl.-Ing.)	Silvia Urban
Department of Health Sciences	
Dietetics (BSc)	Özlem Cimen-Huber/ Daniela Hellein
Healthcare and Nursing (BSc)	Zwedorn Sabine
Physiotherapy (BSc)	Klaudia Jahodinsky
Department of Social Sciences	
Social Work (BA)	Carina Stadler/ Sandra Sturzeis
Social Work (MA)	Sylvia Lessiak
Social Pedagogy (BA)	Erika Pany

You can find the programme administrators' contact information [here](#).

1.4. Academic Calendar

The academic year is divided into two semesters, a winter semester and a summer semester. At the beginning of the semester, new international degree-seeking students are invited to participate in the St. Pölten UAS' Orientation Days for International Students. Information will be sent out in good time before the start of the Orientation Days.

The winter semester starts in of September and ends at the end of January / in the beginning of February. The summer semester starts in February and ends at the end of June / July.

More information may be found [here](#).

2. Studying

The St. Pölten UAS runs bachelor and master degree programmes and a number of further education programmes in the fields of [Media](#), [Digital Technologies](#), [Communications](#), [Management](#), [Computer Science](#), [Security](#), [Mobility Engineering](#), [Health](#), and [Social Sciences](#).

2.1. Bachelor and Master Degree Programmes

You want to find out more about the St. Pölten UAS' programmes at bachelor level? Click [here](#) to access the list of all bachelor degree programmes offered.

You want to find out more about the St. Pölten UAS' programmes at master level? Click [here](#) to access the list of all master degree programmes offered.

Access to classes taught in study programmes of the St. Pölten UAS might be restricted for incoming exchange students. You are unsure whether selecting a class for your exchange semester in St. Pölten is possible? Write an e-mail to incomingstudents@fhstp.ac.at to find out.

2.2. Degree Programmes Offered in English

Bachelor

Media & Digital Technologies

- [Creative Computing \(Bachelor of Science in Engineering, BSc\)](#)

Master

Computer Science & Security

- [Digital Innovation and Research \(MSc\)](#)
- [Cyber Security and Resilience \(MSc\)](#)

The rest of our degree programmes require fluency in German (B2).

2.3. Qualification Awarded

DEGREES	DURATION OF STUDY
Bachelor of Arts in Business (BA)	6 semesters
Master of Arts in Business (MA)	4 semesters
Bachelor of Arts in Social Sciences (BA)	6 semesters
Master of Arts in Social Sciences (MA)	4 semesters
Bachelor of Science in Health Studies (BSc)	6 semesters
Bachelor of Science in Engineering (BSc)	6 semesters
Master of Science (MSc)	4 semesters
Diplom-Ingenieur/Diplom-Ingenieurin (Dipl.-Ing or DI) or Master of Science in Engineering (MSc)	4 semesters

2.4. Tuition Fees

The tuition fee for bachelor and master degree programmes currently amounts to EUR 363.36 per semester + the Austrian Students' Union (ÖH) fee. The tuition fee must be paid with the signing of the educational contract.

For students from third countries with a student residence permit (who are not citizens of the EEA countries Norway, Iceland, Liechtenstein or Switzerland), the tuition fee amounts to EUR 1,500 per semester plus the Austrian Students' Union fee.

In addition to the tuition fee, a student contribution ("ÖH-Beitrag": currently EUR 24.70) is collected by the St. Pölten UAS on behalf of the Austrian Students' Union (ÖH). Upon payment of the students' union fee, you become a member of the ÖH (with active and passive voting rights) and automatically take out accident and liability insurance.

For more information about tuition fees and costs of studying, go to our [website](#).

2.5. Application

To apply to the St. Pölten University of Applied Sciences, please follow the steps outlined on our [website](#). Please make sure to obtain information on application deadlines as indicated in the blue box on the web page of your selected study programme as soon as possible.

For any questions about the application process, please contact the Campus and Study Centre at csc@fhstp.ac.at.

2.6. Grants and Scholarships

For information on grants and scholarships for your stay in Austria go to the [Austrian Scholarship Database](#) of the Austrian Exchange Service (OeAD) or visit our [website](#).

International degree-seeking students with higher tuition Fees (Third-Country Nationals) of the study programmes Creative Computing, Cyber Security and Resilience, and Digital Innovation and Research can apply for a merit-based tuition fee waiver for exceptional academic performance.

