



AT-2015-2027GR

Dear Achintya Mohan!

Congratulations! You have been accepted for an IAESTE traineeship in Austria. Now, IAESTE Austria will help you to navigate through the process for obtaining a visa/residence permit for the period of your training.

Please read these instructions carefully to ensure that you are well prepared for your traineeship!

In this package you will find:

- **Instructions about the Next Steps to Take:** *read this first!*
- **N/5-a:** keep for your records *
- **N/5-b:** complete and return to IAESTE as soon as possible
- **Letter to the Embassy and i17:**
introduction letter for the Austrian embassy
- **RQ:** the legal requirements for your traineeship in Austria
- **FB:** confirmation of employment *
- **UB:** confirmation of accommodation *
- **VM:** proxy for information

Please read all the material in this package carefully and return the necessary information as soon as possible to avoid any delays. We look forward to helping you to obtain your visa and ensuring that you have a successful training experience in Austria.

We are looking forward to welcoming you in Austria,

Lukas Schwendinger

National Secretary
IAESTE Austria
mail: national.secretary@iaeste.at
phone: +43-664-88447750
web: <http://www.iaeste.at/>

*** Documents marked with an asterisk are to be brought along with you to Austria**



AT-2015-2027GR

Instructions about the Next Steps to take

Dates of your training

The employer expects your training to start and end on the dates agreed. Any request to change the dates of a traineeship must be sent to IAESTE Austria accompanied by a written explanation and must be approved by the employer.

Your dates of training will be: 01/Jun/2015 **to** 01/Sep/2015

Form to return to IAESTE

Enclosed with these instructions is the form **N5-b** which you must complete and return to your local IAESTE committee **within one week**. Failure to do so could endanger your training! Please ensure that you keep a copy for your reference.

Next Steps

- Consult the attached "**Visa information**" regarding the legal requirements for your stay in Austria. Contact the Austrian Embassy as soon as possible! If you encounter any problems during the visa process, please get in touch with IAESTE Austria immediately!
- Please attach the signed form **proxy for information (VM)** to your visa application; otherwise we will not be able to help you in case of problems during the visa application process!
- Contact **your employer!** Employers often appreciate a "thank you"-note and a short introduction from the trainee and are willing to respond to questions you might have about the company, appropriate work clothes, etc. Please feel free to contact the person in charge of your traineeship; you will find all necessary information on the N/5-a document.
- As soon as you have confirmed your travel details, please inform your Local Committee via **incoming@<your lc>.iaeste.at**. They will make the necessary arrangements for your arrival. Please send:
 - o Date and time of arrival
 - o Place (Airport, Railway station, etc.)
 - o Flight number, Train number
 - o Stop-overs, change of flight, etc.
- Your Local Committee can also assist you with any questions you might have concerning work, accommodation and the city in which you are going to stay.
- Check out **www.iaeste.at!** Here you will find useful information about IAESTE in Austria, the country and much more. You are also invited to subscribe to our summer reception mailing lists, where you will receive information about current events, parties and other activities during your traineeship!



ACCEPTANCE NOTE

Student: Achintya MOHAN

Ref. No.: AT-2015-2027GR

You have been accepted for practical training in: Austria

Employer: Know-Center GmbH

Address: Inffeldgasse 13/6

Person to contact: BSc Jörg Simon

Phone number: +43 316 873 30834

E-mail: jsimon@know-center.at

Website:

For the following period (day/month/year): from ..01/Jun/2015.....to ..01/Sep/2015.....

CONFIRMATION OF ACCEPTANCE

COMPLETE, SIGN AND RETURN THE ATTACHED CONFIRMATION OF ACCEPTANCE (N/5-B) TO US THROUGH YOUR NATIONAL IAESTE COMMITTEE AT THE LATEST WITHIN TWO WEEKS.

Additional Information:

The responsible Local Committee:

IAESTE Graz
Inffeldgasse 16b
A-8010 Graz

Tel: +43-316 873-5192
Fax: +43-316 873-5193

Email: graz@iaeste.at
www.graz.iaeste.at

ENCLOSURES:

- Introduction card
- Reception booklet
- Other forms:

Date (day/month/year):

National IAESTE Committee

Signature

.....08/May/2015.....

.....Austria.....

