The Copernicus Master in Digital Earth (CDE) is a two year full-time integrated Erasmus Mundus Joint Master Degree (EMJMD) Programme. This English language MSc programme accepts outstanding candidates towards double degrees. Students study Earth Observation and Geoinformatics in year one. Two Specialization Tracks provide a pathway towards excellence in GeoData Science as well as GeoVisualization in year two.
Contents

Contents .................................................................................................................................................. 2

1. Steps To-do – Pre-Arrival Information ............................................................................................ 3
  1.1 Entry Requirements – Visa and Residence Regulations .......................................................... 3

Visa, Entry and Residence ............................................................................................................. 3

1.2 Translation of Academic Degree Awards, Transcript and Diploma Supplement .................... 4
1.3 University of Salzburg (PLUS): Admission / Registration ......................................................... 4
1.4 Accommodation .......................................................................................................................... 4
1.5 Do you have Sufficient Funds to cover your Living Expenses? ................................................ 5
1.6 Which Electronic Equipment can I use in Salzburg? ................................................................. 5
1.7 Transport and Travel Tips .......................................................................................................... 5

Pre-arrival checklist....................................................................................................................... 8

What to pack ................................................................................................................................... 8

2. Steps To-do – Arrival and Registration in Salzburg .......................................................................... 9
2.1 Certificate of Registration in Salzburg ..................................................................................... 9
2.2 Student Admission Procedure at PLUS..................................................................................... 9
2.3 Austrian Bank account.............................................................................................................. 10
2.4 Insurance ................................................................................................................................ 10
2.5 Are you interested in having a local student-tutor or ‘Buddy’? ................................................ 10
2.6 Orientation Sessions, Excursions & Events ............................................................................ 10
2.7 Students with Special Needs ................................................................................................. 11
2.8 Student Computer Labs ......................................................................................................... 11
2.9 Printing, Photocopying & Scanning ....................................................................................... 11
2.10 Student Service Centre .......................................................................................................... 11
2.11 Public Transportation: Bus .................................................................................................... 11
2.12 Important Telephone Numbers ............................................................................................. 13
2.13 Hospitals ................................................................................................................................ 13
2.14 Important Links and Contacts ............................................................................................... 14
2.15 Other Key Documents ........................................................................................................... 14
1. Steps To-do – Pre-Arrival Information

1.1 Entry Requirements – Visa and Residence Regulations

Make sure you have the necessary visa or residence permit. The EM CDE programme office will assist you by providing you with the necessary documents for your visa application. Please see following brief overview on regulations and procedures.

Visa admission conditions for students are: Travel document, Birth certificate, Sickness insurance, Sufficient resources, Proof of acceptance by university, Passport-sized photograph. You may be asked for: proof of payment of the fee for the application, address, proof of payment of the Higher Education fees, proof of sufficient knowledge of the language of the course.

Procedures: Processing time of application: maximum of 90 days. Type of authorization: long-stay visa or residence permit; Duration of authorizations: 2 years if under a Union programme.

During the stay: Students have access to the labor market; Employed / self-employment; Allowed to work minimum of 15 hours a week; Member States may take into account the situation of their labor market in exceptional circumstances; Equal treatment with nationals in line with the Single Permit.

Intra-EU mobility for students: Students under programmes or agreements between higher education institutions: up to 360 days per Member State; On the basis of the authorization issued by the first Member State.

Visa, Entry and Residence

It is VERY IMPORTANT (especially for non-EU/EEA students) to carefully read through the FAQs on visa as well as the information in the OeAD database; check carefully: Residence Permit – Student: Admission to studies at a higher education institution. Entry and Residence in Austria for Nationals of Third Countries: Participants in Erasmus+ projects staying in the destination country for more than three months need a long-stay visa and/or a residence permit before travelling. A short-stay visa is not the appropriate authorization when the stay exceeds three months.

First, you have to apply for a Schengen Visa before travelling to Austria. This must generally be submitted in person at the competent Austrian representative authority (embassy, consulate general) in your country of residence.

1.2 Translation of Academic Degree Awards, Transcript and Diploma Supplement

Please send a certified English language translation of your academic degree, the transcript and diploma supplement to the EM CDE team, until May 1, unless you have already provided it. This translation of documents must be signed from a registered translator. If the translation is not carried out in Austria, the translator must be authorised by the responsible Austrian Embassy; see also https://www.master-cde.eu/admission/admission-step-3/. THIS REQUIREMENT IS NOT APPLICABLE FOR ENGLISH OR GERMAN LANGUAGE DOCUMENTS.

