



#EURESJobs

infoSystem

The European Jobnetwork

With this publication we would like to inform you about living and working in Austria.



Apply correctly:

When applying for a job, it's often the little things that make the difference. That's why we've put together some useful information, tools and templates to help you succeed.

www.ams.at



Living and working conditions in Austria

eures.europa.eu

OVERVIEW:

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EMERGENCY NUMBERS

Emergency numbers without an area code can be reached throughout Austria without an area code:



01/313 30
*Social-psychiatric
emergency service
(24 hours a day)*



147
*Rat auf Draht –
Children's helpline*



142
*Telephone counselling
(24 hours a day)*



0800 222 555
*Women's-helpline
against male violence
(24 hours a day)*



Deaf and hearing-impaired people can use the DEC112 smart-phone app to contact the police (112 and 133), fire brigade (122), ambulance service (144) and mountain rescue service (140) via a „text-based emergency call“ (DEC112).



122
Fire brigade



133
Police



144
Ambulance



112
*Europe-wide
emergency number*



14 55
*Pharmacy
emergency number*



01/406 43 43
Poison control centre

What can we do for you?

The principle of freedom of movement for workers in the European Union is one of the most important rights of EU citizens. This means that you can move to any EU member state as well as Iceland, Liechtenstein, Norway or Switzerland to look for a job.



However, it can sometimes be a daunting and difficult task to make use of this right. The aim of EURES is precisely to support and assist jobseekers and employers.

Space for your notes

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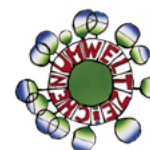
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We assume no accountability for printing and layout errors.



WELCOME TO AUSTRIA

Geography and population

Austria has 9,198,214 inhabitants on an area of 83,883 km², including 1,855,624 foreign citizens (20.2 % of the total population).

The population density is highest in Vienna, with 4,887 inhabitants per square kilometre and lowest in Carinthia, with 60 inhabitants per square kilometre. Life expectancy averages 84.23 years for women and 79.44 years for men.

Austria's neighbouring countries are Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria consists of 9 federal states, each of which has its own capital.

Hotfacts

1740 to 1780 most important sovereign – **MARIA THERESIA**

1920 – **FEDERAL CONSTITUTION, REPUBLIC OF AUSTRIA**

1995 – **MEMBER OF THE EUROPEAN UNION**

Highest mountain – **GROSSGLOCKNER 3.798 m**

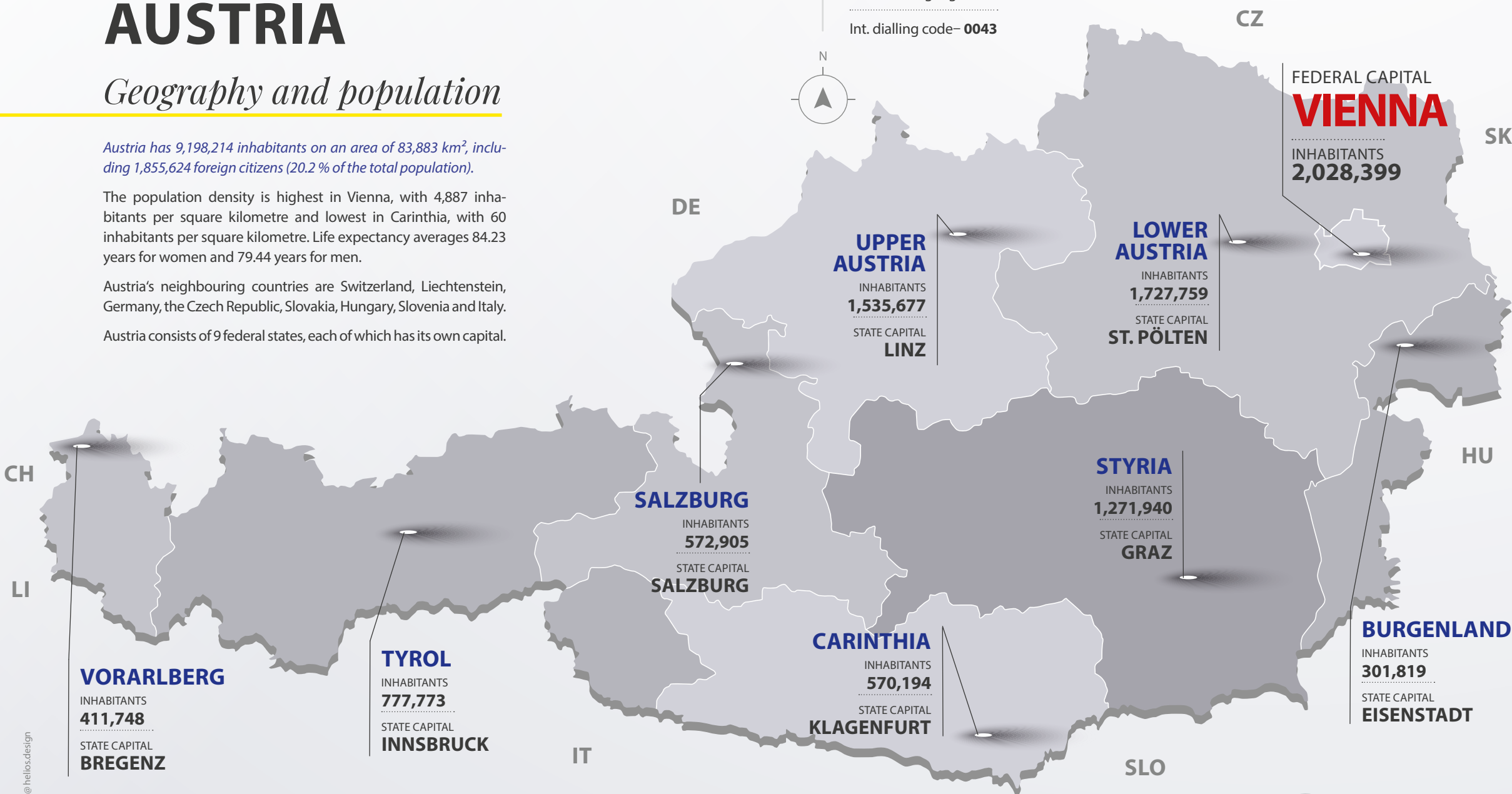
National language – **GERMAN**

Int. dialling code – **0043**



More info:

www.oesterreich.gv.at





POLITICAL SYSTEM

Austria is a democratic republic.

Laws are passed in Parliament. One of the most important legal documents in Austria is the Federal Constitution. The Federal Constitution contains, for example, the European Convention on Human Rights as well as the fundamental freedoms, but also the legislation and execution of the federation and the Federal Constitutional Law on the Neutrality of Austria.

The Republic is headed by the federal president. In addition to other duties (supreme commander of the armed forces, inauguration of the federal government and the provincial governors, etc.), he or she represents the republic externally. Austria is governed by the federal government, which is headed by the federal chancellor. The affairs of government are conducted jointly with the vice-chancellor, the federal minister, and the state secretary.

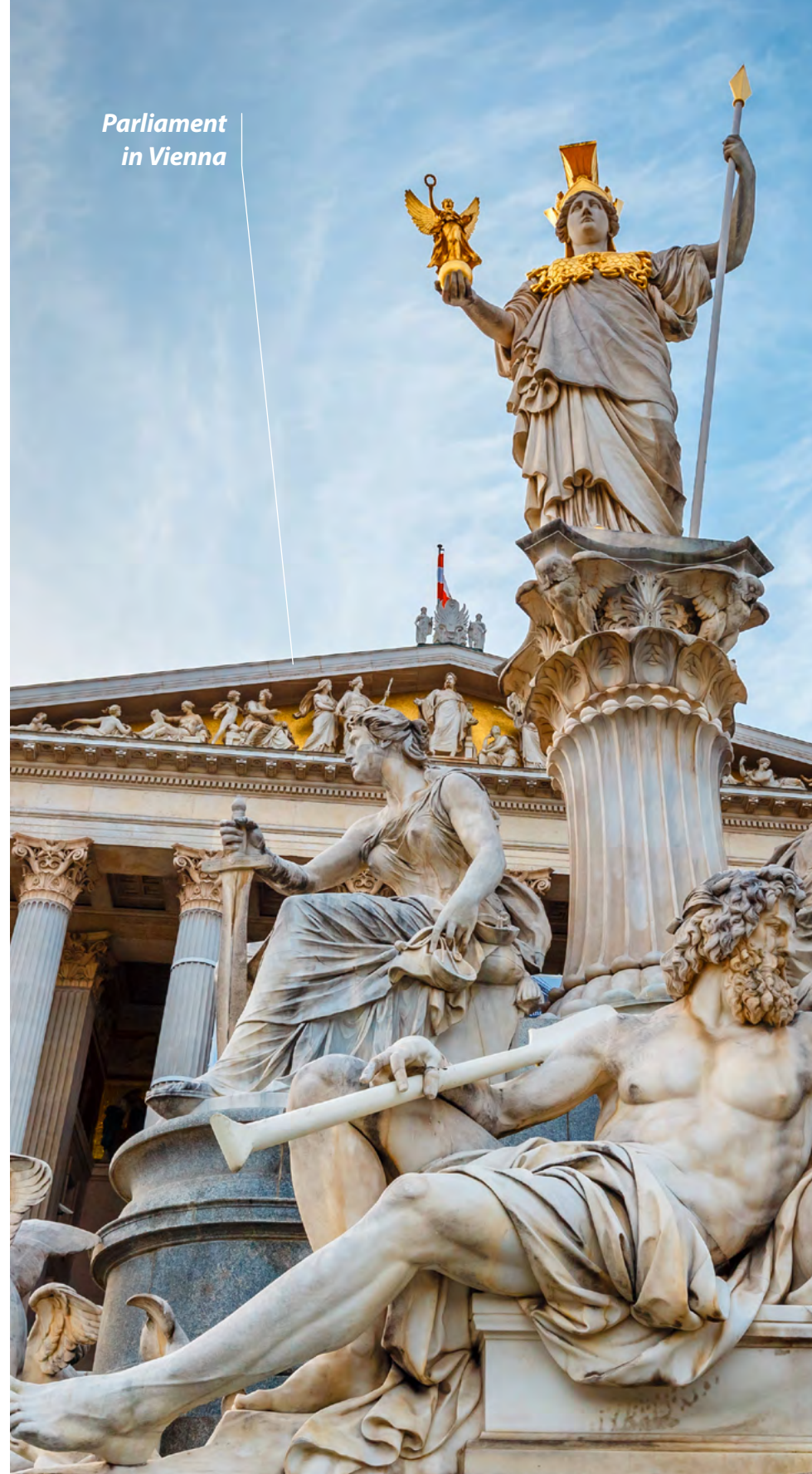
Vienna is both the federal capital and a federal state. There is therefore a municipal council and a state parliament.

