

# Living & Working in Austria

**Land area:** 83,871 km<sup>2</sup>

**Population:** 8,298,923

## **Population in gainful employment:**

Agriculture: 1%

Industry: 27%

Services sector: 72%



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## 1. GENERAL

### 1.1 Geography and Population

Austria covers an area of 83,871 square kilometres with a population of 8,331,930 residents, (as of 1st of January 2008) including 854,752 foreign citizens (10% of total population).

Vienna is the most densely populated province of Austria with 4,043 residents per square kilometre; Tyrol is the least densely populated province with 55 inhabitants per square kilometre (population as of 1st of January 2008). The average newborn life expectancy in 2008 is 80 years.

Austria is bordered by Switzerland, Liechtenstein, Germany, the Czech Republic, Slovakia, Hungary, Slovenia and Italy.

Austria is a federal state comprised of nine provinces; each province has its own capital:



Source: webschule.at

Province	Population	Provincial Capital	Population (2006)
Burgenland	280,257	Eisenstadt	12,180
Carinthia	560,407	Klagenfurt	92,160
Lower Austria	1,589,580	St. Pölten	51,073
Upper Austria	1,405,674	Linz	188,362
Salzburg	529,574	Salzburg	148,473
Styria	1,203,918	Graz	244,604
Tyrol	700,427	Innsbruck	116,851
Vorarlberg	364,940	Bregenz	27,200
Vienna	1,664,145	Vienna	1,664,145

## 1.2 The Political System

Austria is a democratic republic. The Federal President of Austria is the supreme representative of the state. He represents the Republic abroad, in addition to other duties (acting as Supreme Commander of the Austrian Armed Forces, appointing the Federal Chancellor and the Federal Government as well as high-ranking officials of the provinces and concluding international agreements, etc.).

The legislative body of Austria is the Parliament, which consists of two houses, the National Council (Nationalrat) and the Federal Council (Bundesrat). The Federal Government is headed by the Federal Chancellor who conducts governmental affairs with the assistance of the Vice-Chancellor, federal cabinet ministers and state undersecretaries.

Each province is administered by its own government, headed by a provincial Governor (Landeshauptmann/Landeshauptfrau).

Austria has been a member of the European Union since 1995.

## 1.3 Climate

Austria has a typical central European transitional climate (warm summers, cold winters and adequate precipitation). Additionally there are two distinct climatic zones in the interior regions of Austria: the east shows a Pannonian climate (warm-to-hot summers, relatively low precipitation and cold winters), while the central Alpine region has the characteristic features of the Alpine climate (as compared to the east, more precipitation in summer and long winters with heavy snowfall).

## 1.4 Languages

German is the official language of Austria and thus a prerequisite for participating in the working and economic life of the country. Croatian, Slovenian and Hungarian are recognised as official languages in the individual regions of autonomous population groups. English is taught at school as the first foreign language. However, many Austrians do not speak a foreign language.

## 1.5 Culture & Religion

Various clubs and associations (football, auxiliary fire brigade, singing clubs, etc.) exist in Austria in most of the smaller towns (municipalities). There are comprehensive cultural facilities (theatre, cinema, arts expositions) and sports facilities in the larger towns and cities. Information on clubs and associations can be obtained from the municipal offices and authorities (town and municipal administrative authorities). Daily newspapers and special event calendars provide information on current cultural events.

The East of Austria (Vienna, Lower Austria, Burgenland) has traditionally strong links to the neighbouring countries (the Czech Republic, Slovakia, Hungary, Slovenia). Today this proximity is expressed amongst others through the economic activity of Austria in these countries. The influences of former monarchical provinces can also be found in Austrian cuisine.

In smaller settlements you will find inns and taverns with **Austrian specialities** (Wiener schnitzel, roast pork, etc.) and typical regional dishes. In towns there are restaurants offering international cuisine; Italian and Asian restaurants are particularly popular.

Meals are served as follows: breakfast between 8 and 10 am; lunch between 11.30 am and 2 pm; dinner between 6 and 9 pm. In rural regions sometimes only small snacks are served outside the regular serving times. In built-up areas and large cities there are numerous restaurants offering warm dishes throughout the day.

Austrian culture is heavily influenced by the Catholic Church. According to the census of 2001 the majority of the Austrian population is catholic (74%), followed by protestants (5%), Muslims (4%) and Orthodox Christians (2%).

**More details are available at:**

<http://www.statistik.at>

## **1.6 Labour Market Facts & Figures**

In the first quarter of 2008 (January – March) an average of 4,016,000 people were in gainful employment; of which 2,173,000 were male and 1,843,000 female.

The quota of 15 to 64 year old employed persons, i.e. the share of the employed persons in all persons in this age group was at 71 percent in the 1st quarter of 2008. The part-time employment quota (share of persons working less than 36 hours a week according to information provided by them) amounts to 22.3 percent. However, 41.2% of women and only 8.1 % of men in gainful employment are part-time employed.

175,200 unemployed were actively searching for a job and available for placement in the 1st quarter of 2008. This represents an unemployment quota of 4.2 percent. The youth unemployment quota (15 to 24 years old) is 8.1 percent whereas the unemployment quota of elderly people (55 to 64 years old) is 3.3 percent. Non-Austrian citizens are particularly affected by unemployment (8.8 percent).

When comparing the provinces unemployment is highest in Vienna with 7.3 percent and lowest in Tyrol with 2.1 percent.

**More details are available at:**

<http://www.statistik.at> (Labour Market)

<http://www.ams.at> (Labour Market Data)



## 2. ARRIVING IN AUSTRIA

### 2.1 Duty of Registration

Residential registration is mandatory in Austria. Any person establishing their residence in Austria is obliged to register with the respective competent authority within three (3) days of establishing the residence.

Responsible authorities to contact in this regard are:

- ➔ the registration office of the municipality office (Gemeindeamt) or the municipal authorities (Magistrat) (in cities)
- ➔ in Vienna: the registration office of the municipal district offices (Magistratische Bezirksämter)

**The following documents are to be furnished:**

- ➔ completed registration form (= Meldezettel); the registration form can be obtained from the responsible registration authorities, registry offices (e.g. in Vienna) or the Internet.

**The following details are to be filled in:**

- name (including all previous names, if any)
  - date of birth
  - place of birth
  - gender
  - and nationality
- ➔ passport and birth certificate
  - ➔ residence registration certificates for any other places of residence

The **residence registration** form must be signed by the lessee (the owner or the property management) and the tenant, submitted personally or by a person of trust or sent by post to the responsible residence registration authorities (Meldebehörde).

Upon registering in Austria, your personal data will automatically be saved in the **Central Residence Registry** (Zentralen Melderegister (**ZMR**)) and made available to various authorities. Every person registered in Austria is assigned a dedicated number in the Central Residence Registry (so-called Central Residence Registry Number, "ZMR-Zahl") which is shown on the residence registration certificate (Meldebestätigung).

**More details are available at:**

<http://www.help.gv.at/Content.Node/118/Seite.1180000.html> (general information)  
<http://www.help.gv.at/linkhelp/besucher/db/formularauswahl.lebenssituation?lid=1241>  
(residence registration forms)

### 2.2 Residence

**European Union (EU)/European Economic Area (EEA) citizens and Swiss citizens** as well as their family members (EU/EEA citizens or Swiss citizens) do not require a residence permit to enter and stay in Austria as they enjoy both exemption from a visa requirement and freedom of establishment. They can stay in Austria for a maximum of three months provided they have a valid passport or personal ID.

