

Activity	Check
Before the stay	
Study the Homepage www.ph-burgenland.at carefully and contact the International Office of your home university.	
<p>The obligatory documents:</p> <ul style="list-style-type: none"> - Application form - copy of your passport - Learning Agreement - German Language Certificate (copy) - Transcript of Records (copy) <p>Send the documents by regular post to</p> <p>Pädagogische Hochschule Burgenland Veronika Raith Thomas Alva Edison-Straße 1 7000 Eisenstadt</p> <p>And scan and mail them as attachment To veronika.raith@ph-burgenland.at</p>	
Wait for acceptance	
Receive the approved and signed Learning Agreement from Ms Veronika Raith	
Contact Hall of Residence http://eisenstadt.oejab.at for accommodation	
Payment of student's union fee (ÖH-Beitrag) – Details about online-banking will be delivered separately	
If necessary, improvement of German language proficiency prior to the studies abroad	
During the stay	
<p>During the first few days, registration of residence (form sheet from the hall of residence or Magistrat) at</p> <p>Magistrat Eisenstadt Hauptstraße 35 Tel: 02682/705</p>	
After registration in PH-Online by Ms. Birgit Piller (birgit.piller@ph-burgenland.at) or Ms. Ulrike Huber (ulrike.huber@ph-burgenland.at), you receive the pin code to access PH-Online for registration of your courses.	
<p>In case of modification (within 45 days from semester start) of the Learning Agreement contact Ms. Veronika Raith, I.O. and Ms. Birgit Piller or Ulrike Huber for further steps;</p> <p>Inform lecturers about changes in participation of courses</p>	
At the end of the term, collect the Letter of confirmation from Ms. Veronika Raith, I.O.	
Fill in the evaluation form of the International Office. You will receive a link by e-mail.	
Receive Transcript of records from Ms. Birgit Piller or Ms. Ulrike Huber or print it from PH-Online.	
Deregistration at the Magistrat	
After the stay	
Stay in contact with PHB	