In Vienna there are municipal departments (MA), which have certain responsibilities for the whole of Vienna (e.g. MA 35 immigration and citizenship), but also municipal district offices, which fulfil the tasks of both district administrations and municipal offices.



The political system:
www.politischebildung.at

Parliament
in Vienna



The national territory (the federation) consists of 9 federal states, which form a monetary, economic, and customs unit.

- The federal capital and seat of the supreme federal authorities is Vienna.
- Each federal state is administered by a provincial government headed by the provincial governor.
- Each federal state consists of administrative units, so-called political districts.
- The administrative authority in each district is the district commission (BH).
- Each district consists of several smaller administrative units, so-called municipalities and cities.
- Each city is administered by a city administration, each municipality by a municipal office.

A municipality/city is headed by a municipal council/city council and the mayor.



Elections and the right to vote

All political institutions established by the Constitution are directly or indirectly derived from secret, personal, equal elections.

Austrian citizens who have reached the age of 16 vote on the National Council (People's Chamber of the Parliament), the Landtag (parliament of each federal state), the local council (where EU citizens residing in the municipality can also vote—special position: Vienna), Austrian members of the European Parliament (EU citizens with their main residence in Austria also have the right to vote), and the federal president.

THE NATIONAL COUNCIL IS ELECTED EVERY 5 YEARS

There is a three-stage proportional right to vote, in which one vote can be given to a party and an additional preferential vote can be given to an individual candidate. The votes cast are combined to form seats.



Alte Hofburg
in Wien

The federal president

is directly elected by the people every six years, the Landtag and the Land government (i.e. provincial government), which are at the head of each state, are elected every five to six years, and the municipal council or representatives are also elected every five to six years.

Depending on the federal state, mayors are elected by the inhabitants of the municipality or by the representatives of the municipal administration/city administration. However, representatives of employees are also elected. As an employee you can also vote in the elections of the Chamber of Labour, your works council, your youth trust council, or in the public service in the election of staff representatives.



Elections and voting rights:
www.oesterreich.gv.at



Courts and jurisdiction:
www.justiz.gv.at



Citizen service and legal information:
www.oesterreich.gv.at



Statistical data:
www.statistik.at



Foreign nationals living in Austria according to their nationality from EU-EEA countries

Germany	239,519
Romania	155,721
Hungary	112,412
Croatia	109,367
Poland	67,554
Slovakia	50,417
Italy	41,033

Foreign nationals living in Austria according to their nationality from NON-EU-EEA countries

Turkey	124,775
Serbia	122,551
Bosnia/Herzegovina	100,747
Ukraine	87,949

of which approx.



40%
Women

60%
Men

MIGRATION AND LANGUAGES

As a result of immigration, the number of inhabitants from other countries of origin has risen sharply in recent years.

Among EU-EEA citizens, Germans are the largest group with almost 239,519 persons, followed by people born in Romania (155,721), Hungary (112,412), Croatia (109,367), Poland (67,554), Slovakia (50,417) and Italy (41,033). Among nationals from non-EU-EEA countries, 124,775 persons born in Turkey and 122,551 persons born in Serbia form the largest groups. They are followed by persons from Bosnia and Herzegovina (100,747) and the Ukraine (87,949).

The official language of Austria is German and therefore in most cases a prerequisite for working and economic life. In addition to German, Burgenland-Croatian, Romany, Slovakian, Slovenian, Czech and Hungarian are also regarded as official regional languages. These languages are spoken by recognised minorities.

It is helpful and often necessary to be able to speak German when dealing with public offices and authorities (e.g. municipal administrations, the Public Employment Service, doctors), but also in schools and at work.

German courses are offered by many institutions (e.g. adult education centres such as the BFI or adult education centres and language institutes).

Children and young people attending school have the opportunity to learn German free of charge during and after lessons at school.

English is the first foreign language taught at schools and is now spoken by many people in Austria - including people who work at administrative bodies. English is the working language in many companies, especially international ones.



4,488,800
PERSONS IN EMPLOYMENT



47,46%
OF WHICH WOMEN
2,130,300



52,54%
OF WHICH MEN
2,358,600

Labour market

In the Year 2024, an average of 4,488,800 persons were employed, of whom 2,358,600 were men and 2,130,300 women.

The employment rate of persons aged 15 and over, i.e. the proportion of employed persons among all persons in this age group, was 74.1%. The part-time rate (proportion of people who by their own account work fewer than 36 hours a week) was 30.9%. However, the proportion of part-timers among women is 50.6%.

244,300 unemployed persons were actively seeking work and available for work on average in 2024. This means an unemployment rate of 5.2%.

The unemployment rate for young people (15- to 24-year-olds) is 10.3%, the unemployment rate for older people (55- to 64-year-olds) is 3.7%. In 2024, an average of about 141,600 unemployed Austrians and about 99,300 unemployed foreigners were registered in Austria. This means that the number of unemployed Austrians and foreigners rose compared to the previous year.

Compared to other federal states, unemployment in the year 2024 was highest in Vienna, 9.59% on average and lowest in Tyrol with 3.08%.



Labour market statistics:
www.ams.at



European data in comparison:
ec.europa.eu/eurostat



Immigrating to Austria

In Austria, reporting obligation applies. Within 3 days after moving into a new accommodation (also in case of a change of residence within Austria) a notification to the competent authority is mandatory.

Competent authorities are:

- the registration service in your place of residence (town hall or the city's municipal administration).
- in Vienna: the registration service of the municipal district offices.

The following documents must be submitted:

- one completed registration form per person—available at the competent registration office and at some tobacconists or on the Internet
- passport
- birth certificate
- registration form for possible further residences

The registration form, signed by the accommodation provider (owner or property manager) and the accommodation recipient (e.g. tenant), must be submitted to the registration office either in person, by a trusted person, or by post.

The authority issues a confirmation of registration.

Upon registration in Austria, the personal data is automatically stored in the Central Register of Residents (ZMR) and is available to the authorities. Every person registered in Austria has their personal ZMR number, which appears on the registration confirmation.

EU-EEA citizens and their relatives who are staying in Austria for more than 3 months and wish to settle must also apply for a registration certificate.

Further information:



Registration/deregistration of residence:
www.oesterreich.gv.at



Registration form (registration form):
www.oesterreich.gv.at

View of the
Fortress Hohensalzburg



Residence in Austria

EU-EEA citizens and Swiss citizens and their relatives (with EU-EEA citizenship or Swiss citizenship) do not need a visa or residence permit to enter the country. With a valid passport or identity card you can stay in Austria for up to 3 months without further permission.

For a longer stay in Austria:

You must be an employee or self-employed person in Austria or have sufficient means of subsistence and comprehensive sickness insurance cover for yourself and your family members and not live on benefit (e.g. social assistance) or receive training, including vocational training, at a public school, legally recognised private school or educational establishment, be adequately funded and have comprehensive health insurance.

EU-EEA citizens and Swiss citizens must register their establishment with the residence authority (district administration or municipal authorities in cities) within 4 months of entering Austria. If you meet the requirements, the authority will issue a registration certificate.

If the relatives (spouse, children, life partner, etc.) are also EU-EEA citizens or Swiss citizens, their settlement must also be indicated by a registration certificate.

EU-EEA citizens and Swiss citizens can apply to the competent authority for a "photo ID for EEA citizens".

