

## How to fill out the application form for student housing on the OeAD website and what happens next – A guide for incoming BA students

1. As the first step in reserving your accommodation, you will need to complete OeAD's [online application form](#).
2. Make sure to **fill out all required fields** marked by a red \*. If a field is optional and you are unsure about the answer, it is better to leave the question blank.
3. Please do not use any special characters.
4. **“Study details” section:**
  - a. Please choose “Vienna” in the “Location of university” field and “Central European University – BA” in the “Name of university” field (do NOT choose “Central European University”).
  - b. Then select the study program you will enroll in.
  - c. Be sure to tick this box: “I am a first-semester student.”
  - d. Leave the “Home university” field blank, as it only applies to exchange students.
5. **“Desired accommodation” section:**
  - a. Select “OeAD-Guesthouse SIMMERINGER HAUPTSTRASSE” as your first, second and third choice (i.e. you have to choose it three times).
  - b. If you have followed all the above steps, there should be no other option than “OeAD-Guesthouse SIMMERINGER HAUPTSTRASSE” in the drop-down menu.
  - c. “How much are you willing to spend on accommodation per month? (in EUR)”: Leave this question blank.
  - d. “Desired duration of stay?”: Enter your expected date of arrival and make sure to email OeAD if this changes. End date: please note that BA students will only have classes until the end of May. However, if you want to stay longer, you may do so until June 30<sup>th</sup>.
  - e. “Name of your preferred room-mate?”: Please note that all CEU bachelor's students will be staying in single rooms. If you would prefer to stay in the same living unit (consisting of two or three single rooms and some common areas) with a particular incoming CEU bachelor's student, write their name here.
6. **“Documents upload” section:**
  - a. If you need a visa to study in Austria, make sure to upload your Confirmation of Acceptance letter that you have received from the CEU Admissions Office (in the “University/Institution Confirmation section”).
7. **After you have completed the form**
  - a. Upon submitting the form, you will need to pay a registration fee of EUR 35 to finish your application.
  - b. Within a few days, you will get an offer from OeAD via email, which you can accept by paying a deposit of EUR 1,000 (i.e. 2 months' rental fee).
  - c. In the first month, you will need to pay rent for that month, as well as the booking fee in advance for the number of months you indicated you would like to stay. The booking fee is EUR 15 per month.
  - d. In case you move in later than the 15th of a month, you will be asked to pay a half month's rent.

- e. Afterwards, you will be required to pay a monthly rental fee of EUR 500 by the 5th of each month.
- f. If you have not caused any damages to OeAD property during your stay and do not have any outstanding payments, you will get your deposit of EUR 1,000 back in June 2021, minus a final cleaning fee of EUR 55 after you unregister with OeAD at the end of your term.

Questions? Get in touch with us by sending an email to CEU Student Life Officer Helmut Summesberger at [viennastudenthousing@ceu.edu](mailto:viennastudenthousing@ceu.edu).