

Joseph Haydn Conservatoire of the Province of Burgenland

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Information for International Students

Welcome to the Joseph Haydn Conservatoire!

Here is some information for your Study at this institution.

1st Step: Enrolment at the Joseph Haydn Conservatoire

- The tuition fee (€ 300,-- for students of EU countries, € 730,-- for students of non-EU countries) has to be paid into the account of the Joseph Haydn Conservatoire before enrolment. The confirmation of enrolment can be picked up in the office receipt of the outstanding amount in the account of the Joseph Haydn Conservatoire.

(BIC: EHBAT2E, IBAN: AT17 5100 0810 1472 7600) (Not applicable for Erasmus students.)

- What to bring:

- Identity card or passport

- A Completed enrolment form (you can download the form on our website: www.hayndkons.at)

Office time: Monday to Friday 8:00 to 12:00, 13:00 to 15:00.

- The matriculation has to be personally concluded in the office only in the first semester of study. The registration for courses and the enrolment in later semesters has to be done online (see:

<http://studierende.hayndkons.at>) with the assigned user data. Any change of personal data (address, phone number, etc.) should be performed immediately there.

- After the matriculation students are provided a confirmation of enrolment, furthermore a student identity card, an e-mail address and access data for the online campus of the Joseph Haydn Conservatoire, which is used for large part of the administrative. Usually all documents can be picked up from the office on the following day if the outstanding amount of study fees has already been credited to the account of the Joseph Haydn Conservatoire. (For more information on the student's e-mail-account and on JHK online see reverse page.)

2nd Step (ad libitum): Electronic key

It is possible to hire an electronic key at the office. With this key you can practice at the Joseph Haydn Conservatoire for 24 hours a day, 7 days a week. You will have to pay a deposit of € 50,--, € 5,-- per term are retained as a rental fee.

With the lease of key you declare that you explicitly consent to the house rules (e.g., to practice only with the window closed). The key is intended solely for your own use - keep in mind that a computer records each opening and closing of a room and therefore that you are responsible for the room when you are registered for it!

The initialisation of the key must be enabled at the box to the left of the entrance door. During the day, please always lock the room when leaving. Note: Between 8 p.m. and 8 a.m., the doors lock automatically - you can always leave the house without a key but you need it in order to re-enter the room!

3rd Step (ad libitum): WLAN

The Joseph Haydn Conservatoire is equipped with a WLAN. If you want to use it, please ask in the office for the login code.

4th Step: Booking the courses on JHK online

With the provided access data you have to book the courses you want to attend. Go to studierende.haydnkons.at in the internet, fill in your mail-address

(forename.surname@stud.haydnkons.at) and password (standard setting: „Passwort“ - don't forget to change it when you log in for the first time!).

- Go to „courses“ and enrol all classes you want to attend (-don't forget your own instrument!). (If you want to book dates for coaching/solo repetition you have to inscribe to the course first!). There is a deadline until when you must do this (- usually end of September resp. end of February).
- On JHK online you can find necessary information on your e-mail-address (- webmail, preferences, ...). When you have logged in at JHK online, go to „Script/Forms“ and download the pdf-file „Mail Stud“.

5th Step: Registration office („Meldeamt“)

After the enrolment you are obliged to go to the registration office within 3 days (address: Town Hall („Rathaus“), Hauptstraße 35, 7000 Eisenstadt, Phone: +43 2682 705-0, office time: Monday - Thursday 8:00 to 14:00, Friday 8:00 - 13.00)

What to bring:

- Identity card or passport
- Confirmation of enrolment at the Joseph Haydn Conservatoire
- A completed registration form with confirmation of the landlord („Meldezettel“)
- Health Insurance (e.g. European Health Insurance Card)
- Proof of sufficient financial resources (e.g. bank statement, bank card)

If you stay more than 4 months, you have to fill in additionally the form „Antrag auf Ausstellung einer Anmeldebescheinigung“ (application for a certificate of registration; bring documents as mentioned above).

6th Step (ad libitum): Citizen card („Bürgerkarte“)

After registering you can buy a Citizen Card („Bürgerkarte“) directly at the town hall (€ 3,--). This card allows you to use a City Taxi for € 2,50 per ride within Eisenstadt. Note: When calling a taxi tell in advance that you want a „city taxi“, otherwise you will have to pay the regular fee! Please ask for a list of participating taxi companies when purchasing this Citizen Card.

Now you can start with your studies! Good luck!