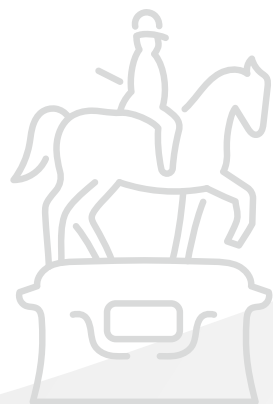
Special provisions apply to third-country nationals—citizens of EU-EEA countries who do not have EU-EEA or Swiss citizenship. Please inform yourself in good time at the residence authority or at counselling centres.

The necessary documents must be enclosed with the application in the original and in a certified German translation.

The competent authority will inform you which documents and application forms are required.

Competent authority:

- district authority or the city's municipal authority



Bringing pets to Austria

Dogs, cats, and ferrets brought to Austria from EEA countries must be marked with a microchip; in addition, a pet passport must be carried.



For dogs, taxes ("dog taxes") must be paid at the Austrian place of residence. The amount of the tax depends on the place of residence. Information can be obtained at the responsible town hall or at the municipal administration in cities.

In most Austrian municipalities and on public transport, muzzles and leashes are compulsory. All dogs kept in Austria must be marked and registered. The legal regulations for keeping "fighting dogs" must be observed.

A valid rabies vaccination (and if necessary a valid booster vaccination) must be entered in the pet passport for animals over three months old. For the first rabies vaccination, the date from which it is valid must be recorded.



Stay and visa:
www.oesterreich.gv.at



Registration certificate:
www.oesterreich.gv.at



Photo ID for EEA citizens:
www.oesterreich.gv.at



Third-country nationals:
www.oesterreich.gv.at



Travelling to Austria with pets:
www.oesterreich.gv.at



Pets:
www.oesterreich.gv.at



LIVING CONDITIONS

Comparative price levels of costs of living

The currency of Austria is the euro (€), 1 euro is 100 cents.

Through the system of comparative price levels, purchasing power can be compared between national currencies. The comparative price levels indicate whether a country is cheap or expensive compared to the average (EU27 = 100).



..... **Comparative price levels:**
ec.europa.eu



..... **Prices and saving potentials
for households:**
www.e-control.at/preismonitor



..... **Comparison for electricity and gas:**
www.e-control.at



..... **Rate calculator Internet
and telephone:**
www.arbeiterkammer.at



Coffee house
Demel Vienna

Living

In Austria, more than 40% of new apartments are in detached and semi-detached houses, more than 50% of new apartments are in residential houses with more than 2 apartments. In cities and conurbations there is a large number of apartments in multi-storey buildings. In rural regions, single or two-family houses predominate.

Renting living space

Depending on the region, apartment rents vary. Smaller apartments are often more expensive per square metre than larger ones. In addition to rent, there are operating costs (about 25% of the net rent), heating costs, and gas and electricity costs. If you rent an apartment, you must contact the energy company of your choice to obtain gas, electricity, or district heating.

Operating costs include costs for water/waste water, sewer clearance, waste disposal, cleaning costs, costs for heating, playground, laundry, etc., which every tenant must pay monthly.

In Austria, a rental agreement is an oral or written agreement between a landlord/landlady and the tenant. The tenancy agreement regulates, for example, the duration of the tenancy or which apartment was rented to you. In addition, the tenancy agreement contains information on the size of the apartment, rental costs and periods of notice, the house rules, etc.

Rental contracts are concluded for a limited period of time (usually 3 years) or indefinitely. If a fixed-term tenancy agreement is not terminated, it is automatically extended by the contractually specified period of the fixed-term tenancy. If the rental agreement is not terminated after expiry of the 2nd time limitation, it is deemed to have been extended indefinitely.



Private rental apartments:
www.oesterreich.gv.at



Housing—authorities and advice centres:
www.oesterreich.gv.at



Tenants' association:
www.oesterreich.gv.at

Attention: Temporary rental contracts cannot normally be terminated by the tenant before the end of the fixed term, unless there is a corresponding agreement in the contract!

Unlimited rental contracts can be terminated by both the landlord and the tenant. Observe the notice periods of the rental agreement.

A sublease can be concluded between the main tenant and the subtenant. Special regulations apply to subtenancies.

Recommendation: If you conclude the tenancy agreement or subtenancy agreement in writing, you will have proof in the event of a dispute.

Rent of most apartments is regulated throughout Austria by the Act on Tenancy Law. Single-family houses are exempt from the Act on Tenancy Law. However, statutory notice periods also apply to single-family houses.

Before you rent an apartment, you will have to pay the rent in advance and a deposit, but possibly also commission and redemption fees.

You can obtain detailed information from the relevant advisory bodies such as the tenants' association or the associations for tenants' protection in the federal states.



Austrian Real Estate Association:
www.ovi.at

Apartment inspection

You can visit apartments before signing the lease. Apartments advertised in newspapers or on the Internet are often sold through real estate agents. If the apartment is visited by several people at the same time, this is called a collective visit. Often the inspection date is agreed upon by telephone. Ask as many questions as possible during the inspection and sign neither the rental contract nor the rental offer prematurely, even if the landlord or the real estate agent urges you to do so.

With a rental offer you confirm that you want to rent the apartment under certain conditions. If the lessor accepts this rental offer, the rental agreement is concluded.

Attention: If you submit a rental offer, you are bound by it! Don't let them "reserve" the apartment for you. A reservation is often a hidden rental offer.

Apartment purchase

Before you, as an EU-EEA citizen or Swiss citizen, buy an apartment or make a binding offer to buy, research information on buying an apartment at the Chamber of Labour or tenant protection organisations and on the Internet.



Home ownership:
www.oesterreich.gv.at



Owner-occupied housing:
www.arbeiterkammer.at

Radio and television registration

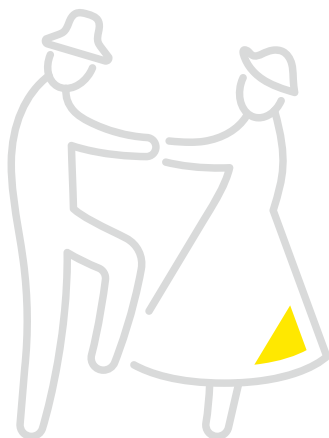
The ORF fee („Haushaltsabgabe“) replaces the previous GIS fee from January. It is payable per main residence, for some companies and regardless of the reception device.



ORF fee:
www.oesterreich.gv.at



ORF Contribution Service:
orf.beitrag.at



Motor vehicles

Under what conditions am I allowed to drive a motor vehicle on public roads?



Motor vehicle:
www.oesterreich.gv.at

Electric cars

Pure electric vehicles are much more efficient than conventional motor vehicles and therefore consume significantly less energy. The electricity required for charging electric vehicles can be provided from renewable energy sources (wind and hydroelectric power, photovoltaics, biomass, etc.).



General information on electric cars and e-mobility:
www.oesterreich.gv.at

General information

From 1 November to 15 April, winter tyres are compulsory, depending on the weather (in snowy and icy conditions).

In Austria, all persons in a motor vehicle must wear seat belts.

The driver of the motor vehicle must ensure that children under the age of 14 or under 150 cm in height are secured in the vehicle with a child car seat.

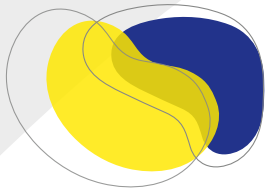
The journey on Austrian autobahns is subject to a charge. The required motorway permit sticker can be purchased at motorway service stations, petrol stations and tobacconists. You can also order a vignette online and register your vehicle digitally.

On Austrian autobahns and motorways, vehicle drivers are obliged to keep a driving opportunity ("rescue lane") clear between individual lanes if a traffic jam begins to form in order to enable the unhindered passage of emergency vehicle.

From 31 March 2018, newly approved vehicle types of passenger cars and lorries up to 3.5 tonnes must have an automatic emergency call system, a so-called eCall system.

In Austria, you must have your vehicle regularly inspected for operational safety (§ 57a assessment).

In principle, the legally permitted maximum limit of less than 0.5 per mille alcohol content in the blood applies. In certain cases, however, this limit is reduced to 0.1 per mille or less.



If you have a breakdown, here's what to do:

- Switch on the hazard warning lights.
- Put on a warning vest (in yellow or orange) when you leave the vehicle.
- Set up a breakdown triangle.
- Call ÖAMTC emergency help at 120 or ARBÖ emergency help at 123.
- ÖAMTC and ARBÖ are motorist clubs. If you are a member of these organisations, you will receive free or inexpensive assistance.

If you have an accident with or without personal injury, please note the following:

- Make an emergency call at 112. This will call the police, rescue services, and, if necessary, the fire brigade.
- Care for injured persons with the help of the "first-aid kit for motor vehicles". In Austria, this is also known as a "car pharmacy". The first-aid kit must be carried in the vehicle.
- Fill in an accident report. The accident report is necessary so you can assert your rights with your insurance company.
- If you do not inform the police or leave the scene of the accident without assistance or do not leave your personal data in the event of an accident, you are liable to prosecution (hit and run).