1.3 University of Salzburg (PLUS): Admission / Registration

A) **COMPLETE** the PLUS Application for Admission Master-Programme (066, 651 Master's Programme, Copernicus Master in Digital Earth) and upload it to ‘mobility online’.

B) **SEND** a notification to msc-cde@sbg.ac.at.

C) **COMPLETE** the online PRE-REGISTRATION (starts at the beginning of JULY) following this link: https://online.uni-salzburg.at/plus_online/studentenvoranmeldung.htm, click on ‘first time registration’, register and STOP this procedure when being asked to select an appointment date – by clicking on ‘cancel’. Check also the Tutorial online pre-registration process and additional information on the PLUS website; do not forget to upload your passport photo.

D) **SEND** a notification to msc-cde@sbg.ac.at.

E) **Student admission** will be finalized upon your arrival in Salzburg.

1.4 Accommodation

Apply for a student accommodation in Salzburg as soon as possible. The University of Salzburg itself does not own any dormitories or guest houses for students. Therefore, if you want to stay in a student dormitory, it is your duty to contact the dormitory(ies).

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Techno Z Campus</th>
<th>Kolpinghaus</th>
<th>Haus Merian</th>
<th>ÖJAB</th>
<th>Hohensalzburg</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>Campus 2, Jakob-Haringer-Straße 1a, Campus 3+4 Austraße 3a+b 5020 Salzburg</td>
<td>Adolf-Kolping-Straße 10 5020 Salzburg</td>
<td>Merianstraße 40 5020 Salzburg</td>
<td>Strubergasse 1 5020 Salzburg</td>
<td>Bergstraße 9 5020 Salzburg</td>
</tr>
<tr>
<td><strong>Room Type</strong></td>
<td>single / double</td>
<td>single / double</td>
<td>single</td>
<td>single / double</td>
<td>single / double</td>
</tr>
<tr>
<td><strong>Approx. Rent</strong></td>
<td>€ 415,00 / € 280,00</td>
<td>€ 390,20 / € 299,50</td>
<td>€ 290,00</td>
<td>n/s1 / € 269,00</td>
<td>€ 270,00 / € 175,00</td>
</tr>
<tr>
<td><strong>Deposit</strong></td>
<td>€ 1,400,00 + € 200,00 admin fees</td>
<td>€ 400,00</td>
<td>n/s1</td>
<td>n/s1</td>
<td>€ 270,00 / € 175,00 + € 36,00 Key deposit</td>
</tr>
</tbody>
</table>
Please note: This list is just a recommendation and we have no liability for the accuracy of the provided information and cannot be held liable for any claims thereof. Get more information from the PLUS International Office.

1.5 Do you have Sufficient Funds to cover your Living Expenses?

Erasmus+ scholarship holders will receive first instalments upon arrival. However, it will take some time to arrange transfer to individual bank accounts. Having a decent amount of cash on hand for the first few weeks can make life easier. Estimated monthly living costs in Salzburg:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>€ 320.00 (average costs at dormitory)</td>
</tr>
<tr>
<td>Food (basics)</td>
<td>€ 240.00</td>
</tr>
<tr>
<td>Other</td>
<td>€ 290.00</td>
</tr>
<tr>
<td>Total</td>
<td>€ 850.00</td>
</tr>
</tbody>
</table>

Foreign currency can be exchanged at most banks, or at the exchange offices throughout Salzburg. In addition, credit cards are accepted almost everywhere. It is recommended to open a student bank account free of charge or an international online bank account.

1.6 Which Electronic Equipment can I use in Salzburg?

Any electronic equipment you bring along should be compatible with Austria’s voltage, 230 Volt, 50 Hz. The plug has two pins in one line (European Type F).

1.7 Transport and Travel Tips

Salzburg can be easily reached by car, by train or by plane.
BY CAR: The city of Salzburg is situated at the intersection of several highways: Vienna - Salzburg (A1), Munich - Salzburg (A8) and Villach - Salzburg (A10). You can choose from several exits between Salzburg Nord and Salzburg Süd, depending where you want to go.

BY TRAIN: Salzburg has excellent train connections. All international trains as well as regional and local trains stop at Salzburg Main Station (Salzburg Hauptbahnhof). Salzburg Main Station is also border station to Germany. You can reach the inner city in 15 minutes walking time or take a local bus. Check www.oebb.at.