**The following applies to longer stays in Austria:**

- ➔ living costs and health insurance must be secured, or
- ➔ there are prospects of employment, or
- ➔ a valid employment contract or a freelance contract is in force, or a training program enrolment is applicable (apprenticeship, school attendance, university studies).

Prior to expiry of the three-month period EU/EEA citizens have to report their taking up of residence to the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the municipal authority (Magistrat); the authorities will then issue a “registration certificate” (Anmeldebescheinigung). If the family members (spouse, children, partners, etc.) are also EU/EEA citizens their taking up of residence must be also registered by means of a “registration certificate” (Anmeldebescheinigung).

EU/EEA citizens can apply for an “official photographic identification for EEA citizens” (Lichtbildausweis für EWR-Bürger) with the responsible district administrative authority (Bezirkshauptmannschaft) or at the police headquarters (Polizeidirektion).

For **privileged nationals of third states**, i.e. family members of EU/EEA citizens who are not EU/EEA/Swiss citizens, the following is applies: such residence permits can be applied for in Austria following entry on a visa-waiver basis (sichtvermerksfreier Einreise) or entry with a visa.

The required documents are to be presented in original copy and a court certified translation into German upon application submission.

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

**Competent authority:** District administration authorities (Bezirkshauptmannschaft or Magistrat) or municipal authorities (Magistrat)

**More details are available at:**

<http://www.migrant.at/aktuell-rechtliche-infos-2006/richtsaetze-2008/richtsaetze-2008.htm#NAGVIIInfo2008> (acts of law and directives)

<http://www.migrant.at/aktuell-rechtliche-infos-2006/nag-2007/nag-2007-eng.pdf>  
(Act on Freedom of Establishment and Services, in English)

<http://www.help.gv.at/Content.Node/12/Seite.120000.html>

<http://www.bmi.gv.at/niederlassung> (in all EU languages)

## 2.3 Bringing Domestic and Household Pets into Austria

Household pets must have an EU household pet passport.

**More details are available at:**

<http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0923> (travelling)

Certain taxes and duties for animals have to be paid in almost all municipalities. The amount of the duty depends on your place of residence. Details can be obtained from the responsible municipality office (Gemeindeamt) or municipal district administration (Magistratisches Bezirksamt) (in cities).

**More details are available at:**

<http://www.help.gv.at/Content.Node/74/Seite.740000.html> (household pets)

<http://www.tierarzt.at>



### 3. LIVING CONDITIONS

#### 3.1 Comparable Price Levels of Living Costs

Austria's currency is the Euro (€), 1 Euro is comprised of 100 cents.

The system of comparable price levels allows comparison of the purchasing power between national currencies. The comparable price levels also indicate whether a country is cheap or expensive when compared with the average (EU 27 = 100).

**More details are available at:**

[http://www.statistik.at/web\\_de/statistiken/wohnen\\_und\\_gebaeude/wohnungsaufwand/index.html](http://www.statistik.at/web_de/statistiken/wohnen_und_gebaeude/wohnungsaufwand/index.html) (rent and related outlays)

[http://epp.eurostat.ec.europa.eu/portal/page?\\_pageid=1996,39140985&\\_dad=portal&\\_schema=PORTAL&screen=detailref&language=de&product=\\_STRIND&root=STRIND/strind/ecoref/er011](http://epp.eurostat.ec.europa.eu/portal/page?_pageid=1996,39140985&_dad=portal&_schema=PORTAL&screen=detailref&language=de&product=_STRIND&root=STRIND/strind/ecoref/er011) (comparable price levels)

<http://www.oecd.org/dataoecd/48/18/18598721.pdf> (comparable price levels)

#### 3.2 International Dialling Code

The international dialling code for telephone calls to Austria is: +43 (0043).

##### 3.2.1 Emergency Services Numbers

Fire department	<b>122</b>
City and local police: (Polizei/Gendarmerie)	<b>133</b>
Ambulance	<b>144</b>
Doctors on call	<b>141</b>
Europe-wide emergency service	<b>112</b>
Pharmacy on duty at night and during weekends	<a href="http://www.apotheker.or.at/">http://www.apotheker.or.at/</a>
Dentists on duty at night and during weekends	<a href="http://www.zahnaerztekammer.at/">http://www.zahnaerztekammer.at/</a>
Poisoning emergency line	<b>01/406 43 43</b>
Social psychological emergency assistance (around the clock)	<b>01/0 -243 13</b>
Helpline for children ("Rat auf Draht")	<b>147</b>
Suicide and crisis intervention hotline	<b>142</b>
Women's Domestic Violence Helpline free helpline number (24-hour hotline)	<b>0800/22 25 55</b>
advice for men	<b>01/603 28 28</b>
Emergency services in general	<a href="http://www.regionalsuche.at/notdienste.html">http://www.regionalsuche.at/notdienste.html</a>

#### 3.3 Retail Business Hours

Shops are generally open from 10 am until 6 pm in Austria; supermarkets opens mostly at 8 am and close partly at 7 or even 8 pm.

Shops are closed on Sundays. In larger cities you can go shopping at the railway stations for instance. You can also buy foodstuffs at many petrol stations on Sundays and holidays.

You can pay by debit card (Bankomatkarte) or credit card in most large shops, such as supermarkets.

### 3.4 Opening a Bank Account

You are generally required to present valid identification with photo (passport, personal ID or a driver's license) in order to open a current account (an account to which your salary is paid "Gehaltskonto").

Please contact the desired bank for more details.

**More details are available at:**

<http://www.bankaustria.at/de/index.html> (Bank Austria)  
<http://www.sparkasse.at/erstebank/home> (Die Erste)  
<http://www.raiffeisen.at> (Raiffeisenbank with branches in small cities and villages as well)  
<http://www.psk.at> (PSK – Österreichische Postsparkasse (Austrian post office savings bank) with branches in post offices in small cities and villages as well))  
<http://www.bawag.com> (BAWAG – Bank für Arbeit und Wirtschaft)  
<http://www.volksbank.at> (Volksbank)

### 3.5 Motor Vehicles

You must already carry a safety vest in fluorescent yellow or orange, a breakdown triangle and vehicle first-aid case. Austrian motorways are subject to toll fees, the required motorway vignette can be purchased at motorway service stations and newsagents/tobacconists (Trafik).

#### 3.5.1 Driving License

Driver's licenses which have been issued in other EU/EEA countries or in Switzerland are also valid in Austria. You must report every change of address (primary residence address, Hauptwohnsitz) to the authority responsible for the area of your principal residence.

**More details are available at:**

<http://www.help.gv.at> (driver's license, driver's license categories, etc.)  
<http://www.arboe.or.at> (ARBÖ – automobile association)  
<http://www.oeamtc.at/fuehrerschein/> (ÖAMTC – automobile association)

#### 3.5.2 Motor Vehicle Licenses

When relocating to Austria you are allowed to drive a vehicle with foreign registration plates for one month; within this period you must apply for official Austrian vehicle registration papers (Typenschein).

Subsequently, you must take out third-party insurance with one of the many insurance companies. The final traffic registration is performed at the registration department of your selected insurance company.

The websites specified below will provide further details regarding the tests and documents required for the final registration. Vehicles with an EU operating license do not need to be a separate permit in Austria since first of July 2007.