Travelling by motor vehicle:
www.oesterreich.gv.at



Motorway toll vignette:
www.asfinag.at



Vehicle inspection („Pickerl“):
www.oesterreich.gv.at

Motorist clubs:



ÖAMTC:
www.oeamtc.at



ARBÖ:
www.arboe.at

Driving licence and registration

Driving licences issued in another EU/EEA country are also valid in Austria. Any change of address (main residence) must be reported to the competent authority. For Swiss citizens, the following applies: The driving licence must be changed within 6 months at the responsible district administrative authority or at the traffic office or the federal police headquarters.

If you want to obtain a driving licence in Austria, you must attend a driving school. There you will receive instruction in theory (traffic rules, technology, etc.) and practice (practical driving instruction). At the end, the driving test takes place.

Acquisition of a driving licence is associated with high costs (1,200 to 1,750 euros on average). Compare the prices of the individual driving schools.

Persons who have their main residence outside Austria may use a motor vehicle or a trailer with a foreign licence plate in Austria for a maximum of 1 year.

If the main residence is moved to Austria, a vehicle with a foreign registration number may be driven for 1 month. The vehicle must be registered in Austria within this period.

In the case of imported vehicles with EC type-approval, the approval data must be entered in the approval database. If the vehicle does not have an EC type-approval (as is the case with type-approvals from before 1 January 1996), it must be typed.

If a vehicle is registered for the first time in Austria, standard consumption tax (NoVA) must be paid.

After registration in the approval database or typing and payment of the NoVA, the vehicle can be registered with an insurance registration office.

Liability insurance must be taken out with one of the numerous insurance companies. Within the EU there is free choice of motor vehicle insurance. The motor vehicle can therefore be insured in any member country with approved insurance companies. Final registration is carried out at the registration office of the chosen insurance company.



Checklist for motor vehicles and driving licences:
www.oesterreich.gv.at



Vehicle registration:
www.oesterreich.gv.at



Liability insurance:
www.oesterreich.gv.at



FINDING A JOB

EU-EEA citizens as well as Swiss citizens and their dependents (spouse, children, stepchildren, adopted children, etc.) have the right to live and work in Austria within the framework of the free movement of workers without work permits.

Job search from EU-EEA countries and Switzerland in Austria, job search for third-country nationals

Before job seekers come to Austria, they can obtain various information and services from the Public Employment Service Austria (AMS) via the Internet:

- From the AMS homepage you can access the job search engines „alle jobs“, „eJob-Room“, the apprenticeship exchange and the AMS Job App.
- Services offered by the AMS: job interests tests (AMS Berufskompass, AMS Jugendkompass), interactive application portal including application training and online application coach.
- Information of the AMS: Berufsinformationssystem (BIS), Berufsexika, JobBarometer (Trends und Chancen auf dem österreichischen Arbeitsmarkt), Weiterbildungsdatenbank, BerufsInformations-Zentren (BIZ), barrier-free access to AMS offices, unemployment insurance benefits.
- Information from the AMS for young people: Education and further training, AMS Career Compass, application tips for young people.



AMS Jobsearch engine:
allejobs.at



AMS Job information system:
bis.ams.or.at



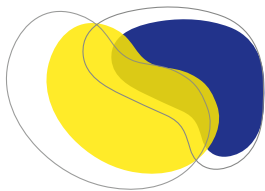
AMS Education compass:
www.ausbildungskompass.at



AMS Online and mobile job search:
www.ams.at

*Old Viennese tram
with the Burgtheater
in the background*





Jobseekers can obtain information about taking unemployment benefits with them from the labour administration or the competent authority in their country of origin.

Information in English, for example on the AMS's services, residence, living and working conditions, can also be found on the AMS website.

After jobseekers have come to Austria, the following should be noted:

In order to be entitled to benefits from the country of origin in Austria (e.g. unemployment benefit), it is necessary to register in person at the competent AMS office in Austria.

Please bring the following documents with you on your first visit to the AMS in Austria:

- your e-card or confirmation of your social security number,
- an official photo ID (passport, identity card, etc.),
- an official photo ID (passport, identity card, etc.), the Portable Document U2 form issued by the employment services of the country of origin and the Portable Document U1 confirmation of periods of employment in the country of origin if available.

As soon as you are registered with the responsible office (AMS office in your residential district), your AMS advisor will inform you about any vacancies reported. You can also publish your own job advertisement in the eJob-Room, the online job exchange.

In the AMS offices you can search anonymously for vacancies on self-service computers. In addition to the eJob-Room, the AMS website provides you with other useful job exchanges.

Here you will find an overview of all branch offices, including opening hours, addresses, and telephone numbers: www.ams.at

Note: With an AMS account you can access many AMS services independent of time and place, and handle certain matters from the comfort of your own home. To use the AMS account, you need a computer or mobile phone with an Internet connection. You can request the access data for your AMS account online, by telephone, or in person.

The European Network EURES (EUROpean Employment Service)

EURES is the largest network of public employment services and the European Commission in Europe. This network makes EURES an increasingly important instrument:

- in promoting professional and fair mobility for jobseekers,
- in the placement of workers to companies with staffing difficulties throughout the EU and EEA as well as in Switzerland,
- and in the information service for job seekers and companies interested in mobility.

In Austria, EURES is integrated into the Public Employment Service and offers companies Europe-wide recruitment services to fill vacant positions that cannot be covered by the potential labour force registered with the Public Employment Service. EURES offers jobseekers a variety of information about jobs in other EU-EEA countries, tailor-made job exchanges at home and abroad, and much more.

The job search engine of the "EURES Job Mobility Portal" offers both job seekers and companies the opportunity to participate in automated matching. With a personal EUROPASS profile you can create your CV, including qualifications, skills and abilities, and take part in Europe-wide matching. You will be informed by email about suitable job offers or suitable job seekers.

If you are interested in a Europe-wide job search or personnel search, please discuss this with your AMS consultant.

You can start your own search in the "EURES Job Mobility Portal" or with the help of your AMS advisor.



europass:
europass.europa.eu



More info:
eures.europa.eu



Public Employment Service Austria (AMS)

The Public Employment Service in Austria is called Arbeitsmarktservice (AMS) and offers its services in its regional offices.

The AMS is responsible for counselling, placement, and unemployment insurance benefits (e.g. unemployment benefit) for persons residing and staying in Austria. Online information is also available for persons outside Austria.

Jobseekers and unemployed persons can register at their regional office as jobseekers. The regional office in your area of residence is responsible.

Regional offices: www.ams.at

The following services and information can be found on the AMS website:

The AMS supports your job search with the job search engines „alle jobs“, „eJob-Room“ and the apprenticeship exchange.

- The free **AMS JOB APP** delivers all job offers from the AMS eJob-Room directly to the smartphone. You can search for jobs or apprenticeships and be informed about suitable new jobs with push notifications. All functions of the app can be used without registration.



More info:
www.ams.at



eJob-Room for applicants:
jobroom.ams.or.at



AMS Apprenticeship exchange:
www.ams.at



AMS Job search online and mobile
www.ams.at



Apply correctly:

When applying for a job, small things often make the difference between acceptance and rejection. That's why we've put together some useful information, tools and templates to help you succeed.



Apply correctly
www.ams.at

Benefits for jobseekers:

Here you can find out everything you need to know about receiving unemployment benefit and unemployment assistance, get information about the obligations of benefit recipients towards the AMS, etc.



„alle jobs“
www.ams.at

AMS publications for EU-EEA and Swiss citizens:



Country profiles:
www.ams.at

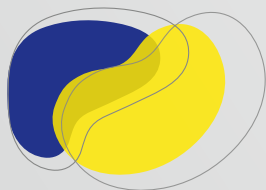
Professional dictionary:

Provides information on occupations (job characteristics, job requirements, training, promotion, employment opportunities, etc.).

Search for apprenticeships, occupations after graduating from university, occupations after graduating from vocational schools, training and auxiliary occupations, short and special training.



www.beruflexikon.at



Continuing education database:

Supports the search for suitable continuing education and contains information about course sponsors as well as course providers and the necessary prerequisites.



Continuing education database
wbdb.ams.or.at/wbdb

AMS Berufskompass, AMS Jugendkompass, AMS Gründungstest, AMS Berufskompass – Neuorientierung:

Questionnaire about career choice which creates an interest profile after it has been filled in online.



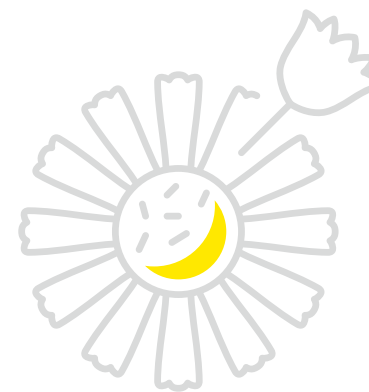
People with disabilities:
www.ams.at/arbeitsuchende



AMS Berufskompass
www.berufskompass.at



Returning to work for women:
www.ams.at



Au pairs

Young people from other countries have the opportunity to work as au pairs in Austria for a while. Au pairs are accepted into a host family and integrated into their everyday life. In addition to household chores and childcare, au pairs are required to attend a language school or other further education.