BY PLANE: Salzburg Airport W.A. Mozart is located in the Western part of the city, about 4 km from the city center which you can reach by bus or taxi in about 15 minutes. Salzburg Airport is serviced by many international airlines. Detailed information is provided on the Website of Salzburg Airport: https://www.salzburg-airport.com/en/.

From Munich Airport you have different possibilities to get to Salzburg: A Shuttle Service (one-way ticket € 61,-) offers comfortable travel to Salzburg; see further information about this service: http://www.mietwagenservice.at/index_e.php. You can also easily reach Salzburg by train. Please check http://www.bahn.de for your best connection.

From Vienna Airport: If you land at Vienna Airport you also have different possibilities to get to Salzburg. You could take the Airport Bus to the Main Station (Hauptbahnhof) or Western Station (Westbahnhof) and change to one of the frequent trains to Salzburg. There are two operators of trains, Westbahn (privat owned) and the public ÖBB. Schedules of trains and buses: http://fahrplan.oebb.at/bin/query.exe/en; https://westbahn.at.
Copernicus Master in Digital Earth classes take place at the Department of Geoinformatics – Z_GIS’ location at Techno-Z in the Science-City in Itzling.

See also further locations relevant for Geoinformatics students in Salzburg;

Techno-Z-map (pdf) and travel information to Science-City Itzling:

BUS: Trolleybus Linie 6: The Science City Itzling stop is directly in front of the Techno-Z. Only three stops away from the Hauptbahnhof Salzburg train station; see timetable.

TRAIN: The Hauptbahnhof Salzburg train station is quite close: three stops with the trolleybus or an approximately 15 minutes walk.
Pre-arrival checklist

1) Confirm your place with us and pre-register online. Visit our fees page to see what you need to pay, if self-funded.
2) Arrange your visa. Detailed information is provided in this document.
3) Confirm your accommodation. Having a place to live when you arrive is important.
4) Make your travel arrangements. As soon as you receive your visa, you can book your flights.
5) Organise your insurance (if you are a self-funded student). Make sure you have health, medical and personal insurance to cover your stay in Europe.

What to pack

- Your passport and visa
- Your original (legalized/certified) documents: academic degree awards, diploma supplement, transcript of records
- Travel document
- Birth certificate
- Marriage certificate
- Passport photos
- Insurance documents
- University of Salzburg’s letter of acceptance (Bescheid) and EM CDE nomination letter
- Evidence of funding for your tuition fees and living costs
- Accommodation documents
- Medical certificates and vaccination records
- Medication
- Personal items
2 Steps To-do – Arrival and Registration in Salzburg

2.1 Certificate of Registration in Salzburg

Anybody who takes up residence in Austria (Austrians, EU/EEA nationals, nationals of third countries) has to register with the registration office at their place of residence within three working days.

Registration Offices in Salzburg (Residence Registration Form/Meldezettel): Opening Hours: Mondays – Thursdays: 7:30 am to 4 pm / Fridays: 7:30 am to 1 pm.

- Melde-Service Kieselgebäude: Einwohner- und Standesamt, Saint-Julien-Straße 20, 4th floor, 5020 Salzburg
- Melde-Service Schloss Mirabell, Mirabellplatz 4, ground floor, 5020 Salzburg

Get more information: https://oead.at/fileadmin/Dokumente/oead.at/KIM/Nach_Oesterreich/Einreise_und_Aufenthalt/Datenbank_Einreise_Aufenthalt/Infoblatt_Einreise_Aufenthalt/Infoblatt_Einreise_Aufenthalt/Infoblatt_Einreise_Aufenthalt_Englisch/Allgemeine_Info_-_Meldebehoeerden_en.pdf

EU

2.2 Student Admission Procedure at PLUS

After the online pre-registration you must enroll personally at the University of Salzburg:

STEP 1: Personal Enrolment: a joint appointment at PLUS office of admissions will be organized by the EM CDE Programme Office. Required original documents (in German or English language, or certified translations):

- Valid international passport
- Letter of acceptance (If obtained)
- Documentation of prior academic degree awards (originals)
- Certificate of change of name (unless the names are identical on all documents, e.g. marriage certificate)
- Matriculation number (if available) from another Austrian University or a University of Applied Sciences
- Social insurance number or alternative proof of insurance in Austria (social insurance card or health insurance certificate)
- See: https://www.uni-salzburg.at/index.php?id=31968&L=1

After personal enrolment you will receive your Student Identification Card. The ‘Uni Salzburg Card’ is the identification card for students in a credit card format with following functions: to extend the validity of the identification card at service points; as a library card in the university library; to copy on all copiers and printers in Salzburg University. The validity can be extended at the Service Points (only with a valid enrolment).