**More details are available at:**

[http://www.oeamtc.at/index.php?type=article&id=1098241&menu\\_active=0259](http://www.oeamtc.at/index.php?type=article&id=1098241&menu_active=0259)  
(self-import of motor vehicles by private persons, (ÖAMTC – automobile association))  
<http://www.help.gv.at/Content.Node/6/Seite.060000.html> (self-import of motor vehicles)  
<http://www.arboe.or.at/> (ARBÖ – automobile association)  
<http://www.help.gv.at/Content.Node/6/Seite.060118.html> (motor vehicle admission)

## 3.6 Housing

### 3.6.1 Short-Term Accommodation in Hotels and Youth Hostels

#### Information on hotels and boarding houses:

<http://www.tiscover.at>

#### Information on youth shelters:

<http://www.junghotels.at/od/home/>

<http://www.jugendherberge.at>

### 3.6.2 Important Details regarding Housing

In Austria 41 percent of new housing is comprised of detached and semi-detached houses, and 54 percent of new flats are in residential buildings divided into several flats. In towns and built-up areas there are large numbers of rented, housing association and owner-occupied flats in multi-storey buildings; detached and semi-detached houses predominate in rural areas.

Apartment rents vary greatly according to region, the rent for an average apartment in 2008 (rent, repayments/annuities for owner-occupied apartments and operating costs) was least expensive in Burgenland at 3.91 Euros/ square meter and most expensive in Salzburg at 6.26 Euros/ square meter. Rent per square meter depends on various factors such as proximity to transport, infrastructure, residential area and fittings, fixtures and furnishings.

Smaller apartments are generally more expensive per square meter than larger ones, and in addition to rent, operating costs (about 25 percent of the net rent), heating, gas and electricity costs must also be taken into account.

Rents for the majority of principal-tenant housing (Hauptmietwohnung), council housing (Gemeindewohnung) and association housing (Genossenschaftswohnung) are regulated throughout Austria by the Rent Act; as a rule, detached houses are generally not regulated by the Rent Act. Exception: statutory periods of notice are also valid for detached houses.

Before you conclude a rental or purchase agreement, it is advisable to seek out an appropriate consultation agency (Tenant Associations (Mietervereinigungen), Austrian Tenant Protection Association (Mieterschutzverband), Consumer Information Association (Verein für Konsumenteninformation), Chamber of Labour (Arbeiterkammer), etc.) in order to verify the legal validity of the agreement. The aforesaid consultation agencies will assist you in all issues related to rental law.

#### More details are available at:

<http://www.mietervereinigung.at> (Mietervereinigung/Tenants Association)

<http://www.web-design-consultant.at/msv/>

(Mieterschutzverband/Austrian Tenant Protection Association)

<http://www.konsument.at/konsument>

(Verein für Konsumenteninformation, Consumer Information Association)

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)

[http://www.statistik.at/web\\_de/static/entgeltlich\\_bewohnte\\_hauptwohnsitzwohnungen\\_und\\_wohnungsaufwand\\_nach\\_bunde\\_023039.xls](http://www.statistik.at/web_de/static/entgeltlich_bewohnte_hauptwohnsitzwohnungen_und_wohnungsaufwand_nach_bunde_023039.xls) (rental costs)

### 3.6.3 Finding Permanent Housing

#### Important information sources:

→ **daily newspapers:**

<http://www.kurier.at>

<http://www.krone.at>

<http://derstandard.at>

<http://www.diepresse.com> etc. – weekend editions are of particular interest

→ **Real estate magazines:**

<http://www.immobazar.at>

<http://web1.immobilien.net/Default.aspx>

<http://www.immobilien.net>

<http://www.immodirekt.at>

→ **Real estate agents:**

<http://www.ovi.at/de/verband/index.php>

<http://www.wohnnet.at> (Information on building)

### 3.6.4 Eligibility for Council Housing

Eligibility conditions for council housing vary throughout Austria.

Details can be obtained from the municipal offices (Gemeindeamt) and municipal authorities in cities (Magistrat).

#### Providers:

City	Internet Address
Vienna	<a href="http://www.wien.gv.at/index/wohnen.htm">http://www.wien.gv.at/index/wohnen.htm</a>
Graz	<a href="http://www.graz.at/cms/ziel/245643/DE/">http://www.graz.at/cms/ziel/245643/DE/</a>
Salzburg	<a href="http://www.salzburg.gv.at/themen/bw.htm">http://www.salzburg.gv.at/themen/bw.htm</a>
Linz	<a href="http://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=121387">http://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=121387</a>
Bregenz	<a href="http://www.bregenz.at/index.php?id=875">http://www.bregenz.at/index.php?id=875</a>
Eisenstadt	<a href="http://www.eisenstadt.at/">http://www.eisenstadt.at/</a> (Wohnungsbörse – -Housing Exchange)
Innsbruck	<a href="http://www.innsbruck.at">http://www.innsbruck.at</a>
Carinthia	<a href="http://portal.ktn.gv.at/plk_show_detail.aspx?pr_id=7136">http://portal.ktn.gv.at/plk_show_detail.aspx?pr_id=7136</a>
St. Pölten:	<a href="http://www.st-poelten.gv.at/">http://www.st-poelten.gv.at/</a> (Bürgerservice/Wohnen – Citizen Services/Housing)

### 3.6.5 Eligibility for Housing Association Accommodation

Housing association accommodation (Genossenschaftswohnungen) receives special support, often through a purchase option. The tenants are members of the housing association and pay a so-called “cooperative share” (Genossenschaftsanteil) which is determined by the size and age of the accommodation.

To qualify for housing association accommodations, you will need to satisfy certain formal preconditions (e.g. minimum age requirement, Austrian or EEA citizenship or recognized refugee status, etc) and your income may not exceed a certain upper limit. The upper limit for the individual provinces is governed by the current housing promotion laws (Wohnbauförderungsgesetze).

**More details are available at:**

<http://www.gbv.at> (Overview of Austria Housing Associations)  
<http://www.mietervereinigung.at> (Mietervereinigung/Tenants Association)  
<http://www.web-design-consultant.at/msv/>  
(Mieterschutzverband/Tenants Protection Association)

### **3.6.6 Application for a Radio and TV License**

In Austria radio and TV appliances must be registered.

**More details are available at:**

<http://www.orf-gis.at/>

### **3.6.7 Registration for Gas and Electricity**

You can find which energy provider is responsible for your area and which tariffs are cheapest at Tarifkalkulator/E-control (tariff calculator/e-Control):

<http://tarifkalk.e-control.at/tarifkalkulator/TKStart.do>

### **3.6.8 Registration of Fixed Network Phones and Mobile Phones**

**Overview of fixed network tariffs and providers:**

<http://www.mobilfunkrechner.de/akwien/pdf/festnetz.pdf>  
<http://www1.arbeiterkammer.at/Festnetz/> (cheap fixed network tariffs)

**Overview of mobile network tariffs and providers:**

<http://www.mobilfunkrechner.de/akwien/pdf/mobilfunknetz.pdf>  
<http://www1.arbeiterkammer.at/Handytarif/> (cheap mobile network tariffs)

