

MONTANUNIVERSITÄT LEOBEN
Student Mobility for Studies | INCOMING
FACTSHEET 01 | Mobility Procedure



ACADEMIC YEAR 2025/26:

Winter Semester 2025/26 (Term 1) & Summer Semester 2026(Term 2)

APPLICATION PHASE			ACCEPTED INCOMING GUEST/ EXCHANGE STUDENTS			
MUL semesters	Nomination period END	Application period END	Semester courses START	Obligatory Orientation Day (arrive before!)	Incoming Intensive English Course	Semester courses END
WS 2025/26 (Term 1)	May 1, 2025	International: May 15, 2025 EU/EEA: May 31, 2025	Oct 01, 2025	Sep 16, 2025	Sept 16-30, 2025	Jan 30, 2026
SS 2026 (Term 2)	Oct 01, 2025	International: Oct 15, 2025 EU/EEA: Oct 31, 2025	March 01, 2026	Feb 16, 2026	Feb 16-28, 2026	Jun 30, 2026
<u>Nomination through home university</u>	<p>Partner university should nominate the students sending an email to incoming@unileoben.ac.at with following information of the nominated students :1) Last name, name, 2) Date of birth, 3) Level (BSc/MSc/PhD) and field of study, 4) email address.</p> <p>Please note that this nomination is just the general placement by your university and <i>does not guarantee a spot in Leoben right away</i>, as we need to verify prerequisites, the computability of study programs as well as language skills before we can officially accept you in Leoben. Please note the nomination/ application deadlines in the table above!</p>					
<u>Final application</u>	<p>→ After being nominated, the student will get an automatic email from mobility online with a link. Upon clicking on the link in the email, the student can start to fill out and upload the application materials. The following application documents are required in DIGITAL form (list may be subject to change):</p> <ol style="list-style-type: none"> MIRO Application Form for Incoming Students Learning Agreement Proof of Language Level English or German (MUL Language Proficiency Report: B2/ TOEFL 78/ IELTS: 6.0) Curriculum Vitae Transcript of records in ENGLISH or German Copy of passport/ ID (ID= only valid for Europeans) For MSc or PhD students: BSc or MSc certificate High School Certificate <p>For applicants from outside the EU/EER –territory</p> <ol style="list-style-type: none"> Financial capacity report Confirmation of insurance (travel health, accident, liability) <p>For applicants whose stay is focused on research/ writing an academic paper</p> <ol style="list-style-type: none"> Supervisor request form (MUL template can be found at downloaded from MO) <p>!!!ONLY if ALL the required documents are handed in and approved by MIRO within the given deadline the application has been successfully submitted!!!! → APPLICABLE DEADLINE → see table above</p>					
<u>Acceptance and admission</u>	<p>→The respective MUL mobility coordinator will look through the students' application materials in cooperation with the academic study program coordinators; →Once the student is officially accepted by MUL, the student will receive an email; he should follow the instructions →After being accepted, the student can download a <i>letter of invitation</i> (required for the Austrian visa/ resident permit), this might take from 4 to 6 weeks after the application deadline.</p>					
<u>Learning agreement</u>	<p>A learning agreement has to be uploaded/generated at MO.</p> <ul style="list-style-type: none"> For Erasmus+: Students may use their university's OLA, E+-LA or the E+-LA of MUL (available on Mobility Online) For other programs: Students may use their university's LA or the general MUL –LA for incomings (available on Mobility Online) Our exchange students must complete at least 16 ECTS pro semester. 					
<u>Official registration at Registrar's Office (official admission)</u>	<p>→After the students arrived in Leoben they will have to officially register at the Student Support Center</p> <p>Students can only officially register if 1) they have pre-registered online https://starter.unileoben.ac.at/en/studying/prospective-students/admission/pre-registration 2) they have paid the respective student union fee.</p>					
<u>Required language competence</u>	<p>→Please note that in order for incoming short term students to successfully complete classes at MUL, a minimum German OR English language level of B2 is required. We DO request an institutionalized proof of language skills (e.g. IELTS result of 6.0 / TOEFL 78 for English/ or German TDN4 or equivalent for German). It is also possible to have our <i>MUL language proficiency report</i> confirmed and signed by a language institute, language department of the university or an equivalent institution (Available on Mobility Online –Downloads/Templates or request at incoming@unileoben.ac.at).</p>					