STEP 2: Activate your student account at a Service Point, enter your Pin-Code received from the PLUS office of admissions. After approximately 30 minutes you’ll have access to PLUS online. There you find the complete catalogue of courses offered at the University. However, course registration is only possible after the ÖH fee has been paid and received by the university.
**STEP 3:** TRANSFER OF ÖH FEES VIA YOUR ONLINE ACCOUNT. Then your admission process is completed. You will be able to select the courses you would like to attend, as mentioned above.

Please note: Admission to the course becomes legally effective on receipt of ÖH fees; PLUS online will allow registration to courses. Then you are enrolled for the current semester.

2.3 International Bank account

During studying we recommend to have an international (online) bank account. This is just a proposal and we have no liability for the accuracy of the provided information and cannot be held liable for any claims thereof:


Update your account details in mobility online and send data – ASAP – to msc-cde@sbg.ac.at for the scholarship transfer.

2.4 Insurance

Erasmus+ EMJMD scholarships include full insurance coverage for students. By the time the grant holder starts the journey insurance cover takes place. Students send a notification on travel details to msc-cde@sbg.ac.at, and then an insurance certificate will be issued. Students get access to their personal insurance account. Further details will be communicated to the students during the orientation project.

2.5 Are you interested in having a local student-tutor or ‘Buddy’?

To get a Salzburg Buddy, please contact the Austrian Student Union in Salzburg at international@oeh-salzburg.at. They will send you the contact information for “your Buddy”. You make your own arrangements and register https://buddynetwork-salzburg.broaddy.com/register/.

2.6 Orientation Sessions, Excursions & Events

Before the beginning of the term (Mid-September) the International Relations Office organizes orientation sessions for exchange students. During these introductory weeks the exchange students not only receive important information about studying at the University of Salzburg, but also have the possibility to participate in a guided city tour and other events. Beyond this, the International Relations Office offers throughout the semester interesting excursions that provide excellent opportunities to become better acquainted with Salzburg and the surrounding area –and to meet fellow (exchange) students. You will find more information about events, excursions, deadlines and fees by visiting the homepage: www.uni-salzburg.at/international.
2.7 Students with Special Needs

Students with special needs at the University of Salzburg should contact the office for disability & diversity. The ÖH also has an office for social affairs where students with disabilities can get help. University of Salzburg – disability & diversity, Kapitelgasse 6, 1st floor (Lift, Entrance no. 13) +43 662 8044-2465. Another contact address in case of need: ÖH – office for social affairs, Kaigasse 28, 1st floor +43 662 80 44-6054.

2.8 Student Computer Labs

At PLUS and the Department (Z_GIS) several computer labs are available. If you have questions or need additional information regarding your user account/e-mail, print account, software and licenses, network, student computer labs, etc., please contact the local tutors. E-mail, software licenses etc are managed through the central university services ‘ITS’.

2.9 Printing, Photocopying & Scanning

You can print and scan documents and make copies in the student computer labs using your student ID with money loaded onto the Quick chip (check Uni Salzburg Card functions).

2.10 Student Service Centre

Kapitelgasse 4, +43 662 8044-2259 | studium@sbg.ac.at
Mon, Tue, Thurs 9:00a.m.–12:00p.m. | Wed 12:00–4:00 p.m. | Fri 08:00–11:00 a.m.

Further Information about Studying in Salzburg (for all exchange programmes) http://www.uni-salzburg.at/index.php?id=45349&L=1

2.11 Public Transportation: Bus

Although Salzburg is a rather small city, where many places are within walking distance, it offers a public bus system. Tickets can be purchased at the tobacconist (‘Trafik’), at ticket machines at the most important bus stops, with the bus driver or by SMS (requires Paybox). The cheapest way to get a ticket is to buy it in advance sale.

Short distance tickets (‘Kurzstreckenkarte’) are best for rides of 2 stops maximum, for longer rides take a single ticket (‘Einzelfahrt-Ticket’) or a 24-hours-ticket (‘24-Stunden-Ticket’). Every ticket has to be stamped in the bus. The tickets are valid everywhere downtown.
Practical Tip

**StudentCARD** Students can save up to 50% compared to regular fares throughout the region of Salzburg, see: [https://salzburg-verkehr.at/tickets-fares/time-cards/studentcard-2/?lang=en](https://salzburg-verkehr.at/tickets-fares/time-cards/studentcard-2/?lang=en).