## 4. EDUCATION

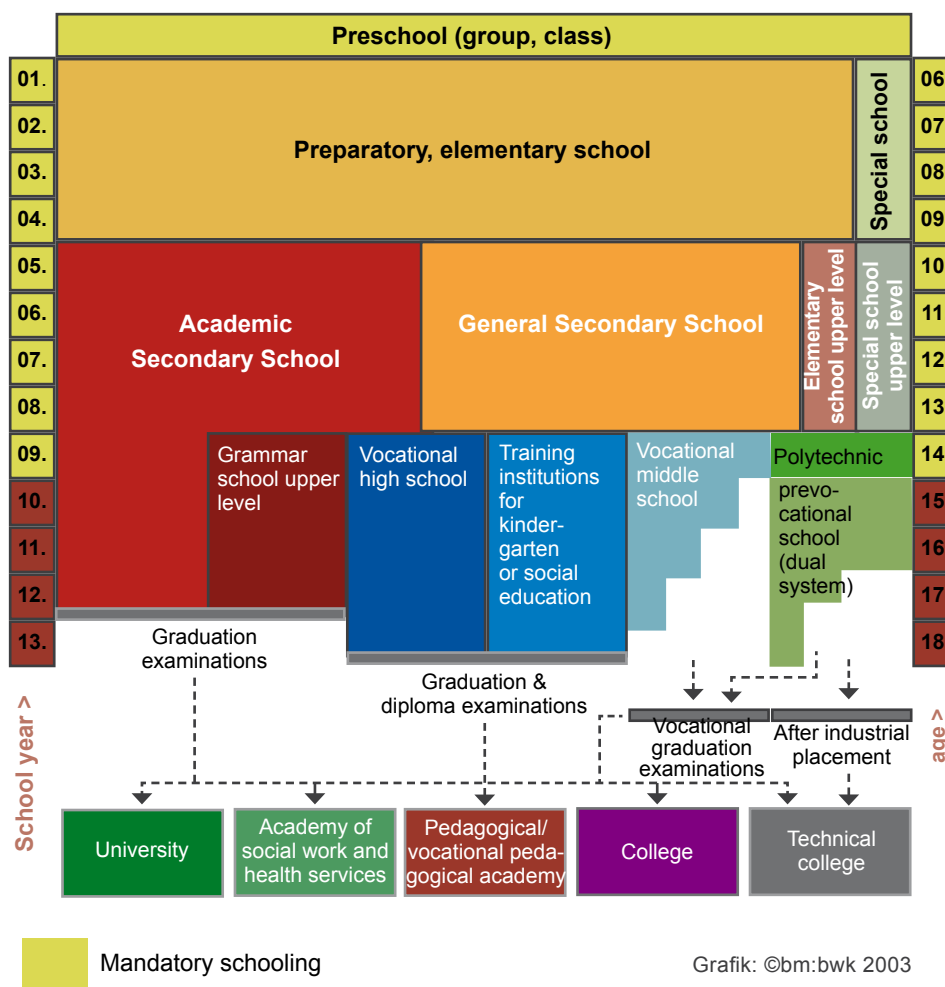
### 4.1 Education and Training – Overview

Very young and pre-school children are taken care of in **crèches (Kinderkrippe)** (for babies and very young children up to 3 years of age) as well as nursery schools and (public and private) kindergartens and **pre-schools (Kindergarten, Vorschule)**. The demand for crèches and kindergartens is greater than the offer.

There is a growing trend for very young children to be cared for in very small groups by “day-care mothers” (Tagesmütter) – especially in small cities and agricultural regions.

Education is compulsory for all children permanently living in Austria from the age of six. **Schooling is compulsory** for nine years in Austria (from 6 – 15 years of age); attendance of public schools is free of charge.

#### the Austrian Education System



**Recent changes:** pedagogic colleges (Pädagogische Hochschulen) have replaced the pedagogic academies (Pädagogische Akademien).

Academies of social work (Akademien für Sozialarbeit) have been replaced by colleges offering bachelor's and master's degree courses.



After children have successfully completed their first four years of compulsory primary school (Volksschule), they may either attend the lower level of a main general secondary school (Hauptschule) or cooperative secondary school (cooperative Mittelschule), the lower level of a secondary academic school (Unterstufe der Allgemeinbildenden höheren Schule – AHS ). There are also special schools for children with mental and/or physical disabilities or special educational needs which cover the first eight to nine years of schooling. For their ninth year of schooling, children may attend a pre-vocational course (Polytechnischen Schule), a domestic science college, vocational intermediate school (weiterführende berufsbildende Schule) as well as the upper level of a secondary academic school or at the upper level of a secondary grammar school (Oberstufengymnasium). The pre-vocational course (polytechnische Schule) prepares with vocational placements and professional theory training for apprenticeships or vocational schools.

Following completion of their ninth year of schooling, young people have the option of professional training in the form of an apprenticeship, of entering the workforce or of continuing their education at a secondary school.

An intermediate-level secondary technical respectively vocational school (lasting three to four respectively five years) entitles a student to exercise an occupation according to the type of school attended (e.g. commercial, technical schools).

Graduation from an AHS (an academic secondary school) and passing the Matura school-leaving examination entitles students to enrol in academies, technical colleges, liberal arts colleges and universities. Tuition fees are to be paid at universities, etc.

However, young people and adults who have not passed the Matura may still be admitted to higher educational institutions if they successfully pass qualification examinations including the academic qualification tests (Studienberechtigungsprüfung), the matriculation exam for professionals (Berufsreifeprüfung), or Matura examinations for external candidates (Externistenmatura).

#### More details are available at:

<http://www.help.gv.at/Content.Node/11/Seite.110000.html>

(comprehensive details on the Austrian school system)

<http://www.bmukk.gv.at/schulen/bw/index.xml> (education in Austria)

<http://www.bmukk.gv.at/schulen/schulen/index.xml> (online school guide)

[http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter\\_bildungsweg/zweiter\\_bildungsweg.php](http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php) (academic qualification tests (Studienberechtigungsprüfung), matriculation exam for professionals (Berufsreifeprüfung), Matura examination for external candidates (Externisten-Matura))

<http://www.bmwf.gv.at/> (Federal Ministry of Science and Research – studying)

#### Addresses:

##### **Burgenland school service**

Kernausteig 3

A-7000 Eisenstadt

Tel: +43 26 82 710-152

Internet:

<http://www.lsr-bgld.gv.at/abteilungen/administration/schulservice/index.html>

##### **Carinthia school service**

10.-Oktober-Straße 24/entrance in Kaufmannngasse,

PO Box 607,

A-9010 Klagenfurt

Tel: +43,463 58 12-313

Internet:

<http://www.bildungsland.at/default.asp?siid=40>

<b>Board of Education of Vienna – School Info</b> Wipplingerstr. 28 A-1010 Vienna Tel: +43 1 525 25-77 00/778 61 Internet: <a href="http://www.wien.gv.at/bildung/stadtschulrat/">http://www.wien.gv.at/bildung/stadtschulrat/</a>	<b>Lower Austria school service</b> Rennbahnstrasse 29 A-3109 St. Pölten Tel: +43 27 42 280-48 00 Internet: <a href="http://www.lsr-noe.gv.at/">http://www.lsr-noe.gv.at/</a>
<b>Upper Austria school service</b> Sonnensteinstraße 20 A-4040 Linz Tel: +43 732 70 71-91 21 or -22 51 Internet: <a href="http://www.lsr-ooe.gv.at/schulservice/">http://www.lsr-ooe.gv.at/schulservice/</a>	<b>Salzburg school service</b> Aignerstr. 8 A-5020 Salzburg Tel: +43,662 8083-2071 Internet: <a href="http://www.landesschulrat.salzburg.at/service/schulservice.htm">http://www.landesschulrat.salzburg.at/service/schulservice.htm</a>
<b>Tyrol school service</b> Innrain 1 A-6010 Innsbruck Tel: +43,512 520 33-113 Internet: <a href="http://www.lsr-t.gv.at/">http://www.lsr-t.gv.at/</a>	<b>Styria school service</b> Körblergasse 23 A-8011 Graz Tel: +43 316 345-226 or -450 Internet: <a href="http://www.lsr-stmk.gv.at/cms/ziel/357203/DE">http://www.lsr-stmk.gv.at/cms/ziel/357203/DE</a>
<b>Vorarlberg school service</b> Bahnhofstrasse 12 A-6901 Bregenz Tel: +43 5574 4960-502 Internet: <a href="http://www.lsr-vbg.gv.at/">http://www.lsr-vbg.gv.at/</a>	<b>School information by the Federal Ministry of Education, Arts and Culture</b> Freyung 1/Minoritenplatz 5 A-1010 Vienna Tel: +43 1 (0)810 20 52 20 Internet: <a href="http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml">http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml</a>
<b>Studies advisory service of the Federal Ministry of Science and Research</b> Teinfaltstr. 8 A-1010 Vienna Tel: +43 1 531 20-70 08 Internet: <a href="http://www.bmwf.gv.at/">http://www.bmwf.gv.at/</a> <a href="http://www.studienwahl.at/">http://www.studienwahl.at/</a>	

## 4.2 Initial Vocational Training – Apprenticeships

Vocational training is provided in Austria either through an apprenticeship or school-based education (in intermediate or higher-level secondary technical and vocational schools and colleges which offer practice-oriented instruction).

In Austria, training is offered in approximately 260 occupations. Young people who take up an apprenticeship receive on-the-job training in a company and also attend a vocational school on a part-time basis (dual training system). An apprenticeship lasts between three to four years depending on the apprenticeship trade and ends with the successful completion of a final apprenticeship examination (Lehrabschlussprüfung).

An **apprenticeship contract** (Lehrvertrag) must be signed the beginning of the apprenticeship and is to be concluded in writing between the young person (the apprentice) and the authorized trainer and specifies training conditions including the duration of the apprenticeship. In the case of minors, the **apprentice's legal guardian** is also required to sign the contract.

For the apprentices the **Vocational Training Act** (Berufsausbildungsgesetz) and respective collective contract is valid. Apprentices are subject to special provisions (unfair dismissal protection, working hours, special youth protection provisions etc.).

Throughout Austria, apprenticeship programs are based on **standard job profiles**.

Apprentices are not paid a salary but receive an apprenticeship remuneration (Lehrlingsentschädigung) normally paid on a monthly basis. The amount of remuneration to be paid to the apprentice is based on collective labour agreements as well as company agreements. As a general rule, apprentices shall be entitled to paid holiday amounting to 30 working days per annum.

If you are looking for an apprenticeship, it is recommended that you contact the nearest branch of the AMS Employment Service.

**More details are available at:**

<http://www.arbeiterkammer.at> (Austrian Chamber of Labour (AK))

<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))

<http://www.ams.at> (Austrian Employment Service (AMS))

<http://portal.wko.at/> (Federal Chamber of Commerce)

### 4.3 Further Education

Ongoing training is one of the major prerequisites for a successful career. Amongst the largest training and further education institutions in Austria are the Careers Promotion Institute (BFI, Berufsförderungsinstitut), Trade & Industry Promotion Institute (WIFI, Wirtschaftsförderungsinstitut) and adult educational centres (Volkshochschule).

Career info centres (BIZ, Berufsinfozentrum) offer both a comprehensive overview of career and schools education and training opportunities in Austria and individual consultation on specific educational and training issues.

Language courses are offered by all large training institutions (WIFI, BFI, adult educational centres) and language institutes.

**Offered by:**

Institutions	Internet address
BFI (Careers Promotion Institute)	<a href="http://www.bfi.at">http://www.bfi.at</a>
WIFI (Trade & Industry Promotion Institute)	<a href="http://www.wifi.at">http://www.wifi.at</a>
Burgenland adult educational centres (Volkshochschule)	<a href="http://www.vhs-burgenland.at">http://www.vhs-burgenland.at</a>
Carinthia adult educational centres (Volkshochschule)	<a href="http://www.vhsktn.at">http://www.vhsktn.at</a>
Lower Austria adult educational centres (Volkshochschule)	<a href="http://www.vhs-noe.at">http://www.vhs-noe.at</a>
Upper Austria adult educational centres (Volkshochschule)	<a href="http://www.vhs-verband-ooe.at">http://www.vhs-verband-ooe.at</a>
Further Education Database of Styria	<a href="http://weiterbildung.steiermark.at/">http://weiterbildung.steiermark.at/</a>
Salzburg adult education centres (Volkshochschule)	<a href="http://www.volkshochschule.at">http://www.volkshochschule.at</a>
Tyrol adult education centres (Volkshochschule)	<a href="http://www.vhs-tirol.at">http://www.vhs-tirol.at</a>

Vorarlberg adult educational centres (Vorarlberg)	<a href="http://www.vhs-goetzis.at">http://www.vhs-goetzis.at</a>
Vienna adult educational centre (Wiener Volkshochschulen GmbH)	<a href="http://www.vhs.at">http://www.vhs.at</a>
Career information centres (BIZ)	<a href="http://www.ams.at">http://www.ams.at</a>
Career information centre of Vienna Trade and Industry (BIWI)	<a href="http://www.biwi.at">http://www.biwi.at</a>
Language schools/Training institutes	<a href="http://www.sprachkurse-weltweit.de/deutsch/d-oesterreich.htm">http://www.sprachkurse-weltweit.de/deutsch/d-oesterreich.htm</a> <a href="http://www.ikivienna.at/de/index.htm">http://www.ikivienna.at/de/index.htm</a> <a href="http://www.berlitz.at/">http://www.berlitz.at/</a>

## 5. RECOGNITION AND NOSTRIFICATION OF FOREIGN QUALIFICATIONS

### 5.1 General

<http://www.arbeiterkammer.at/www-192-IP-10110-IPS-1.html>

(Austrian Chamber of Labour (Arbeiterkammer Österreich))

[http://www.bmwf.gv.at/wissenschaft/international/enic\\_naric\\_austria/faq/](http://www.bmwf.gv.at/wissenschaft/international/enic_naric_austria/faq/) (NARIC Austria)

### 5.2 Recognition and Nostrification of Foreign Diplomas – Competent Authorities

Responsibility for the various areas related to **education and training** as well as **professions** is shared among the various ministries, institutions and respective interest groups as follows:

#### 5.2.1 Academic Education at Universities/Universities of Applied Sciences etc

Diplomas/Certificates Professional recognition	Information
University degrees and academic diplomas	<b>National Academic Recognition Information Centre (NARIC) Austria</b> Teinfaltstr. 8 A-1014 Vienna Tel: +43 1 53 120 – 59 21 Fax: +43 1 53 120 – 78 90 E-mail: <a href="mailto:naric@bmwf.gv.at">naric@bmwf.gv.at</a> Internet: <a href="http://www.bmwf.gv.at/wissenschaft/international/enic_naric_austria/faq/">http://www.bmwf.gv.at/wissenschaft/international/enic_naric_austria/faq/</a>