For detailed information, please go to our [website](#) or contact your study programme administrator.

3. Arrival, Onboarding and Enrolment

3.1. How to Find Us

Click [here](#) to find out where the Campus is located and how to find us. Access our navigation guide to find your way around the Campus St. Pölten.

3.2. Orientation Days for International Students

Each semester starts with 'Orientation Days' at the degree programme you are enrolled in and in addition there are further onboarding activities for international students planned by the Office for International Relations. All international students are recommended to attend the Orientation Days to help them get started in Austria.

3.3. Enrolment

You will receive information on your enrolment date in due time before the start of your studies. After you have successfully completed your enrolment, you can download your proof of enrolment in the [CIS](#).

3.4. Timetable

Your personal timetable can be found in [Campus Information System \(CIS\)](#). Your login data will be sent to you via e-mail as soon as you are admitted to study at the St. Pölten University of Applied Sciences.

3.5. Online Introductory Course

As soon as you receive your login data, you are obliged to autonomously complete an online [Introductory Course](#) on eCampus to obtain essential information on studying at the St. Pölten UAS.

3.6. Student ID Card

The student ID card (= Campus Card) can be used as a copy and print card. We also recommend you use your Campus Card to take advantage of reduced student prices for many attractions in Austria, like cinema and theatre tickets, sports club membership, entrance to museums etc.

In case you lose your Campus Card, you need to pay € 10 in the Campus Service Centre to get a new one. If you break the card, the first replacement is for free as a gesture of goodwill, the second replacement costs € 10.

4. Examination Regulations

4.1. Examination Regulations

You can find the Examination Regulations in Part 2 (Study Law) of the Statute of the St. Pölten UAS in the [download centre](#) on the website.

Examinations may take various forms: formal written or oral examinations, assessment of course papers, a combination of the two, or other means such as presentations during seminars.

4.2. Exam Period

The exam period for most degree programmes is in the last week of each term (end of January/early February in the winter semester, end of June/early July in the summer semester) and in the first week of each term before teaching starts (mid/end of February for the winter semester, mid/end of September for the summer semester). Occasionally exams are held earlier.

If a course is blocked, exams are usually held right after the block. Exam dates are announced by the lecturers at the beginning of the semester.

4.3. Re-sits

If a student fails an exam, he or she can re-sit the exam. If this is also failed, the student is examined by an especially appointed board of professors (= kommissionelle Prüfung). If this oral exam is not passed, the student has to leave the university.

4.4. Compulsory Attendance

Attendance in all classes (lectures, seminars, labs, etc.) is compulsory. If you are absent too often, you cannot receive a positive grade or even a 'successfully completed'.

5. Extracurricular Activities

5.1. Campus Sports

To register for campus sports courses, go to the [CIS](#) -> My CIS -> My registrations. Click [here](#) to access the current sports programme.

For any questions, please contact astsport@fhstp.ac.at.

5.2. Campus Media

St. Pölten UAS has its own television, print media and radio channels.

Click [here](#) to find out more.

5.3. Language and Cultural Programme for International Students

- German 1, 3 ECTS credits
For learners without previous knowledge of German
- German 2, 3 ECTS credits
For learners with some knowledge of German on the first [basic user level of CEFR](#)

Placement tests and consultation for learners [of all levels](#) at the beginning of the semester.

- Scouting Austrian Culture, 3 ECTS credits – **in English**
Workshop sessions on Austrian culture including excursions

There is no charge for attendance. To register, write an e-mail to incomingstudents@fhstp.ac.at in good time before the semester start.

5.4. Optional Subjects:

To register for a voluntary subject, go to [CIS](#) > 'My CIS' > 'My registrations' and register online. Some optional subjects have an attendance fee of up to EUR 50.00, while others are free of charge.

6. Student Associations

6.1. Austrian Students' Union (ÖH) St. Pölten

All students at the St. Pölten University of Applied Sciences are members of the Austrian Students' Union (ÖH).

Click [here](#) to find out more about the St. Pölten section of the ÖH. To contact the ÖH St. Pölten representatives for Internationalisation, write an e-mail to intref.oeh@fhstp.ac.at.