Essential requirements for an au pair stay are:

- Age between 18 and 28 years.
- Experience in childcare and enjoyment of working with children are desirable.
- The extent of the employment and the economic salary of the activity correspond to an au pair relationship.
- A minimum level of knowledge of German (school lessons, 1 semester of study, or 1 language course) must be proven by certificates.
- Willingness to adapt to different cultures and lifestyles and to support childcare and light housework,
- involvement of an authorised agency in the event of mediation.
- The au pair must not have been employed

as an au pair in Austria for more than 1 year during the last 5 years.

- For the employment of au pairs the Act Governing Domestic Help and Domestic Employees applies.
- Most au pair agencies offer their support during the preparation for the au pair stay (selection of the host family, arrival, etc.) as well as during the stay.

For the employment of an au pair, registration to the statutory social insurance (ASVG) is also necessary.

Au pairs from the EU-EEA area or Switzerland enjoy freedom of establishment and do not need a residence permit. For stays of persons with EU-EEA citizenship that last longer than 3 months, a registration certificate must be applied for.

Information on au pairs from non-EU-EEA countries (they require a special residence permit) can be obtained from the Austrian Public Employment Service and its regional offices.



Volunteering, holiday or professional internship and au pair:
www.ams.at

SEASONAL WORK

Seasonal workers are sought in the tourism, agriculture and forestry sectors.

In the winter sports regions of western Austria, skilled workers with practical experience (restaurant specialists, chefs) as well as experienced assistants (kitchen helpers, cleaning staff, maids and boys in the parlour, waiters and waitresses, tavern staff, etc.) are sought in the months of November to March as well as in the tourist regions throughout Austria, especially in the months of May to October.

In the tourism sector, special labour law regulations apply (e.g. special calculation periods for weekly or monthly working hours, corresponding regulations for rest periods and days off).

Particularly in the regions of Eastern Austria (Burgenland, Lower Austria, Upper Austria, Vienna), experienced harvesters are needed from spring to autumn (e.g. for asparagus and wine harvesting).

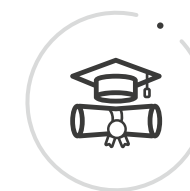
Information on the rights and obligations of employees should be obtained from the Chamber of Labour and the trade union at the latest before starting work.



Seasonal work:
www.arbeiterkammer.at

*Southern Styrian
Wine Route*





RECOGNITION OF FOREIGN EDUCATIONAL ATTAINMENT AND PROFESSIONAL ADMISSION

Professional recognition (professional accreditation) in regulated professions:

- Directive 2005/36/EC on the recognition of professional qualifications applies only to so-called regulated professions of EU-EEA citizens and Swiss nationals. Under certain conditions, however, this regulation also applies to third-country nationals with an EU-EEA or Swiss education.
- A profession is regarded as regulated if admission or practice is linked to possession of a certain qualification, which is determined by legal or administrative regulations. Depending on the profession, the required qualifications are at different educational levels. The list of regulated professions includes around 100 professional titles. It is up to each member state to determine regulated activities and accreditation.
- Within the EU-EEA states and Switzerland, the qualifications of applicants from these states for regulated professions must be recognised if they already have a professional right there.

National Library, Vienna

In these cases, a recognition procedure is not necessary or possible. Nostrification (recognition procedure for university education) is also not required for admission to further studies.

If you do not have a professional right in your country of origin or current country of residence, a recognition procedure is required for the exercise of a regulated activity.

The assessment of qualifications acquired abroad in accordance with § 6 AuBG serves to provide orientation on the labour market for companies and job seekers with the aim of supporting employment in Austria that is commensurate with qualifications.

Nostrification means the recognition of a foreign degree as equivalent to an Austrian bachelor's, master's, diploma, or doctorate degree by a university or university of applied sciences.

If nostrification has been carried out, this means that the student is on an equal footing with the Austrian degree, has the right to hold the corresponding Austrian academic degree, and is entitled to exercise a profession that is associated with the degree in Austria.

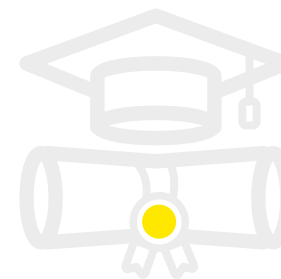
Degree:

For university degrees obtained within the EU/EEA/Switzerland, no nostrification is usually required, unless you wish to work in the public sector or in legally regulated professions (see above).

For questions on the recognition of foreign degrees, the assessment of foreign higher education qualifications, recommendations for general university entrance qualifications, and confirmations of academic degrees, please contact ENIC NARIC Austria.



ENIC NARIC Austria:
www.aais.at



The assessment of foreign higher education diplomas can be an alternative to the nostrification procedure. It is not binding, but can be obtained relatively unbureaucratically. The academic evaluation of foreign diplomas can, for example, be very helpful and supportive when looking for a job, applying for a job, and making an appointment with the AMS.

Equalization of apprenticeship qualifications:

Vocational qualifications acquired through school and/or work within the meaning of the Vocational Training Act (Berufsausbildungsgesetz — BAG) can be treated in the same way as an Austrian apprenticeship certificate, irrespective of whether the training is from an EU-EEA country or Switzerland or not. The corresponding application must be submitted to the Federal Minister of Economy, Energy and Tourism.

The application for equivalence can — if it is not rejected — lead to the following results:

- to full equality
- to admission to the practical part of the final apprenticeship examination
- to admission to the extraordinary final apprenticeship examination



Equal treatment of foreign vocational training: www.bmwet.gv.at

School-leaving qualifications:

Within the EU/EEA/Switzerland, the EU Directive on the Recognition of Professional Qualifications applies, which allows direct access to the profession. If you wish to pursue a professional activity directly on the basis of the professional qualifications you have acquired at school, no nostrification (recognition procedure for school-based training) is necessary.

Nostrification of foreign certificates is based on a comparison of the school attendance completed abroad and the examinations taken with the current Austrian curricula. If individual subjects or subject areas cannot be attested sufficiently, additional examinations must be taken. The Federal Ministry of Education in Vienna is exclusively responsible for the nostrification of a foreign certificate and is divided into different sections and several departments.

Foreign certificates can also be evaluated. The evaluation is intended to facilitate the assessment of the value of school-leaving qualifications acquired abroad and to enable a fundamental assessment of comparability with an Austrian school-leaving qualification.

The issued evaluation is particularly useful when looking for a job.

Evaluation and nostrification of foreign school certificates:

The evaluation does not replace the recognition of qualifications for access to legally regulated professions or the nostrification of certificates.



Nostrification of foreign school certificates:
www.bmb.gv.at



Inform about recognition and responsible institutions:
www.berufsanerkennung.at



AMS Education compass:
www.ausbildungskompass.at

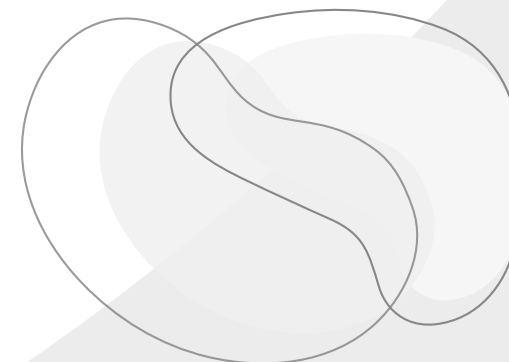
Foreign school-leaving certificates from EU-EEA countries and Switzerland are treated in the same way as Austrian school-leaving certificates when it comes to admission to a course of study at an Austrian university. However, foreign school leaving certificates must originate from educational systems that do not differ significantly from the Austrian education system. If differences are found, the university or the study access authority can declare equivalence for the purpose of admission if, for example, additional examinations are taken.

Benefits from social insurance:

- health insurance, including maternity protection: families are insured free of charge under certain conditions; assumption of costs for medical treatment, hospital stays, preventive medical check-ups, childcare allowance, sickness benefit, care, etc.
- accident insurance: cover against accidents at work and occupational diseases and their consequences, e.g. invalidity and incapacity to work etc.
- pension insurance: old-age pension benefits, etc.
- unemployment insurance: unemployment benefits, etc. (e.g. unemployment benefit, social benefits)



Social security benefits:
www.oesterreich.gv.at





SOCIAL SECURITY

Health insurance

Health insurance allows, for example, free treatment by doctors with health insurance contracts, in public hospitals, and sickness benefits. The prerequisite for free medical treatment is the presentation of the e-card on which the personal data (name, insurance number, etc.) of the insured person are stored.

You will receive an e-card for yourself and your relatives from your health insurance provider within 14 days of registering with your medical insurance company. The back of the e-card is the European Health Insurance Card. With this card, free medical care in the countries of the European Union is possible.

Health insurance exists if the person, for example,

- is employed, self-employed, or gainfully employed (Attention: Marginal employees are covered by health insurance upon application!), or
- receives unemployment benefit/emergency assistance, etc., or
- receives a pension, or
- receives a weekly allowance, childcare allowance.