#### 5.2.2 Teaching Degrees

Training and graduation in EU/EEA countries or in Switzerland:

Diplomas/Certificates/ Professional recognition	Information
Teaching degrees for compulsory schools	Pedagogic academies and colleges in the respective provinces Internet: <a href="http://www.bmukk.gv.at/schulen/bw/leb/ph_standorte.xml">http://www.bmukk.gv.at/schulen/bw/leb/ph_standorte.xml</a>
Teaching degrees for federal schools (grammar school, vocational schools) having university graduation as a prerequisite	<b>Federal Ministry of Education, Arts and Culture</b> Concordiaplatz 1 A-1010 Vienna Internet: <a href="http://www.bmukk.gv.at/schulen/lehr/index.xml">http://www.bmukk.gv.at/schulen/lehr/index.xml</a>

Training and graduation outside EU/EEA countries or Switzerland:

Diplomas/Certificates for	Information
Teaching degrees for compulsory schools	information and recognition proceedings with the provincial government and/or provincial board of education: <a href="http://www.bmukk.gv.at/service/links/landesschulraete.xml">http://www.bmukk.gv.at/service/links/landesschulraete.xml</a>

### 5.2.3 Diplomas in the Health Field (excluding Medical Doctors)

Training and graduation outside EU/EEA countries or Switzerland: recognition in the course of nostrification proceedings

Training and graduation outside EU/EEA countries or Switzerland: recognition in the course of license granting proceedings

More details are available at:

<http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941>

#### 5.2.3.1 Licenses – Health Sector

Details are available at:

[http://www.bmgfj.gv.at/cms/site/attachments/5/4/5/CH0941/CMS1203513772928/anererkennung\\_durch\\_berufszulassung\\_-\\_allgemeine\\_information.pdf](http://www.bmgfj.gv.at/cms/site/attachments/5/4/5/CH0941/CMS1203513772928/anererkennung_durch_berufszulassung_-_allgemeine_information.pdf)

Graduates submit their license granting application to:

Diplomas/Certificates/ Licensing	Information
	<b>Federal Ministry of Health, Family and Youth</b> department I/B/6, 2 <sup>nd</sup> floor Radetzkystasse 2 A-1030 Vienna Tel: +43 1 711 00 -0 Internet: <a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941</a>

More details are available at:

[http://www.bmgfj.gv.at/cms/site/attachments/2/9/3/CH0941/CMS1203514667340/berufszulassung\\_in\\_der\\_gesundheits-\\_und\\_krankenpflege\\_allgemein\\_-\\_information.pdf](http://www.bmgfj.gv.at/cms/site/attachments/2/9/3/CH0941/CMS1203514667340/berufszulassung_in_der_gesundheits-_und_krankenpflege_allgemein_-_information.pdf)  
(diploma health and nursing services)

[http://www.bmgfj.gv.at/cms/site/attachments/1/2/2/CH0941/CMS1203516376832/gehobene\\_medizinisch-technische\\_dienste\\_-\\_berufszulassung.pdf](http://www.bmgfj.gv.at/cms/site/attachments/1/2/2/CH0941/CMS1203516376832/gehobene_medizinisch-technische_dienste_-_berufszulassung.pdf) (qualified medical technical services)

[http://www.bmgfj.gv.at/cms/site/attachments/9/7/8/CH0941/CMS1203516771677/sanitaeter\\_berufs-\\_bzw\\_taetigkeitszulassung\\_-\\_information.pdf](http://www.bmgfj.gv.at/cms/site/attachments/9/7/8/CH0941/CMS1203516771677/sanitaeter_berufs-_bzw_taetigkeitszulassung_-_information.pdf) (paramedics)

[http://www.bmgfj.gv.at/cms/site/attachments/3/6/0/CH0941/CMS1203517043702/medizinische\\_masseurin\\_medizinischer\\_masseur\\_heilmasseurin\\_heilmasseur\\_berufszulassung\\_-\\_information.pdf](http://www.bmgfj.gv.at/cms/site/attachments/3/6/0/CH0941/CMS1203517043702/medizinische_masseurin_medizinischer_masseur_heilmasseurin_heilmasseur_berufszulassung_-_information.pdf) (masseurs and massage therapists)

[http://www.bmgfj.gv.at/cms/site/attachments/2/5/3/CH0941/CMS1203517321724/ordinationsgehilfin\\_gehilfe\\_op-gehilfin\\_gehilfe\\_prosekturgehilfin\\_gehilfe\\_laborgehilfin\\_gehilfe\\_ergotherapiegehilfin\\_gehilfe\\_desinfektionsgehilfin\\_gehilfe\\_ber.pdf](http://www.bmgfj.gv.at/cms/site/attachments/2/5/3/CH0941/CMS1203517321724/ordinationsgehilfin_gehilfe_op-gehilfin_gehilfe_prosekturgehilfin_gehilfe_laborgehilfin_gehilfe_ergotherapiegehilfin_gehilfe_desinfektionsgehilfin_gehilfe_ber.pdf)  
(paramedic emergency services)



Midwives training graduates submit their license granting application to:

Diplomas/Certificates Professional Recognition	Information
Graduation diplomas/Certificates	<b>Österreichisches Hebammengremium (Austrian Midwives Association), Zentralkanzlei – Hebammenregister (central registry, midwives registry)</b> Neugasse 6 A-7372 Draßmarkt Tel: +43 (0)2617 2910 Internet: <a href="http://www.hebammen.at">http://www.hebammen.at</a>

#### 5.2.3.2 Nostrification – Health Sector

- ➔ qualified physiotherapists
- ➔ qualified medical laboratory assistants
- ➔ qualified radiology assistants
- ➔ qualified dieticians and nutritional advisors
- ➔ qualified ergotherapists
- ➔ qualified logopedists (speech therapists), phoniatriests (voice clinicians), audiologists
- ➔ qualified orthoptists
- ➔ midwives

Graduates in the aforesaid professions may send their applications for nostrification to:

Diplomas/Certificates Professional Recognition	Information
Graduation diplomas/Certificates	<b>Fachhochschulrat or Fachhochschulkollegium (university of applied sciences inspector office or council)</b> <b>More details are available at:</b> <a href="http://www.fhr.ac.at">http://www.fhr.ac.at</a>

- ➔ diploma health and nursing services
- ➔ carers and care-givers
- ➔ paramedics
- ➔ medical masseurs and massage therapists
- ➔ paramedics

Graduates in the aforesaid professions may send their applications for nostrification to:

Diplomas/Certificates Professional Recognition	Information
Graduation diplomas/Certificates	<b>Office of the competent provincial government (Landesregierung)</b> <b>More details are available at:</b> <a href="http://www.help.gv.at/Content.Node/behoerden/Seite.000100.html">http://www.help.gv.at/Content.Node/behoerden/Seite.000100.html</a>

#### 5.2.4 Medical Doctors

The application for authorisation of independent practice must be made to the respective medical associations (provincial medical associations).

Principal migration issues (legal advice) can be clarified through the international office of the Austrian Medical Association (Ärztzekammer).