In addition, the Department for Foreign Students of the national ÖH offers free counselling for all those who are already studying at an Austrian university or would like to start studying here. For more information, click [here](#).

6.2. Erasmus Student Network (ESN) St. Pölten

The [Erasmus Student Network St. Pölten \(ESN\)](#) is a subsection of ESN International– the biggest student association in Europe. All international degree-seeking students in their first semester at the St. Pölten UAS may become a member without having to pay a membership fee.

The ESN St. Pölten carries out a variety of activities with the international students, e.g. a welcome party, picnics, international dinner, trips to Vienna and other Austrian places, etc. These activities are partially sponsored by the university and the cost of taking part is therefore usually affordable.

More information about the activities of the ESN in Austria can be found [here](#).

6.3. Peers4You

Peers4You consists of an interdisciplinary group of students who made it their task to support other students. They are there for you and lend a helping hand in case of difficulties.

Click [here](#) for more information.

7. Facilities

In the autumn of 2021, the St. Pölten UAS opened its new Campus building which features even more well-equipped new seminar rooms, modern studios and labs, self-learning zones, the Learning Café, and a large library with studying booths.

Click [here](#) to take a look at the new Campus St. Pölten.



Main Hall – Copyright Peter Rauchecker

7.1. Computer Services and E-Mail

The St. Pölten University of Applied Sciences has several computer rooms equipped with up-to-date technology. Students can use the computers in the computer rooms when no lectures are held. During weekends and on holidays students can enter the computer rooms with their student ID card 24/7.

You will receive your own e-mail account at the St. Pölten Universities of Applied Sciences and you can also use the internet. Please be aware that you are obliged to check your e-mails regularly during your entire stay at the St. Pölten University of Applied Sciences, as you will receive most important information by e-mail.

St. Pölten University of Applied Sciences has an e-learning platform called '[eCampus](#)'. Students are asked to carefully read the [eCampus Manual](#) to familiarise themselves with the St. Pölten UAS' e-learning platform.

The [Campus Information System \(CIS\)](#) is used for administrative matters such as correcting their student data, accessing grades, or checking their timetable. Students are asked to familiarise themselves with the [CIS Guide](#) at the beginning of the semester.

WIFI is available all over the campus. You can find the [WIFI Guide](#) in the CIS.

Students receive a username and an initial password before the semester start. As soon as they have changed their initial password, they can use the same login data for their e-mail, the CIS, eCampus, the computer rooms, and the WIFI.

7.2. Copy Machines and Printers

The student ID card can be used as a copy & print card, in the student cafeteria and in the library. Your student ID card gives you access to the university building 24/7, to the laboratories (only for authorised persons) and the computer rooms.

Students are advised to consult the following manuals before using the copy machines and the printers:

- [Printer Installation Guide](#)
- [Brief Instructions for Copying and Printing Devices](#)
- [Print Guide](#)

7.3. Canteen

A meal costs at the canteen costs about €6.00 – €8.00. You can access the weekly meal plan and the canteen opening hours [here](#).

7.4. Campus and Study Center

The Campus and Study Center (CSC) is in the main hall of building B. The CSC is responsible for general queries. You may find the opening hours and a list of their services [here](#).

7.5. Gender and Diversity Management

Students are asked to inform their study programme administrator in advance about any special needs so that appropriate measurements can be taken.

The university building is equipped with lifts so that people with impaired mobility can access all floors and classrooms without any problems. All entrances of the building are also easily accessible.

7.6. Alumni and Career Center

The St. Pölten UAS' [Alumni & Career Center](#) offers advice and guidance for all students and alumni concerning matters such as the application process, career start and business foundation.

Enrolled students can find vacancies on the [job platform](#) of the Alumni and Career Center.

7.7. Library

With a current stock of over 50,000 items, the library offers specialised resources to students of all study programmes taught at the St. Pölten UAS.

Click [here](#) to learn more about the library and access the opening hours.



Campus Library – Copyright Peter Raucher

II. Living and Studying in Austria

1. All You Need to Know About Studying in Austria

The following institutions provide detailed information for international students who plan to study in Austria:

- [Austria's Agency for Internationalisation -- OeAD](#)
- [ABA – Work in Austria](#)
- [Austrian Federal Ministry](#)

ABA – Work in Austria also provides information for students planning to combine studying and working or wishing to stay in Lower Austria after graduation at their [Work in Lower Austria website](#).