AKH Vienna
General Hospital





Family members (i.a. spouse, partner, registered partner, children, grandchildren, foster children, and step-children) can also be co-insured if they are resident in Austria. Children up to the age of 18 are also insured. Children, foster children, etc. who are in school or vocational training or are studying can, under certain circumstances, be insured free of charge up to the age of 25.

Co-insurance of a spouse or partner with children is free of charge. An additional contribution (3.4% of the insured person's contribution base) must be paid for the co-insurance of childless spouses. There are exceptions here as well.

You must report the planned co-insurance of your family members to the employer.

Other health insurance services include dental treatment, rehabilitation, home nursing, medical aids, health care services, examinations as part of the Parent-child pass, and nursing care.

If you as an employee fall ill for a longer period of time, your full wage or salary will continue to be paid to you first (so-called continued payment of remuneration), later half. You will then receive sickness benefit from the relevant medical insurance company. Freelancers and self-employed persons are also entitled to sickness benefit. They receive sickness benefit from the 4th day of incapacity for work.



Sickness benefit:
www.usp.gv.at

Prescription medicines are redeemed by pharmacies for a prescription fee of 7.55 euros (2025). There is a cap on prescription fees: Patients who have already paid 2% of their annual net income for prescription fees in the current calendar year are automatically exempt from the prescription fee for the rest of the year.

Employed persons who are not self-employed are registered by their employer with the responsible health insurance institution (health insurance company/social insurance institution), self-employed persons (new self-employed persons, entrepreneurs with a trade licence, etc.) must register themselves with the responsible health insurance institution (Social Insurance Institution of Trade and Industry).



Benefits provided by statutory health insurance:
www.oesterreich.gv.at



Contact details of the health insurance funds (social insurance providers):
www.sozialversicherung.at

Occupational accident insurance

Accident insurance covers benefits resulting from accidents at work, occupational diseases, and death by accident of employed persons.

The benefits include, for example, accident treatment, rehabilitation and compensation, or death benefits (e.g. survivor's pension).



Accident insurance:
www.auva.at



Overview of accident insurance:
www.oesterreich.gv.at

Pension insurance

The possibility to receive early retirement benefits without deductions will be abolished and replaced by the introduction of the early starter bonus.

As of 1 January 2022, deductions of 4.2% per year were reintroduced for the long-term insurance scheme, according to which one can retire with 45 years of contributions from the age of 62.

For EU-EEA citizens and Swiss citizens: They receive a pension under Austrian law if they have been gainfully employed in Austria for more than 1 year and have paid pension insurance contributions. Insurance periods of less than one year are included in the pension periods acquired in other countries.



Pension insurance:
www.pensionsversicherung.at





Unemployment insurance

Financial services

In Austria, the Arbeitsmarktservice (AMS) is responsible for unemployment insurance benefits (e.g. unemployment benefit, unemployment assistance).



**Services of the AMS
for job seekers:**
www.ams.at

Receipt of unemployment insurance benefits from the EU-EEA region and Switzerland during the job search in Austria

If you want to take an unemployment benefit claim from the EU/EEA area or Switzerland with you to Austria while you are looking for work in Austria, you must first contact the competent employment services in your country of origin, apply for unemployment benefit there, and complete and confirm

form U2 (Portable Document U2). This form includes the deadline for registering with the regional office in Austria and the maximum duration of the foreign receipt of unemployment benefit in Austria.

After your registration with the competent regional office of the AMS in Austria, the foreign labour administration will be informed immediately of your reservation for job search in Austria. This means that the foreign labour administration can make payments to you. If no job has been found in Austria within the period indicated on the form, your entitlement to benefits will only be safeguarded if you return to your country of origin immediately and on time. Please be sure to pay attention to the information you receive in your country of origin!



**Unemployment insurance in the
EEA and Switzerland:**
www.ams.at

Aggregation of periods of insurance from employment in the EU/EEA and Switzerland

When checking the eligibility conditions for benefits from Austrian unemployment insurance, insurance periods completed in the EU-EEA states or Switzerland are also taken into account if you were employed in Austria for at least one day directly before submitting your application (one-day rule). In order to be able to credit insurance periods in Austria, it is necessary for the form U1 (Portable Document U1) to be completed and confirmed by the competent office of the employment administration in the country of origin. In many cases, you can also apply for this form electronically. It speeds up the assessment of your claim if you can already submit this form when you submit your application in Austria.

In the case of cross-border commuters, foreign insurance periods are taken into account immediately; the one-day rule described above does not apply to this group of persons. However, we can only consider periods from countries with which Austria has concluded pension insurance contracts.

For the receipt of unemployment benefits in Austria, the conditions applicable in Austria must be fulfilled.

Please refer to the information on the AMS website to find out which requirements you must meet in order to receive unemployment benefits in Austria.

Periods of self-employment subject to unemployment insurance are also taken into account when assessing entitlement in Austria.

Needs-based minimum benefit

Needs-based minimum benefit (BMS), is intended for persons who do not have adequate financial means to cover their living costs or those of their relatives. The BMS is therefore intended to support all those people who are no longer able to support themselves. However, BMS can only be obtained if it is not possible to obtain sufficient financial security through other means (e.g. income, social security benefits, maintenance, etc.) or assets.

Currently, EU-EEA citizens or Swiss nationals in Austria are only entitled to needs-based minimum benefits if they are employed in Austria or have been living in Austria for more than 5 years.

The level of the needs-based minimum benefit is regulated differently in the individual provinces.

Please note: Please enquire at the competent provincial government about the amount of BMS or the possibility of claiming needs-based minimum benefit as an EU-EEA citizen or Swiss citizen!

The decision as to whether needs-based minimum benefit is granted is made by the respective district administrative authority (district administration, municipal authorities in cities, social centres in Vienna). The latter also accepts applications and pays out the BMS.

Persons who receive needs-based minimum benefits and are able to work are registered with the Public Employment Service (Arbeitsmarktservice, AMS) for job search.



**Minimum-security benefits,
counselling and support:**
www.oesterreich.gv.at



„Brettljausn“



LIFE WITH CHILDREN

Maternity protection

Maternity leave for pregnant women usually begins 8 weeks before birth and ends 8 weeks after birth. During this period there is an absolute ban on employment.

The employment relationship for employed women continues during the protection period.

If women learn of their pregnancy, they should report this to their employer. From this point on, there is protection against dismissal.

Under certain conditions, employees and freelancers receive income-related weekly allowance during the protection period. Recipients of further education allowance, childcare allowance, unemployment benefit, or unemployment assistance are also entitled to weekly allowance.

In addition, marginally employed people who are self-insured in health insurance according to § 19a ASVG are entitled to weekly allowance. In this case, the daily weekly allowance is 11.87 euros (2025).

Information on the amount of the weekly allowance can be obtained from the relevant medical insurance company. Do not forget to apply for the weekly allowance at the beginning of the employment ban.



Competent authority - Health insurance:
www.gesundheitskasse.at



Weekly allowance:
www.arbeiterkammer.at

For self-employed women who work in a trade, operating assistance is provided, i.e. a replacement worker is made available for the trade.

Parent-child health pass

At the beginning of pregnancy expectant mothers receive a Parent-child health passport, in which preventive medical examinations of the unborn child and the mother as well as preventive medical examinations and vaccinations of the infant and toddler are registered. The Parent-child health passport is available, for example, from gynaecologists, general practitioners, out-patients departments in hospitals with obstetrics departments, and pregnancy counselling centres.

The Parent-child health passport examinations are a prerequisite for receiving the full childcare allowance.

Persons who are not insured and for whom there is no entitlement, even as relatives, can also have themselves and their baby examined free of charge as part of the Parent-child health passport.



Before birth:
www.oesterreich.gv.at



Parent-child health pass:
www.sozialministerium.at

Parental leave, childcare allowance

Parental leave is defined as the employment law entitlement to time off after the birth of a child (also applies to adoptive parents and foster parents) and after the absolute employment ban has ended. The period of maternity leave protected under employment law by protection against dismissal and summary dismissal lasts until the day before the child's 2nd birthday at the longest. If you also want to take leave, a written agreement with the employer is absolutely necessary. Parental leave can either be taken by one parent only or alternately by both parents.



Notification of the employer about periods of leave:

- If the mother is the first to take advantage of maternity leave, she must inform her employer at the latest on the last day of the protection period whether or how long she wishes to take advantage of maternity leave.
- If the father is the first to take up paternity leave, he must inform the employer of the start and duration of it no later than 8 weeks after birth.
- During the waiting period, you will not receive any remuneration payments, but if the conditions are met, you can receive childcare allowance (KBG). It is due to all children, including foster and adopted children.
- Freelancers are not entitled to parental leave, but to childcare allowance if they meet the requirements.

Eligibility requirements for EU-EEA citizens and Swiss citizens:

- For EU/EEA citizens and Swiss citizens, the EU Regulation 883/2004 applies. Accordingly, the member state in which one parent is employed is primarily responsible for the payment of family benefits (state-of-employment principle). In the country of residence, compensation payments may be due if the family benefits in the country of employment are lower.
- You can prove your legal residence in Austria for yourself and your child using the registration certificate or the photo ID for EEA citizens.
- Special regulations apply to cross-border situations (e.g. cross-border commuters)!