.....Lukas Schwendinger.....
National Secretary, IAESTE Austria



CONFIRMATION OF ACCEPTANCE

N/5-b

Student: Achintya MOHAN

Ref. No.: **AT-2015-2027GR**

I accept the offer in: **Austria**

From ...01/Jun/2015.....(day/month/year) **to** 01/Sep/2015....(day/month/year)

Employer: Know-Center GmbH

Address: Inffeldgasse 13/6

Person to contact: BSc Jörg Simon

Phone number: +43 316 873 30834

E-mail: jsimon@know-center.at

I shall leave my country on: (day/month/year)

Time and date of arrival:(day/month/year/hour:min)

Place of arrival:(airport/port/railway station, etc.)

I shall require lodging from(day/month/year) **to**(day/month/year)

I will arrange lodging by myself

I AM AWARE THAT I AM RESPONSIBLE FOR ANY FINANCIAL LOSS INVOLVED IF I WITHDRAW OR CHANGE MY START DATE OR CANCEL ANY ROOM ALLOCATED TO ME AFTER HAVING COMPLETED AND SIGNED THIS FORM.

Other important information:

I am insured against illness, accidents including death and repatriation in case of illness, accidents or death during my traineeship. I am aware that neither the IAESTE National Committee of the sending country: **India** nor that of the receiving country: **Austria** can be held responsible for any accident that may occur during working hours or in my free time.

Insurance company:

Insurance receipt No.:

Date (day/month/year):

Signature:

Home address: B-2/30 A, Yamuna Vihar; Delhi-53

E-mail: achintya.mohan@gmail.com

Phone number:

**IT IS IMPORTANT THAT YOU COMPLETE AND RETURN THIS FORM WITHIN TWO WEEKS TO
YOUR IAESTE NATIONAL COMMITTEE**



IAESTE Insurance and Liability Policy

General Arrangements

1. Compliance with the host company/institution directives

I will comply with the relevant rules and regulations of my host company/institution while training at the host company/institution.

IAESTE acts only as an intermediary between employers and students. Therefore I will not hold IAESTE liable for any matters concerning financial issues and legal matters between the employer and myself. This especially includes any discrepancies respective any special agreements and signed contracts with the employer.

2. Responsibility for property loss and damage

I will be responsible for loss of or damage to the property of my receiving company/institution/accommodation caused by myself (malicious intent).

3. Intellectual property rights and confidential information

As a general rule, the receiving company/institution is expected to maintain any intellectual property rights which may result from a particular program I am involved in.

4. Other subjects

The receiving company/institution is expected to agree directly with me in writing, on any subjects or specific arrangements other than those listed initially in their offer, if the company/institution considers it to be necessary.

Waiver of liability

IAESTE (the International Association with its executive bodies, the National Committees of the sending and receiving countries) assumes no responsibility or liability for any injury, damage, financial losses (for housing reservations....) additional delay or other irregularities suffered by myself, the receiving company/institution or any other party, other than those which may be caused by wilful or negligent acts or omissions on the part of IAESTE, in which case the respective involved party of IAESTE as listed will be solely responsible.

IAESTE shall not be responsible or liable for consequences or natural calamities, labour strikes, Acts of God, war and other factors beyond IAESTE's reasonable control.

Insurance

In the light of IAESTE's limitation of liability and responsibility set forth above, I am obliged to make the necessary arrangements for health and accident coverage for the duration of the training, including the time spent travelling and leisure activities. Further coverage must be taken out by me in relation to the property loss and damage.

Offer Reference no. AT-2015-2027GR
Student Name Achintya Mohan
Signature _____
Date: _____

Please sign and return a copy of this form with the N5b Acceptance document.



PLEASE SHOW THIS TO THE AUSTRIAN AUTHORITIES!

Sehr geehrte Damen und Herren!

Dieses Schreiben dient der Information über die unserem Austauschprogramm zugrunde liegenden Rechtslage und zur Anwendung kommende Ausnahmeregelungen. Zu beachten sind das Fremdenpolizeigesetz (FPG) bzw. das Niederlassungs- und Aufenthaltsgesetz (NAG) sowie das Ausländerbeschäftigungsgesetz (AuslBG). Die Ihnen hier vorgelegten Informationen wurden in Zusammenarbeit mit dem Bundesministerium für Auswärtige Angelegenheiten, dem Innenministerium und dem Arbeitsmarktservice erstellt.

Bei Fragen oder Anregungen wenden Sie sich bitte an office@iaeste.at.

Arbeitsrechtliche Bestimmungen

Austauschstudierende im Rahmen des IAESTE-Programmes benötigen keine Beschäftigungsbewilligung. Sie sind vom Geltungsbereich des Ausländerbeschäftigungsgesetzes ausgenommen. Dies ergibt sich aus der auf Grundlage von **§ 1 Abs 4 AuslBG** erlassenen Ausländerbeschäftigungsverordnung (AuslBVO) (BGBl. 609/1990, idF BGBl II 253/2012).