1.1. Austrian Grading Scheme

The Austrian education system has five grades.

Austrian Grading Scale

1 = Sehr gut/Very good
2 = Gut/Good
3 = Befriedigend/Satisfactory
4 = Genügend/Sufficient
5 = Nicht genügend/Not sufficient, Fail

met = Successfully completed
oet = Not completed

If you participate in a course regularly but do **not** fulfil the course requirements, you can only be awarded the grade 5 (Fail) or “Ohne Erfolg teilgenommen”/Not completed. Please note that in this case your home university will not give you credits for this course.

Usually, 50% of available points have to be obtained to pass an exam, but professors can set the limits according to their own requirements.

1.2. ECTS Credits

The European Commission has developed the [European Credit Transfer and Accumulation System' \(ECTS\)](#) for students who want to study abroad without ‘losing time’ in completing their degree. ECTS credits are used to compare learning achievements of different courses in European countries.

In ECTS credits, a year of study is represented by 60 credits and six months by 30 credits. These credits are allocated to course units depending on the workload required to complete them. Credits are awarded only if a course has been completed and all examinations have been passed.

2. Accommodation

The Office for International Relations of the St. Pölten University of Applied Sciences gives international students support in finding a room, flat or shared flat in St. Pölten if desired. Students may also look for a flat or a shared flat independently. However, the St. Pölten University of Applied Sciences cannot guarantee accommodation for students.

There are three student dorms near-the St. Pölten UAS: [Campus Domus](#), [Wihast](#) and [Campus Villa](#).

2.1. Application for Accommodation in a Student Dorm

St. Pölten has three student dorms 'Campus Domus', 'Wihast' and 'Campus Villa'. If you wish to live in one of the student dorms, please let the St. Pölten UAS' International Office know as soon as possible (judith.duernberger@fhstp.ac.at) or contact the student home administration directly.

After receiving your e-mail, the International Office will inform you by e-mail what to do to get the room in the student dorm. Please follow the instructions in this e-mail carefully. It is important that you stick to all the deadlines and that you transfer the security deposit in time. Otherwise, the room will be given to another student on the waiting list.

It is important to plan your arrival carefully and organise how to get your keys in good time before your arrival in St. Pölten.

'Campus Domus'	'Wihast'	'Campus Villa'
Domus GmbH Herzogenburger Straße 69 3100 St. Pölten, Austria	Wihast Studentenwohnhaus Herzogenburger Straße 36 3100 St. Pölten, Austria	Campus Villa St. Pölten Mühlweg 16 3100 St. Pölten, Austria
Contact:		
Ms Gisela Travnicek/ Ms Marion Praskac, tel. +43 (2742) 90 500 E: anmeldung@campus-domus.at I: www.campus-domus.at	Ms Bettina Schütz tel. +43 (2622) 88 408-199 E: heimstp@wihast.at I: www.wihast.at/en/home/	Ms Barbara Krakowczyk Living City GmbH Mühlweg 16 3100 St. Pölten, Austria tel. +43 (2742) 377 32 mobile: +43 (664) 255 8001 E: office@livingcity.at I: www.livingcity.at/campusvilla
Office hours:		
Mon-Thur: 8:00 – 12:00 14:00 – 16:00 Fri: 8:00 – 12:00 The office is closed on weekends.	<u>Phone hours:</u> Mon – Fri: 8:00 – 13:00 The office is closed on weekends.	Contact Ms Krakowczyk to make an appointment if necessary. Phone hours: 09:00 – 13:00
Distance from university:		
5 minutes by foot	5 minutes by foot	1 minute by foot
Rooms:		
3 students share 1 flat consisting of 3 single rooms, 1 shared	2 students share 1 flat consisting of 2 single rooms 1 shared kitchen and	8 single rooms 2 single rooms with a double bed