Childcare allowance—special cross-border regulations:
www.bundestkanzleramt.gv.at



In principle, you can choose between 2 variants:

Variant 1:

Childcare allowance account (Flat-rate system):

The flat-rate childcare allowance is paid to parents regardless of whether they were gainfully employed before the child was born.

You can flexibly choose between 365 days and 851 days as the entitlement period. If the parents alternate, the entitlement period is extended to 456 to 1,063 days.

The amount of the childcare allowance depends on the duration of receipt. Childcare allowance is between 17.65 Euro and 41.14 Euro per day.

The parent who receives childcare allowance can take up minor employment during parental leave (marginal income limit: 2025 551.10 euros per month).

Variant 2:

Income-dependent childcare allowance:

For this variant, one must have worked in Austria for 182 calendar days immediately prior to the birth of the child and be subject to health and pension insurance.

Income-dependent childcare allowance of 80% of the last net income can be drawn for a maximum of 14 months (of which at least 2 months by the partner).

In this variant, the parent who receives childcare allowance can earn up to 60% of the last income..

Competent authority:

- Health insurance
(in Vienna: customer centre for childcare allowance)
- Those receiving childcare benefits and their children are covered by health insurance.
- During or after the receipt of childcare allowance, an application can be made for unemployment benefit and unemployment assistance.



Parental part-time work:

Parental part-time work is defined as a legally regulated entitlement to a reduction in the previous working time or to a change in the situation of the previous working time. Under certain conditions, Parental leave is available until the child's 7th birthday at the latest. Parents must reduce their working hours by at least 20%. The remaining working hours must be at least 12 hours.

However, this is only possible if

- the company has more than 20 employees,
- the employment relationship has lasted for at least 3 uninterrupted years at the beginning of parental part-time work (including maternity leave and parental leave)
- and the parent applying for parental leave lives in the same household as the child.

Parental leave can also be taken by both parents at the same time. The conditions (start, duration, extent and location) must be agreed with the employer.

Part-time employment ends prematurely if the parent takes parental leave or part-time employment for another child.



Parental leave:
www.arbeiterkammer.at

A few things have changed for parental leave notifications from 1 November 2023:

- Part-time parental leave can be taken until the child's 8th birthday - for a maximum of seven years in total. The periods of non-employment after the birth and the parental leave periods of both parents for the same child are deducted from these seven years.
- Employers must provide written reasons for refusing part-time employment.
- The protection against dismissal and redundancy also continues during this procedure to enforce parental part-time work.
- The employer must be informed in good time that you wish to reduce your working hours or organise them differently in future, and this must be done in writing.

Marmot



Family allowances

For EU-EEA citizens and Swiss citizens, the EU Regulation No. 883/04 applies. Accordingly, the member state in which one parent is employed is primarily responsible for the payment of family benefits (state-of-employment principle). If both parents are employed in different countries, the family allowance must be paid in the country in which the child is permanently resident (country-of-residence principle).

As a rule, children who have their main residence in Austria are entitled to family allowance. Family allowance must be applied for at the competent authority.

Competent authority: Residence tax office

The amount of family allowance depends on the age of the child. In addition, there are children's deductions and supplements if 2 or more children or one or more disabled children are dependent. The amount of family allowance can be calculated using the Family Allowance Calculator.

The parent in the joint household who predominantly manages the household is entitled to family allowance. In exceptional cases, family allowance may also be paid to children.

Family allowance is paid monthly. In principle, family allowance can be received until the child's 24th birthday. From the age of majority, however, the granting of family allowance is generally tied to the existence of vocational training.



Family allowance:
www.oesterreich.gv.at



Who is entitled to family allowance:
www.arbeiterkammer.at



EDUCATION

Education and training

Care of small children and pre-school children takes place for babies and small children up to 3 years in crèches, for older children in public and private kindergartens/children's groups and pre-schools. The demand for crèches and kindergartens is often greater than the supply.

Small children – especially in small towns and rural regions – are also cared for in small groups by so-called daycare parents.

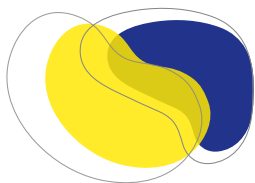
Children who live in Austria permanently are generally required to attend school from the age of 6. Compulsory schooling in Austria lasts 9 years (from the age of 6 to 15). School attendance in public schools is free of charge.

Parents and guardians must ensure that young people up to the age of 18 receive further training after they have completed compulsory schooling. They can either attend a secondary school, complete an apprenticeship, or undergo other training (e.g. an internship). The Compulsory Training Act applies for the first time to all young people who completed compulsory schooling in July 2017.



University of Vienna,
one of the largest in Europe.





The first 4 years of compulsory schooling are spent at primary school (primary level), after which either a cooperative secondary school, a new secondary school, or the lower level of the general secondary school (secondary level 1) can be attended.

The 9th school year can be completed in a polytechnic school or in secondary vocational schools (vocational middle schools or vocational higher schools), in the upper-level of the general secondary school, or in an upper-level grammar school (secondary level 2). The polytechnic school prepares students for apprenticeships or vocational schools with internships and vocational instruction.

For children with mental and/or physical disabilities or with severe learning deficits there are special school forms (special education/inclusive education) for the first 8 to 9 years of their school education (schools for children with an increased need for support). Alternatively, a so-called vocational preparation year can be completed in the 9th grade. This can be followed by integrative vocational training.

After the 9th grade, young people have the opportunity to complete vocational training in the form of an apprenticeship (vocational school and apprenticeship—dual training system), go to work, or attend a secondary school (secondary level 2).

Vocational middle schools, training in health professions, and vocational secondary schools entitle the holder to pursue one or more relevant occupations, depending on the



The Austrian education system:
www.bildungssystem.at



School and education guide:
www.bmbwf.gv.at



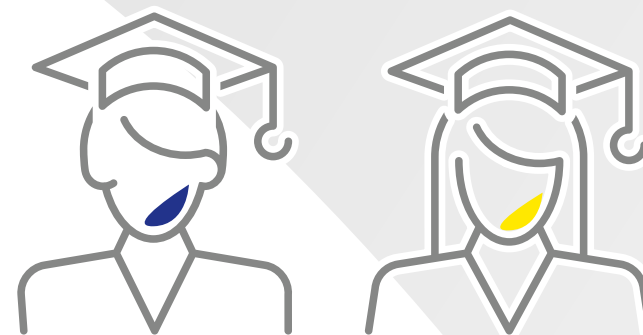
Studienberechtigungsprüfung, Berufsreifeprüfung, external exams:
www.erwachsenenbildung.at



Schooling:
www.oesterreich.gv.at



Pupils with first languages other than German:
www.oesterreich.gv.at



type of school. Graduates of vocational secondary schools can take the diploma and school-leaving certificate examination via an advanced training course.

The degree from general and vocational secondary schools—depending on the type of school, with a school leaving certificate or a school leaving certificate and diploma—entitles the holder to attend teacher training colleges, universities of applied sciences, colleges, and universities (institutions of tertiary education).

Adolescents and adults who have not taken a school-leaving examination (in Austria also called Matura) can access tertiary educational institutions via the second educational pathway (different types of university entrance examinations called “Studienberechtigungsprüfung” [university entrance exam], “Berufsreifeprüfung” [higher vocational diploma], “Berufsmatura” [secondary school vocational certificate], and “Externisten-Matura” [where one can take the Austrian A-levels exam as an external student]).

Note: There are special support measures for pupils with first languages other than German. Pupils who cannot follow lessons due to insufficient language skills will be taught in German remedial classes or German remedial courses since the 2018/2019 school year.

Allocation to a German language class or a German language course is based on MIKA-D, a standardised test procedure that is uniform throughout Austria.



Online school and education directory:
www.schulen-online.at



Education up to 18:
www.oesterreich.gv.at



School, apprenticeship, higher education:
www.oesterreich.gv.at



School service points:
www.bmbwf.gv.at



Lessons and holidays

In Austria, the school year is divided into 2 parts (semester). In the provinces of Vienna, Lower Austria, and Burgenland, the school year begins on 1st Monday in September, in the other federal states 2nd Monday in September.

The school year ends at the end of June/beginning of July of the following year. Between the school years there are 9 weeks of summer holidays. Each school also has Christmas holidays (usually between 24 December and 6 January) and Easter holidays (duration: 1.5 weeks). In addition, schools decide on so-called school-autonomous days. Each school can decide for itself when to give these additional days off. Since 2020, there have also been autumn holidays (between 26 October and 2 November).

In February, the 1st semester ends and the 2nd semester begins, with one week of semester break in between.

Public holidays are free of lessons.

Registration in kindergarten and school

Please enquire in good time at the municipal office, the relevant municipal authority or the kindergarten and school of your choice as to when and how long you can register your child for admission (registration deadlines). The enrolment deadlines for primary school pupils are also called school/pupil registration. As a rule, parents register their children at the primary school nearest to them.