**More details are available at:**

<http://www.aerztekammer.at/?aid=AUSBILDUNG&type=article>

(recognition of training abroad)

[http://www.aerztekammer.at/?aid=AUSLAENDISCHE\\_AERZTE&type=article](http://www.aerztekammer.at/?aid=AUSLAENDISCHE_AERZTE&type=article) (foreign doctors)

<http://www.aerztekammer.at/?type=module&aid=convert&url=%2Fsrv%2Fdav%2Foak%2Fak-website%2F%2Finternationales.html> (international office)

#### 5.2.5 Lawyers

Diplomas/Certificates Professional Recognition	Information
Graduation diplomas/Certificates regulations for admission to practice	Provincial lawyer associations Internet: <a href="http://www.rechtsanwaelte.at">http://www.rechtsanwaelte.at</a> (link to the competent provinces)

**More details are available at:**

<http://www.rechtsanwaelte.at/www/getFile.php?id=81&nav=0>

(EuRAG: Bundesgesetz über den freien Dienstleistungsverkehr und die Niederlassung von europäischen Rechtsanwälten in Österreich)

(Federal Act on Free Exchange of Goods and Services and Freedom of Establishment of European Lawyers in Austria).

#### 5.2.6 Architects/Construction Engineers/Civil Engineers

Diplomas/Certificates	Information
Graduation diplomas/Certificates regulations for admission to practice	<b>The Federal Association of Architects and Engineering Consultants (Bundeskammer der Architekten und Ingenieurskonsulenten)</b> Karlgasse 9/2 A-1040 Vienna Tel: +43 1 505 58 07/51 Internet: <a href="http://www.arching.at">http://www.arching.at</a>

**More details are available at:**

<http://www.arching.at> (provincial chambers)

### 5.2.7 Recognition of Foreign School and Vocational Diplomas

Diplomas/Certificates	Information
	<b>Federal Ministry of Education, Arts and Culture</b> <b>Minoritenplatz 5</b> A-1014 Vienna Tel: +43 1 53,120-0 Internet: <a href="http://www.bmukk.gv.at/">http://www.bmukk.gv.at/</a> :

**More details are available at:**

<http://www.bmukk.gv.at/schulen/service/nostrifikationen.xml>

(nostrification – sorted by school types)

<http://www.berufsbildendeschulen.at>

**Degree from a vocational school**

Diplomas/Certificates	Information
Final apprenticeship exams	<b>Federal Ministry of Economics and Labour (BMWA)</b> <b>Stubenring 1</b> A-1010 Vienna Tel: +43 1 711 00 -5613 Internet: <a href="http://www.bmwa.gv.at/BMWA/Schwerpunkte/Unternehmen/BerufLehrling/default.htm">http://www.bmwa.gv.at/BMWA/Schwerpunkte/Unternehmen/BerufLehrling/default.htm</a>

## 6. SEEKING EMPLOYMENT IN AUSTRIA

Pursuant to Austria's membership in the European Union, EU/EEA citizens, Swiss citizens and their family members (spouses, children, stepchildren and adopted children) are entitled to live and work in Austria without work permits in accordance with the principle of "free movement of labour." Special rules apply in the case of "new" EU citizens from Bulgaria, Rumania, Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic and Hungary. (Also see section 6.8)

### 6.1 Seeking Employment from the EU/EEA countries/Switzerland and in Austria

**Prior to arriving to Austria you can obtain information and use various services on the Internet:**

- ➔ seeking employment, province information, regional job opportunities using EURES
- ➔ seeking employment using the AMS (Austrian Employment Service) website; you can also register online in the eJob-Room
- ➔ AMS (Austrian Employment Service) services: career focus test (career compass), interactive application training, application coach (application tips, etc.)
- ➔ Information provided by the AMS (Austrian Employment Service): career information database (BIS, Berufsinformationsdatenbank), career lexica, qualifications barometer (Qualifikationsbarometer; labour market trends, opportunities on the Austrian labour market based on qualifications), further education database (Weiterbildungsdatenbank), career information centres (Berufsinformationszentrum, BIZ), barrier-free access to AMS offices, unemployment benefits
- ➔ Austrian Employment Service (AMS) information for young people: workroom (Arbeitszimmer), Your Choice
- ➔ employment seekers can obtain information on claiming unemployment benefits from the employment service or the competent authority in their home country (also see section 10.4.2)

**After having arrived in Austria you have to observe the following when seeking employment:**

- ➔ to be able to claim unemployment benefits from your home country in Austria (such as unemployment compensation) it is necessary to personally register at the competent office in Austria
- ➔ assistance during employment seeking as well as career advisory services can be received from the competent offices

### 6.2 EURES (European Employment Services)

You can find out about job vacancies in Austria and obtain other information about Austria by contacting the EURES network at the competent employment service office in the EU/EEA countries/Switzerland.

The EURES website informs job seekers amongst others about living and working conditions as well as job opportunities in the individual EEA states regions and in Switzerland as well as lists job vacancies. Additionally you can post your personal CV online which can be viewed by potential employers.

More than 700 specially trained EURES advisors are working in the public employment services in all EU/EEA countries and Switzerland to support and advise citizens seeking a job in another EU/EEA country or Switzerland. You can find your EURES advisors responsible for the desired region using the EURES website.

**More details are available at:**

<http://eures.europa.eu> (EURES website)

### 6.3 Austrian Employment Service (AMS)

The Austrian Employment Service, better known as the Arbeitsmarktservice (AMS) offers their services in regional AMS offices.

The Austrian Employment Service (AMS) is responsible for consultation, job referral, financial support and ensuring livelihood (such as unemployment benefits and emergency assistance benefits) for persons who are permanent residents of Austria and are currently residing in Austria.

Job seekers and unemployed persons may register at their local Austrian Employment Service (the competence follows their principal residence, also see <http://www.ams.at>).

**At the AMS website you can also find more details regarding**

→ **eJob-Room:**

The Austrian Employment Service (AMS) offers this service both to registered individuals and all other interested people. It offers an overview of all vacant positions in Austria and neighbouring regions (South Tyrol, Switzerland, etc.) reported to the Austrian Employment Service, AMS.

You can search for a particular position by selecting the requested employment form, place of work, commencement date of employment, occupational groups/occupations. This service is available to both registered and unregistered users.

**Note:** You can also register for the eJob-Room even when your place of residence is still outside Austria.

Registered users are additionally offered the following services:

- publishing of applications in the eJob-Room
- a dedicated mailbox exists for each created application where messages from interested enterprises are recorded; When an enterprise contacts the user, such registered user is then automatically notified via SMS or e-mail.
- use of the extended job vacancies listing (the eJob-Room vacancies)

The eJob-Room services are free of charge and are also available in English.

**More details are available at:**

<http://www.ams.at>

→ **Career Information System (BIS, Berufsinformationssystem)**

the largest online information database on professions and qualifications.

**More details are available at:**

<http://www.ams.at/bis/>

→ **Occupation related lexica**

more information about professions (job profiles, requirements, training opportunities, career opportunities, employment forms, etc.)