<p>kitchen, 1 shared bathroom, 1 shared toilet and anteroom.</p> <p>All rooms are equipped with cable TV access and internet access.</p> <p>Included:</p> <ul style="list-style-type: none"> ■ Bicycles storage ■ Sports area ■ Ping-pong table ■ Laundry <p>Extras:</p> <ul style="list-style-type: none"> ■ Parking place / garage 	<p>dining corner, 1 shared bathroom, 1 shared toilet.</p> <p>All rooms are equipped with cable TV access and internet access.</p> <p>Included:</p> <ul style="list-style-type: none"> ■ Common room ■ Gym ■ Table tennis ■ Bicycle storage <p>Extras:</p> <ul style="list-style-type: none"> ■ Laundry ■ Garage 	<p>4 double rooms</p> <ul style="list-style-type: none"> ■ Fully equipped kitchen: fridge, freezer, microwave, dishwasher, coffee machine, dishes incl. cutlery ■ Balcony on both floors, big park ■ All rooms are equipped with cable TV and internet access. ■ Panoramic lift ■ Caretaker on site <p>Extras:</p> <ul style="list-style-type: none"> ■ Finnish sauna (with pre-payment meter) ■ Washing machine and dryer (with pre-payment meter) ■ Parking place (€30 per month); garage parking place (€90 per month)
<p>The following items are NOT included in the price:</p>		
Blankets, pillows, bedclothes, dishes	Blankets, pillows, bedclothes, dishes	Blankets, pillows, bedclothes
<p>Price per room per month:</p>		
<p>Single room: €350</p> <p>plus one-off safety deposit: €750 (rent for 2 months + € 50 processing fee)</p> <p>lump sum for cleaning: €120 (to be paid at the end of your stay)</p>	<p>Single room: €396</p> <p>Two-bed room: €324</p> <p>plus one-off safety deposit: € 300</p> <p>lump sum for cleaning of the room €80</p>	<p>Single room: €450</p> <p>Double room: €370</p> <p>min. rental period of 10 months</p> <p>plus one-off safety deposit: €600</p>
<p>Additional information:</p>		
<p>Campus DOMUS offers key lockers if you arrive outside the opening hours. Please contact the student home administration in case you want to make use of the key deposits to receive more information.</p>	<p>WIHAST offers key lockers if you arrive outside the opening hours. Please contact the student home administration in case you want to make use of the key deposits, you receive a code to enter the lockers.</p>	

2.2. Bed Sheets

If you are staying in the student dorms, you will have to buy your own bedsheets. There are many shops around St. Pölten where bedding, as well as any furniture or decorations you may need, can be bought (e.g. Möbelix, Mömax, XXXLutz, Jysk, Ikea Kompakt).

2.3. Private Accommodation

Many students live in private rooms and shared flats, which often appear on the market at short notice. Vacancies and flatshare offers are posted on the notice boards on the campus of the St. Pölten UAS and on eCampus > click on the button 'Schwarzes Brett' on the left and then 'Wohnen').

You may also use private search platforms to find additional housing possibilities:

- <https://www.studenteninserate.at/rc/16-zimmer/26-niederoesterreich/43-st-poelten>
- <https://www.wg-gesucht.de/wg-zimmer-in-St-Poelten.517.0.1.0.html>

Many students also live in Vienna as the train ride between Vienna and St. Pölten is about 30 minutes. Still, we advise international students to search for housing possibilities in St. Pölten – especially if they are coming from countries outside of the EU.

3. Insurance

We strongly advise you to take care of insurance issues before their arrival in Austria.

3.1. Health Insurance

Austria has an excellent health-care system. If you are staying in Austria for less than one year, you should find out if there is an agreement between your home country and Austria regarding health insurance.

Between most EU countries, there is a reciprocal health insurance system. You need to bring your [European Health Insurance Card \(EHIC\)](#) from your national health insurance provider in your home country before coming to St. Pölten to ensure that you can be treated in Austria in the event of illness without having to pay for it.

If you are not covered by such a health insurance agreement, you will need a medical insurance policy from your home country covering the time of your stay in Austria. The insurance policy must be arranged before your arrival in Austria.

People who need a visa or residence permit for entry to Austria have to provide proof of health insurance when applying for the visa or residence permit.

For more information, please see the website of the [Austrian Exchange Service \(ÖAD\)](#).

In Austria, there are doctors that have contracts with, and are paid directly from national health insurance providers. There are also doctors that do not have such contracts ("Wahlarzt"), and will require payment from the patient. To be sure if your health insurance covers your doctor appointment, always make sure to ask beforehand.