For children who have reached the age of 6 by 31 August, compulsory schooling begins on the 1st Monday (in Vienna, Lower Austria, Burgenland) or the 2nd Monday in September (all other federal states).

The decision on admission to primary school lies with the respective state school inspector. However, this only applies to public schools.

When registering at private schools, you should contact the head office. Most private schools are confessional schools, but there are also some schools that teach according to their own curriculum. Not all private schools have public status. Certificates from schools without public status are often not recognised, or no official Austrian certificates are issued.

Please take your child with you to the enrolment so that the headmaster can get a first impression of your child and determine school readiness. Children who have reached compulsory school age but are not ready for school must be admitted to pre-school.

Documents: *You can find out which documents (registration form, identity card, etc.) you need to take with you to enrol at the respective school.*

In many cases, registration in school types after elementary school takes place in the first 2 weeks after the semester break. Please enquire at the respective school service office in your federal state.

Important: *Children of compulsory school age can also start school during the school year. Contact the school service office and ask where there is a school place for your child.*

Children and young people who do not yet speak German well enough to be able to follow lessons are accepted as extraordinary pupils.

In Vienna, Lower Austria, Upper Austria, Burgenland, and Tyrol, attendance at public kindergartens is free of charge or some costs are reimbursed.

The obligatory kindergarten year before starting school is free of charge throughout Austria. This means that all children between the ages of 5 and 6 must attend kindergarten (20 hours per week without lunch).

Children who attend kindergarten until after lunch will receive lunch there. Please enquire in good time whether your child's eating habits (e.g. meatless, no pork, etc.) can be taken into consideration. Lunch is either included in the kindergarten fees or has to be paid extra.



Registration in the elementary school:
www.oesterreich.gv.at



School readiness:
www.schule.at



Contact centres in the education directorates:
www.bmb.gv.at

Initial vocational training — apprenticeship

Vocational training in Austria can either take the form of an apprenticeship or school-based training (in vocational secondary or higher schools with practice-oriented instruction).

In Austria about 200 apprenticeships are offered. Young people who complete an apprenticeship learn their profession in a company and at the same time attend vocational school (dual training system). An apprenticeship lasts between 2 and 4 years, depending on the apprenticeship occupation, and ends with the final apprenticeship examination.

An apprenticeship contract must be signed at the beginning of the apprenticeship. Among other things, it regulates the duration of the apprenticeship. In the case of minors, the legal representative must also sign.

The training content of the individual apprenticeship occupations is regulated throughout Austria by so-called job descriptions.

In order to find an apprenticeship place, it makes sense to contact the nearest office of the Public Employment Service (AMS).



AMS Apprenticeship exchange:
www.ams.at



Apprenticeship:
www.arbeiterkammer.at



List of apprenticeships from A-Z:
www.bmaw.gv.at



Apprenticeship:
www.oesterreich.gv.at

Continuing education

Ongoing further training is one of the most important prerequisites for remaining professionally successful. Among the largest continuing education institutions in Austria are the Berufsförderungsinstitute (BFI), the Wirtschaftsförderungsinstitute (WIFI) and the Volkshochschulen (VHS).

Professional info centres (BIZ and BiWi) offer both a comprehensive overview of vocational and school-based education and training opportunities in Austria and personal advice.

Language courses are offered in all major continuing education institutions (WIFI, BFI, adult education centres) and by language institutes.

Institutions for further education



► **Career Info Centres (BIZ)**
www.ams.at



► **BFI**
www.bfi.at



► **WIFI**
www.wifi.at



► **Adult education centres in Austria**
www.vhs.or.at



**International Airport
Vienna Schwechat**



**Vienna
Central Station**



THE RELOCATION

Before entering Austria:



Public Employment Service Austria:
www.ams.at

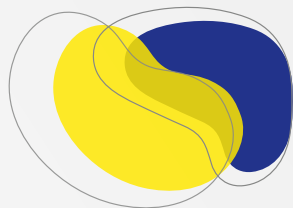


EURES-Website:
eures.europa.eu



Checklist before moving:
www.oesterreich.gv.at





Documents and records:

- Passport or identity card—underage children also need their own passport.
- Take along other personal documents (e.g. birth certificate, marriage certificate).
- E-Forms/Portable Documents (forms for the recognition and confirmation of data relevant to social and employment law that are uniformly designed throughout Europe) for you and your family.

Taking unemployment benefit with you: The Portable Document U2 form issued by the employment services of the country of origin and the confirmation of periods of employment in the country of origin (Portable Document U1) must be presented during the first visit to the AMS in order to be entitled to it.

Insurance: The European Health Insurance Card or a similar form (E111) or other insurance cover must be taken with you.

- Vehicle documents: driving licence, registration, other documents necessary for registration (e.g. EC type-approval).
- Certificates, diplomas, certificates of employment, service certificates: original and German or English translation.
- CV and application in German, if required also in English, Europass.
- Certificates and school attendance confirmations of the children in German/English translation, which help to classify your children into the correct school level as quickly as possible.

And then:

- The landlord and authorities (tax office, energy supplier, schools, etc.) in the country of origin must be notified of the move to Austria if necessary, tenancy agreements, etc. terminated in good time.
- Acquire accommodation (flat, etc.) or make a reservation at a hotel, guesthouse, etc.
- Sufficient financial resources to cover costs incurred (rent, cost of living, etc.) in the first few months of the year.
- Secure health and accident insurance in Austria.
- Acquire an EU pet passport/microchip for the removal of pets.

After entering Austria:

○ Workplace available:

- ✓ Report to the employer immediately.
- ✓ At the start of work, submit the confirmation of registration to social insurance.

○ Looking for work:

- ✓ Register with the regional office of the Austrian Public Employment Service (AMS) within the specified period; if, for example, a benefit entitlement was taken along for the purpose of a job search, it is absolutely necessary to take along Portable Documents U1 and U2.

Generally applicable:

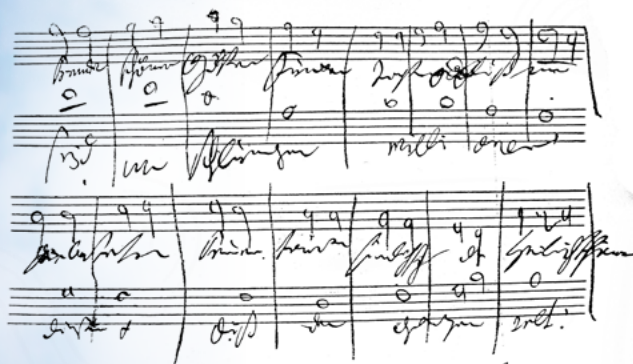
- ✓ Register with the responsible registration authorities within 3 days after moving into your flat/house.
- ✓ Register with the responsible social insurance institution (applies in particular to part-time employees, contractors, family members): receipt of social security number and social security card e-card.
- ✓ It makes sense to open a bank account.
- ✓ Reregister your vehicle.
- ✓ Report to the responsible department of the town hall or municipal administration if you take a dog with you ("dog tax").
- ✓ Report to the responsible tax office (taxes, family allowance).
- ✓ Register gas and electricity, telephone, television and radio, mobile phone.
- ✓ School registration (contact the school).
- ✓ Submit the registration certificate to administrative authority (district administration, municipal district office) within 4 months.



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Beethoven

Ludwig van *Beethoven*

The 9th Symphony in D minor op. 125, premiered in 1824, is the last completed symphony by the composer Ludwig van Beethoven.

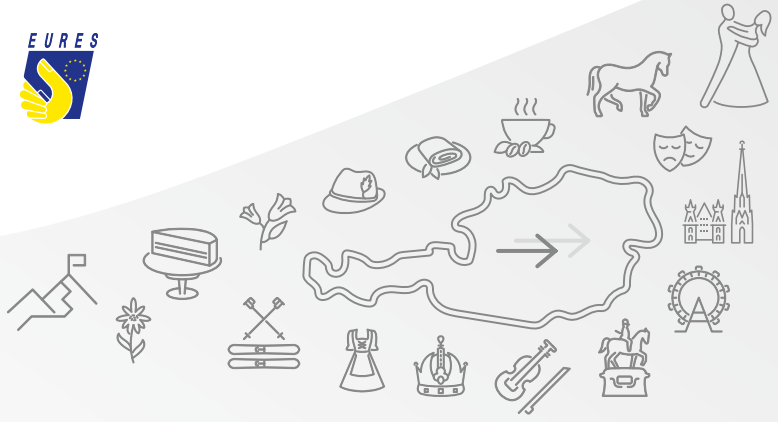
In the final movement of the symphony, the orchestra is joined by vocal soloists and a mixed choir. Beethoven chose Friedrich Schiller's Poem to Joy as the text.

As the first so-called symphonic cantata, the work represents a turning point in music history and influenced subsequent generations of composers. With a typical performance duration of around 70 minutes, the symphony clearly exceeds the usual dimensions of the time. It thus paved the way for the symphonies of the Romantic period (Bruckner, Mahler), some of which were full-length works.

Today, „Beethoven's Ninth“ is one of the most popular works of classical music in the world.



*Soloist from the Vienna Boys' Choir
sings „Freude schöner Götterfunke“*



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