

Dear exchange students,

We are looking forward to welcoming you at the University of Innsbruck.

Here a few important details:

### **1. Registration at the “Meldeamt” of the City Innsbruck**

(within the first three workdays after your arrival)

Every citizen / student has to register at the Registration Office of Innsbruck. For this you should download the document “Meldezettel”. After you filled in the form you need to get a signature from your landlord or student home. Please take this document together with your passport to the following office:

Melde- und Einwohnerwesen, Passangelegenheiten

Maria-Theresien-Strasse 18 (Rathausgalerie)

1st Floor

Tel.: 0043 512 5260 1218

Download – Registration Document (Meldezettel)

[https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez\\_speicherbar.pdf](https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez_speicherbar.pdf)

### **2. Registration at the University of Innsbruck**

a.) You go to the University Admission Department (Studienabteilung) on the ground floor of the main building, Room 0105A (Monday – Friday 8.00-12.00 and Tuesday, Wednesday 13.30-15.30) with the Letter of Admission "Mitteilung" from Innsbruck University (which was sent to you by e-mail and postal mail).

b) You fill in the Meldungsblatt. You receive a pay-in slip for the compulsory Students Union membership of € 18. After that you receive an e-mail account with a user name and password for LFU:online (LFU is the abbreviation for Leopold-Franzens Universität).

<https://orawww.uibk.ac.at/public/lfuonline.home>

c) You are photographed for the student ID-card. You pay the membership using your cash card at one of the service points in the university buildings. You can also pay the

membership by using the pay slip. Once your student ID-card is activated you can print your "Studienbestätigung" (proof of registration) using LFU:online

### **3. German language courses**

The "Internationales Sprachenzentrum" (short: ISI) offers special German classes for our Incomings. "Joint Study-German as a foreign language" on different levels. Please have a look at the website and do not forget to register for courses.

[http://orawww.uibk.ac.at/public/isi.kurse?sem\\_id\\_in=13W&r\\_id\\_in=49584](http://orawww.uibk.ac.at/public/isi.kurse?sem_id_in=13W&r_id_in=49584)

The ISI offers the Study Buddy Partnership Agency free of charge to all course participants, students and employees at the University of Innsbruck. Please find more information on the following link:

<http://www.uibk.ac.at/isi/isi-zuckerl/sprachlernpartnerschaft/sprachlernpartnerschaft.html.en>

### **4. Getting around Innsbruck**

Students of the University of Innsbruck can purchase a ticket for the whole semester, using all busses and nightliner. The ticket costs Euro 124,90 and it is valid for 6 month.

For more details go to:

<http://www.ivb.at/en/ticketstarife/ibk-tickets/weitere-tickets/semester-ticket.html>

If you have any questions you can come to our office during our office hours or write an e-mail to: [Sandra.Scherl@uibk.ac.at](mailto:Sandra.Scherl@uibk.ac.at)

**We, the team of the International Relations Office, wish you a good and successful time in Innsbruck.**