3.2. Accident and Liability Insurance

All students at the St. Pölten UAS are members of the Austrian Students' Union (ÖH). At the beginning of the semester each student has to pay a membership fee of € 24.70 per semester (membership fee + insurance). This also applies to incoming students. The insurance payment is forwarded to the insurance company 'Allianz Elementar Versicherungs AG' and provides an accident and liability insurance for the students.

Insurance is provided for all accidents and liability issues in causal relation to the education (e.g. accidents in classrooms, during project weeks, work placements, on the way to or from the university, etc.). Accidents and liability matters in the private environment are not covered by this insurance.

For more information go to the [website](#) of the Austrian Students' Union (ÖH).

4. Entry and Residence Requirements

We recommend you to familiarise yourself with the entry and residence requirements in Austria in good time before you come to Austria.

Click [here](#) to find out which visa or residence title you need.

We also recommend students to visit the website of the Austrian embassy in their home country to find out which residence entry and residence requirements apply to them.

4.1. Registration of Residence ('Meldezettel')

Every student is obliged to inform the Austrian authorities within 3 days of moving to Austria / moving to a new accommodation. For the registration of residence, you have to fill in the so-called 'Meldezettel' ([download here](#)). The Meldezettel must be duly signed by your student home or your landlord/landlady and submitted to:

Meldeamt St. Pölten, Rathaus

Rathausplatz 1, 3100 St. Pölten
tel. + 43 (2742) 333-3023 -3024 or -3025
e-mail: meldeamt@st-poelten.gv.a

Office hours:

Mon, Wed, Thu:	7.30 – 16.00
Tue:	7.30 – 18.00
Fri:	7.30 – 13.00

Don't forget to bring your passport or ID-Card. You can request an information sheet with detailed instructions on how to register your residence in Austria at the International Office.

4.2. Information for Nationals of EU/EEA countries & Switzerland:

If you are a national of an EU/EEA country or Switzerland you need no visa and enjoy freedom of domicile. If you have sufficient financial means to finance your stay in Austria and a valid health insurance covering all the necessary costs, you only need a valid travel document (passport or identity card) for entry and residence in Austria.

If you are going to stay in Austria for more than 3 months, you have to register with the competent municipal authority (Magistrat) within 4 months of your stay (!) and you will receive a confirmation of registration/ 'Anmeldebescheinigung' (fee of €15).

Magistrat St. Pölten, Rathaus

Niederlassungs- und Aufenthaltsbehörde
Rathausplatz 1, 3100 St. Pölten

Office hours:

Mon – Fri: 8.00 – 12.00

Contact:

tel. +43 (2742) 333-2082, -2083 or -2084
e-mail: niederlassungsbehoerde@st-poelten.gv.at

For this registration, you must submit the following documents:

- filled in and signed [application form](#)
- valid identification card or passport,
- proof of health insurance covering your stay in Austria (e.g. European Health Insurance Card, insurance policy, student insurance, etc.),
- proof of sufficient financial means (e.g. deposit at an Austrian bank, traveller's cheques, bank statement, etc.):
- confirmation of admission to the St. Pölten University of Applied Sciences.

This registration is necessary in addition to the registration of residence ('Meldezettel'). You can request an information sheet with detailed instructions on how to register as an EU/EEA/Swiss citizen in Austria at the International Office.

4.3. Information for Nationals of Other Countries (Third Countries):

If you do not have EU/EEA or Swiss nationality, you will need to apply for a visa or a residence title for your semester in Austria.

4.4. Notice of Departure ('Abmeldung' Section in the 'Meldezettel')

Every student is obliged to inform the Austrian authorities of their departure. To give a notice of departure, you have to fill in the section 'Abmeldung' in the 'Meldezettel'. The notice of departure must be given within three days before or after you move out of your registered accommodation in Austria.