§ 1 AuslBVO: „Vom Geltungsbereich des Ausländerbeschäftigungsgesetzes sind ausgenommen: [...]

5.
ausländische Studenten oder Absolventen im Rahmen eines auf Gegenseitigkeit beruhenden Austauschprogrammes, sofern der Austausch über Vereine, bei denen entweder eine österreichische Hochschule Mitglied ist oder welche in Zusammenarbeit mit einer österreichischen Hochschule tätig sind, abgewickelt wird“.

Insbesondere entfällt damit die Anzeigepflicht durch den Arbeitgeber beim Arbeitsmarktservice; es ist laut AuslBG auch nicht vorgesehen, dass für Austauschstudierende im Rahmen des IAESTE Programmes Anzeigebestätigungen durch das AMS ausgestellt werden.

Aufenthaltsrechtliche Bestimmungen - Drittstaaten

Beabsichtigte Dauer unter 6 Monaten:

Studierende aus Drittstaaten, die im Rahmen des IAESTE-Austauschprogrammes ein Praktikum von einer Dauer unter sechs Monaten absolvieren, benötigen zur Ausübung dieser vorübergehenden unselbstständigen Tätigkeit, nach §2 Abs.4 Z17



FPG, ein Aufenthaltsreisevisum gemäß § 24 Abs. 1 FPG, zuletzt geändert durch BGBl. I Nr. 38/2011). Für die Erwerbstätigkeit unter 90 Tage ist ein Visum C und über 90 Tage ein Visum D auszustellen.

Dieses muss bei der jeweils zuständigen österreichischen Vertretung im Ausland beantragt werden. Allfällige Änderungen bzw. Verlängerungen können ebenfalls nur direkt bei der österreichischen Vertretung im Ausland beantragt werden. Ein Gesundheitszeugnis ist nur erforderlich, sofern dies für den Heimatstaat verordnet ist.

Beabsichtigte Dauer über 6 Monate:

Überschreitet die beabsichtigte Aufenthaltsdauer sechs Monate, ist eine Aufenthaltsbewilligung zur Ausübung einer unselbständigen Erwerbstätigkeit bei einem bestimmten Arbeitgeber (vgl. § 62 NAG) notwendig. Der Antrag ist persönlich bei der zuständigen Vertretungsbehörde einzubringen und wird dann an den Landeshauptmann oder die von ihm beauftragte Bezirksverwaltungsbehörde weitergeleitet. Personen, die zur visumsfreien Einreise berechtigt sind, dürfen den Antrag auf Aufenthaltsbewilligung während ihres visumsfreien Aufenthalts im Inland stellen (vgl. § 21 Abs 1 Z 5 NAG).

Wird dem Antrag entsprochen, weist die zuständige Behörde die Botschaft an, für die einmalige Einreise ein Visum auszustellen. Der Antragsteller muss anschließend das Visum innerhalb von drei Monaten nach einer entsprechenden Mitteilung beantragen. Die Aufenthaltsbewilligung muss der Antragsteller anschließend binnen sechs Monaten ab Mitteilung bei der zuständigen Behörde im Inland abholen. Die Aufenthaltsbewilligung wird für zwölf Monate (gerechnet ab dem Ausstellungsdatum) ausgestellt. Der Verlängerungsantrag kann in jedem Fall im Inland gestellt werden, sofern dies nur rechtzeitig, das heißt vor Ende der Geltungsdauer der Aufenthaltsbewilligung, erfolgt.

Ein Gesundheitszeugnis ist nur erforderlich, sofern dies für den Heimatstaat des Austauschstudenten verordnet ist.

Aufenthaltsrechtliche Bestimmungen - EWR-Bürger:

Für EWR-Bürger besteht bei einem Aufenthalt von über 3 Monaten Anzeigepflicht. Sie erhalten in diesem Fall eine Anmeldebescheinigung von der zuständigen Behörde (vgl. § 53 NAG).



Legal Requirements for IAESTE trainees

Required Documents

Please be prepared to bring the following documents:

- Passport
- Passport photo
- Birth Certificate *translated – only if you apply for residence permit*
- Police Reference *translated – only if you apply for residence permit*
- IAESTE Papers
 - Acceptance Note (**N/5-a**)
 - Confirmation of Employment (**FB**)
 - Confirmation of Accommodation (**UB**)
 - Instrument of Proxy (**VM**) *if issued*
 - Letter to Embassy and Information (**i17**)

All documents have to be translated into English or German. Even if you do not need the documents for the visa application, we strongly recommend that you take them with you when travelling to Austria. You might need them for extending your traineeship or when applying for a visa to attend at an international gathering in a Non-Schengen-country.