The **Salzburg Verkehr app** is available for Android and iOS either on the Google Play Store or the App Store.

![Bicycle](https://www.radkarte.info/)
The best way to get around in Salzburg is by bike. Check out e.g. **Radkarte Salzburg** [https://www.radkarte.info/](https://www.radkarte.info/).
2.12 Important Telephone Numbers

- Emergency 112
- Police: 133
- Fire Service: 122
- Ambulance: 144
- Austrian health hotline (Gesundheitstelefon) on 1450, free of charge from any phone with no need for an area code.

Barbara Brunner-Maresch, Elisabeth Weinke, Hadi Tutaewa
Study Programme Office: msc-cde@sbg.ac.at
Tel: +43-662-8044-7597 / 7586 / 7510

DEPARTMENT OF GEOINFORMATICS – Z_GIS
University of Salzburg
Schillerstrasse 30
5020 Salzburg, AUSTRIA

Sandra Vessier
Directrice du Service des Affaires Internationales
sandra.vessier@univ-ubs.fr
Tel: +33297017070

UNIVERSITÉ BRETAGNE SUD
BP 92116 Lorient cedex, FRANCE

Dana Gronychová
Coordinator of International Mobility
dana.gronychova@upol.cz
Tel: +420 585 634 058

PALACKY UNIVERSITY OLOMOUC
Faculty of Science, CZECH REPUBLIC

2.13 Hospitals

LANDESKRANKENHAUS | Müllner Hauptstraße 48 | A-5020 Salzburg | +43(0)662 4482

UNFALLKRANKENHAUS Salzburg | Dr. Franz-Rehri-Platz 5 | 5010 Salzburg | Tel.: +43 662 65 80-0

www.master-cde.eu
2.14 Important Links and Contacts

**Social Media**
- International Office: [www.facebook.com/groups/GOinternational.UniSalzburg](http://www.facebook.com/groups/GOinternational.UniSalzburg)
- Geoinformatics_students Salzburg: [https://www.facebook.com/groups/1478630179020455/](https://www.facebook.com/groups/1478630179020455/)
- Z_GIS Visiting Students, Faculty: [https://www.facebook.com/groups/visiting.zgis/](https://www.facebook.com/groups/visiting.zgis/)
- EMCDE FB: [https://www.facebook.com/CopernicusMScDigitalEarth](https://www.facebook.com/CopernicusMScDigitalEarth)
- EMCDE TW: [https://twitter.com/MSc_CDE](https://twitter.com/MSc_CDE)
- EMCDE LinkedIn: [https://www.linkedin.com/in/em-cde-b55780171/](https://www.linkedin.com/in/em-cde-b55780171/)

**Student Life**
- Austrian Exchange Service (OeAD) [www.oead.at](http://www.oead.at)
- Austrian Student Union Salzburg (ÖH) [www.oeh-salzburg.at](http://www.oeh-salzburg.at)
- Events: [www.facebook.com/WeAreSalzburg/](https://www.facebook.com/WeAreSalzburg/)

**Tourism**
- City of Salzburg [www.stadt-salzburg.at](http://www.stadt-salzburg.at)
- Salzburg Tourism [www.salzburg.info](http://www.salzburg.info)
- Events/Nightlife: [www.virtualnights.com/salzburg/events](http://www.virtualnights.com/salzburg/events)

**Transports**
- Österreichische Bundesbahn (ÖBB) [www.oebb.at](http://www.oebb.at)
- Deutsche Bahn (DB) [www.bahn.de](http://www.bahn.de)
- WESTbahn Management [www.westbahn.at](http://www.westbahn.at)
- Eurail [www.eurail.com](http://www.eurail.com)
- Salzburg Airport W.A. Mozart [www.salzburg-airport.com](http://www.salzburg-airport.com)
- Salzburger Verkehrsverbund (local transport) [www.svv-info.at](http://www.svv-info.at)
- Vienna International Airport [www.viennaairport.com](http://www.viennaairport.com)
- Munich Airport [https://www.munich-airport.com](https://www.munich-airport.com)
- Salzburg Transfer Service [www.mietwagenservice.at](http://www.mietwagenservice.at)

2.15 Other Key Documents

- **Curriculum** Copernicus Master in Digital Earth
- **Student Agreement** Erasmus+ Grantees
- **Student Agreement** Self-funded Student