5. Living in St. Pölten

5.1. Cost of Living

LIVING COSTS PER MONTH	EUR
Student dorm (excl. safety deposit)	~ 400.00 (approx.)
Food (excluding luxuries and tobacco)	~ 350.00
Study and personal requirements, books, culture, recreation	~ 400.00
TOTAL	approx. 1,150.00

AVERAGE PRICES	EUR
Cinema	~ 10.00
Entrance to clubs	~ 10.00 – 15.00
Sandwich at a bakery	~ 4.50
Coffee, tea	~ 3.50
Beer (0.5 l)	~ 4.00
Meal in the canteen	~ 6.00 – 8.00

5.2. Medical Facilities

General practitioners in St. Pölten:

Dr. Elisabeth Hasenzagl
 Dr. Adolf-Schärf-Str. 9
 tel.: +43 676 / 622 15
 tel.: +43 (2742) 34 84 34-0
 I: <https://traisenpark.at/zfg/allgemeinmedizin/>

Dr. Anna Klima
 Herrengasse 1, Stiege 6
 Tel.: +43 2742 353 205
 e-mail: ordination@drklima.at
 I: <https://www.drklima.at/Startseite/>

Pharmacies:

Center Apotheke
 Daniel-Gran-Str. 13, Super City Center
 tel.: +43 (2742) 219 39
 fax: +43 (2742) 219 39-15
 I: <http://www.center-apotheke.at>
 e-mail: info@center-apotheke.at

Apotheke Traisenpark
 Mag. pharm. Erich Zöchling
 Dr.-Adolf-Schärf-Str. 5, Traisenpark
 tel. +43 (2742) 34 83 00-0
 fax: +43 (2742) 36 82 10
 I: <https://www.apotheke-traisenpark.at>

Pharmacies operate a rota system for night and Sunday duty. When a pharmacy is closed, a notice is displayed giving details of the nearest pharmacies that are open. You can also access information on current night and Sunday duties [here](#).

Hospital:

Landeskrankenhaus St. Pölten
 Propst-Führer-Str. 4
 tel.: +43 (2742) 9004-0
 fax: +43 (2742) 9004-65040
 I: www.stpoelten.lknoe.at
 e-mail: office@stpoelten.lknoe.at

Emergency telephone numbers:

Fire brigade:	122
Police:	133
Ambulance:	144
International Emergency Number:	112
Mountain rescue	140

5.3. Mental Health Support

- Austria has six Psychological Counseling Centers to help students start their university studies, assist them in their personal development and provide guidance for academic and personal challenges. The closest Psychological Counseling Center for students studying in St. Pölten is located in Vienna. Professional mental health support is provided for free by clinical psychologists and psychotherapists.

Click [here](#) for more information.

- At the St. Pölten UAS, trained student volunteers of Peers4You offer support to other students in difficult situations.

Click [here](#) for more information.

- The free hotline for mental health emergencies in Lower Austria is 142.

Click [here](#) for more information.

5.4. Banks and Credit Cards

Most Austrian banks are open from Monday to Friday.

To open a bank account in a bank in St. Pölten, you need the following documents:

- valid passport or identification card,
- your enrolment confirmation
- your 'Meldezettel'.

You can request an information sheet with detailed instructions on how to open a bank account in Austria at the International Office.

Most businesses in Austria accept all major international credit cards.

5.5. St. Pölten On Foot / By Bike:

St. Pölten is a rather small town, so the best way to get around is on foot or by bike. If you want to buy a bike, you can find several bike shops in the city centre and in the shopping centres (e.g. 'Traisenpark' and 'Super City Center'). For second-hand bikes, check www.willhaben.at. Bike rental is also available (€ 1.00 per hour/€ 8.00 for 24 hours, the first half hour is for free). There is a bike station right in front of the Fachhochschule. For further information see www.nextbike.at.

5.6. Post Offices

The post office which is situated closest to St. Pölten UAS is

Postfiliale 3100 St. Pölten
Bahnhofsplatz 1a
3100 St. Pölten

Stamps, as well as newspapers, can also be bought in a so-called 'Trafik' (tobacconist).

5.7. Information for Tourists

TOURIST INFORMATION OF THE CITY OF ST. PÖLTEN

Address:

Rathausplatz 1
3100 St. Pölten
tel.: +43 2742/ 333 5000
e-mail: tourismus@st-poelten.gv.at

Opening hours:

November to March:
■ Mon-Fri: 08:00-17:00

April to October:

■ Mon-Fri: 08:00-17:00
■ Sat: 09:00-17:00
■ Sun: 10:00-17:00

USEFUL LINKS:

Austria

www.austria.info

Lower Austria

www.lower-austria.info



Vienna Tourism

www.wien-tourismus.at