Work Permit

As a trainee of the IAESTE program, you are exempt from labor restrictions for foreign citizens – so you do not need a work permit.

Visa and Residence Permit

The applicable procedure depends on your citizenship and length of stay!

European Union, Iceland, Norway, Switzerland, Liechtenstein

1. Up to 3 MONTHS (91 days):

There are no special actions necessary regarding your legal status prior to your departure to Austria.

2. More than 3 MONTHS

If you are intending to stay for more than 3 months you have to get an "**Anmeldebescheinigung**" within one week after your arrival. Just ask a member of the local IAESTE team and they will tell you where to go!

Waiver-free Countries (List below)

1. Up to 3 MONTHS (91 days):

Although you are allowed to enter Austria due to visa waiver arrangement, you have to apply for a Visa C to be able to work. Please check that it is not a normal tourist **Visa C**, but has the **additional notation for the ability to work** on it. Application is usually only possible in Austrian embassies! If no Austrian embassy exists in your country and is not



IAESTE Austria

Please keep in mind that you are not allowed to stay longer than 91 days!

2. 3-6 MONTHS

You need an **"Aufenthaltsreisevisum" (Visum D)**, for which you have to apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

3. More than 6 MONTHS

You are allowed to enter Austria due to visa waiver arrangement without any visa. Within the first week of your stay, you have to apply for a residence permit

„Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit“ with the local immigration authorities. It is recommended to arrive 2-3 weeks prior to your first day of work in order to get your documents done before the start of your internship.

Otherwise you require additionally the visa as stated in 1.

All other countries

1. Up to 3 MONTHS

You need a Visa C. Please check that it is not a normal tourist **Visa C**, but has the **additional notation for the ability to work** on it. Application is possible at all embassies of Schengen-states. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

Please keep in mind that you are not allowed to stay longer than 91 days.

2. 3 - 6 MONTHS

You need an **"Aufenthaltsreisevisum" (Visum D)**, for which you have to apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

3. More than 6 MONTHS

You need a residence permit **"Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit"**, for which you apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

**Visa application procedures can take up to 3 MONTHS,
so please start your preparations as soon as possible!**

Important:

Start your visa application immediately with a **copy of the documents required**. In case the embassy needs the original documents we will send them by mail afterwards directly to the embassy!

If you require a visa or residence permit, make sure to have a travel insurance in case you need to postpone your flight because of visa issues.



Waiver free countries:

Albania*, Antigua u. Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia and Herzegovina*, Brazil, Brunei, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Honduras, Hong Kong, Israel, Japan, Korea, Macau, Malaysia, Mauritius, Mexico, Montenegro*, New Zealand, Nicaragua, Panama, Paraguay, Serbia*, Seychelles, Singapore, Taiwan**, Turkey***, UAE***, Uruguay, USA, Venezuela

*biometric passport required!

**only passports with registration number

***waiver free for special passports

**VM**Ref.: **AT-2015-2027GR****Vollmacht zur
Informationsweitergabe***Instrument of proxy
for information***Praktikant/in****Trainee**

Name	<i>name</i>	Nationalität	<i>nationality</i>
Achintya MOHAN		Indian	
Geburtsdatum	<i>date of birth</i>	Reisepass	<i>passport number</i>
23/Mar/1994		L2177146	
Studienrichtung	<i>faculty</i>	Gültig bis	<i>valid until</i>
Computer Science		21/Aug/2023	

Hiermit erteile ich angeführter Person die Vollmacht, Informationen bezüglich meines Antrags auf Visum/Aufenthaltstitel einzuholen, bzw. als Vertretung in Österreich den Antrag in meinem Interesse abzuwickeln.

I hereby entitle below mentioned person to enquire at the respective authorities concerning the application for a visa/"Aufenthaltstitel", and to process the application in Austria in my interest.

Bevollmächtigte Person**Donee**

Name	<i>name</i>	Nationalität	<i>nationality</i>
Lukas SCHWENDINGER		Austria	
Position	<i>position</i>	Geburtsdatum	<i>date of birth</i>
National Secretary, IAESTE Austria		29.Nov.1991	

Ort, Datum
date, place

Unterschrift des Antragstellers
signature trainee