Montanuniversitaet International Relations Office

A: Franz-Josef-Strasse 18, 8700 Leoben | **W:** international.unileoben.ac.at

T: 0043 3842 402-8012 | **E:** incoming@unileoben.ac.at

MONTANUNIVERSITÄT LEOBEN
Student Mobility for Studies | INCOMING
FACTSHEET 01 | Mobility Procedure



Courses	<p>→ 3 working days after the <u>official registration</u> at the Registrar's Office and the <u>payment of the student union fee</u> (currently 24,70€/semester) the student will be able to enroll into courses</p> <p>→ Students have to autonomously search and register for courses at MUonline (=online course platform of MUL) → The student's MUonline account will be opened 3 working days after the official registration and payment of the student union fee → Students should PLAN THE ARRIVAL DATE WELL IN ADVANCE → arrive in time to attend the <u>obligatory orientation day!</u></p> <p>→ Most of our BSc courses are taught in GERMAN. Many of our <u>MSc classes are taught in ENGLISH</u>. Incoming short term BSc level students are allowed to take MSc level classes, if they have collected <i>min. 90 ECTS in der BSc studies</i>. –Be aware of the academic prerequisites!</p>
VISA	<p>IMPORTANT! COME TO LEOBEN WITH THE RIGHT KIND OF VISA or RESIDENCE PERMIT!</p> <p>Students should get informed at the Austrian embassy/ consulate in their HOME country and start the visa process as soon as possible in order to get the visa in time! MUL is not responsible for any visa processing/ application for residence permit and also not for any damages that might be caused because of a tardy or lengthy application process!</p> <p>For information on obtaining a visa please consult: https://www.oead.at/index.php?id=537&L=1</p> <p>→ For a visa students will need three official documents:</p> <ol style="list-style-type: none"> 1) Letter of Invitation (=official confirmation of admission) from MUL (check duration of stay, mobility program and personal data!)- 2) Original accommodation agreement signed by the landlord or an original tenancy agreement → Student should make sure they receive an accommodation agreement from their Austrian landlord -MUL recommended accommodation is the new student dormitory Mineroom at which you can apply here: http://housing.oead.at/en/applyhere. Other housing possibilities can be found on our website. 3) Travel health insurance (see below)
Health insurance	<p>Please note that all incoming exchange students need proof of a travel health insurance which covers costs up to 30.000€ for their travels to Leoben (also required for the visa application). The health insurance feelsafe: https://www.feelsafe.at/ is recommended.</p> <p><i>In order to receive a <u>residence permit</u> (stay longer than 6 months), an Austrian health insurance is mandatory!</i></p> <p>If the students take out a health insurance at their home country that is valid for Austria, they'll have to hand in a proof of this insurance to us.</p> <p><i>The university does not cover any damages connected to a missing health insurance of the student!</i></p>
Arrival dates	<p>All new incoming students have to attend the obligatory Student Orientation Day (OD)! WS: Sept 16, 2025 SS: Feb 16, 2026</p> <p>If they cannot attend the OD, they will have to hand in an official <u>confirmation of the reason for arriving late</u>, at least 2 weeks before the OD</p> <p>We also strongly advise students to take part in the Intensive Incoming English Course for incoming students. MUL covers the costs for it and it is worth 3 ECTS. It starts the day after the OD. It runs 10 working days (Mo-Fr) and ends the weekend before the semester courses start.</p> <p>If students do not take part in the OD and the intensive English course, they should make sure to arrive in Leoben at least 5 days before the new semester starts to facilitate orientation and course registration issues</p>
Contact:	<p>PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS! → incoming@unileoben.ac.at</p> <p>The incoming student mobility coordinator is Karina Micheline Rodriguez, BA and will be happy to help you</p>

We are looking forward to welcoming you in Leoben!



Montanuniversitaet International Relations Office

A: Franz-Josef-Strasse 18, 8700 Leoben | **W:** international.unileoben.ac.at
T: 0043 3842 402-8012 | **E:** incoming@unileoben.ac.at