**More details are available at:**

<http://www.beruflexikon.at> (apprenticeship programs, careers for university graduates, careers for graduates of technical and vocational schools, other career opportunities)

→ **Qualifications Barometer**

information about qualification trends and latest developments on the labour market

**More details are available at:**

<http://www.ams.at/buw/14125.html>

➔ **Further Education Database**

assistance when looking for suitable training opportunities and details about course providers as well as prerequisites

**More details are available at:**

<http://www.ams.at/buw/14126.html>

➔ **Application Tips**

interactive application training, application coach on the internet (step-by-step assistance drafting applications), practice folder for job seekers (provides tips and tricks regarding job hunting)

**More details are available at:**

<http://www.ams.at/buw/14124.html>

➔ **www.arbeitszimmer.cc:**

platform for young people who want to exchange tips and tricks regarding profession, study course, school selection

**More details are available at:**

<http://www.arbeitszimmer.cc>

➔ **Occupational Compass:**

questionnaire regarding profession choice; after filling in you will receive online evaluation and interests profile

**More details are available at:**

<http://www.berufskompass.at/berufskp2/index.htm>

➔ **Your Choice:**

information about training and professions for young people and young adults

**More details are available at:**

<http://www.yourchoiceinfo.at>

➔ **Career information centres (BIZ):**

BIZ at various locations in Austria offer information about professional and training possibilities, job opportunities, tips and tricks regarding profession choice; comprehensive brochure selection and occupation videos as well as personalised assistance free of charge.

**More details are available at:**

<http://www.ams.at/buw/14127.html>

➔ **Services rendered to job seekers**

information on claiming unemployment benefits, emergency assistance benefits, etc.; information on responsibilities of the benefit recipients towards the Austrian Employment Service (AMS), etc.

**More details are available at:**

<http://www.ams.at/sfa/14080.html>

➔ **Offers for women:**

<http://www.ams.at/sfa/14073.html>

➔ **Information for foreign workforce:**

<http://www.ams.at/sfa/14074.html>



➔ **Disabled persons:**

<http://www.ams.at/sfa/14075.html>

➔ **AMS research network:**

information system covering networks of labour market relevant topics, publications and surveys are available for download <http://www.ams.at/buw/14128.html>

**Addresses:**

<b>Austrian Employment Service (AMS) of Burgenland</b> Permayerstr. 10 A-7001 Eisenstadt Tel.: +43 268 26 92-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>	<b>Austrian Employment Service (AMS) of Carinthia</b> Rudolfsbahngürtel 42 A-9021 Klagenfurt Tel.: +43 463 38 31-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>
<b>Austrian Employment Service (AMS) of Lower Austria</b> Hohenstaufengasse 2 A-1013 Vienna Tel.: +43 1 531 36-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>	<b>Austrian Employment Service (AMS) of Upper Austria</b> Europaplatz 9 A-4021 Linz Tel.: +43 732 69 63-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>
<b>Austrian Employment Service (AMS) of Salzburg</b> Auerspergstr. 67a A-5020 Salzburg Tel.: +43 662 88 83-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>	<b>Austrian Employment Service (AMS) of Styria</b> Babenbergerstr. 33 A-8020 Graz Tel.: +43 316 70 81-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>
<b>Austrian Employment Service (AMS) of Tyrol</b> Andreas-Hofer Str. 44 A-6020 Innsbruck Tel.: +43 512 58 46 64 Internet: <a href="http://www.ams.at">http://www.ams.at</a>	<b>Austrian Employment Service (AMS) of Vorarlberg</b> Rheinstr. 33 A-6901 Bregenz Tel.: +43 557 46 91-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>
<b>Austrian Employment Service (AMS) of Vienna</b> Landstraßer Hauptstr. 55–57 A-1030 Vienna Tel.: +43 1 878 71 Internet: <a href="http://www.ams.at">http://www.ams.at</a>	<b>Head office of the Austrian Public Employment Service</b> Treustraße 35–43 A-1200 Vienna Tel.: +43 1 331 78-0 Internet: <a href="http://www.ams.at">http://www.ams.at</a>
<b>Interalpine border region (Upper Austria, Salzburg, Tyrol and Bavaria)</b> <a href="http://www.eures-internalp.com/">http://www.eures-internalp.com/</a>	<b>Trans-Tyrolean border region (Tyrol, South Tyrol and Grisons)</b> <a href="http://www.eures-transtirolia.eu/">http://www.eures-transtirolia.eu/</a>
<b>Bodensee border region (Vorarlberg, Bavaria, Switzerland)</b> <a href="http://www.jobs-ohne-grenzen.org/">http://www.jobs-ohne-grenzen.org/</a>	

## 6.4 Daily Newspapers

Most job vacancies can be found in the weekend editions.

Newspaper	Address
Die Wiener Zeitung	<a href="http://www.wienerzeitung.at">http://www.wienerzeitung.at</a>
Die Presse	<a href="http://www.diepresse.com">http://www.diepresse.com</a>
Der Kurier	<a href="http://www.kurier.at">http://www.kurier.at</a>
Oberösterreichische Nachrichten	<a href="http://www.nachrichten.at">http://www.nachrichten.at</a>
Der Standard	<a href="http://derstandard.at/karriere">http://derstandard.at/karriere</a>
Salzburger Nachrichten	<a href="http://www.salzburg.com/service/3562.htm">http://www.salzburg.com/service/3562.htm</a>
Kleine Zeitung	<a href="http://www.kleine.at">http://www.kleine.at</a>
Vorarlberger Nachrichten	<a href="http://www.vn.vol.at/">http://www.vn.vol.at/</a>
Kronen Zeitung	<a href="http://www.krone.at">http://www.krone.at</a>
Tiroler Tageszeitung	<a href="http://www.tirol.com/">http://www.tirol.com/</a>

**More details are available at:**

<http://www.ams.at/sfa/14800.html#Zeitungen> (job vacancies published in newspapers)

## 6.5 Private Recruitment Agencies

The role of private requirement agencies is growing. Primarily highly qualified positions are nearly exclusively offered on the market through HR consulting companies and agencies. The Austrian Employment Service cooperates with a large number of these agencies. At the AMS website you can also find links to the job-exchanges (Jobbörsen) of many large companies.

**More details are available at:**

<http://www.ams.at> (useful links)

[http://www.ams.at/sfa/14800.html#Jobs\\_ueber\\_private\\_Personalvermittler](http://www.ams.at/sfa/14800.html#Jobs_ueber_private_Personalvermittler)  
(private recruiter and placement agencies)

[http://www.ams.at/sfa/14800.html#Jobboersen\\_allgm](http://www.ams.at/sfa/14800.html#Jobboersen_allgm) (job exchanges in general)

<http://www.ams.at/sfa/14800.html#Firmen> (corporate job exchanges)

## 6.6 “Hidden” Labour Market

Some of the job vacancies or newspaper job ads never reach the offices of the Austrian Employment Service (AMS). Therefore, it may prove worthwhile to send unsolicited letters (i.e. without any reference to a specific job advertisement) to potentially interesting employers.

**More details are available at:**

<http://www.herold.at> (addresses of enterprises and companies)

<http://www.ams.at/sfa/14800.html#Telefon-/Branchenverzeichnisse>  
(links zu business directories)

It is recommended to ask your neighbours, relatives, friends, acquaintances whether they know about any vacant positions.

## 6.7 Au Pairs

Young people from abroad may work in Austria as an au pair for a specified period of time. Au pairs are accepted in the host family as a family member and are integrated into everyday family life. In return the family expects the au-pair to help with childcare and light housework. In addition to working in the household and performing childcare, the au pair has to attend a language school or another course.

Essential qualifications to work as an au pair are:

- ➔ age of 18 to 28 years
- ➔ prior childcare experience as well as enjoying working with children
- ➔ readiness to adjust to other cultures and different lifestyles
- ➔ 2–3 evenings per week of babysitting
- ➔ minimum skills in German (school level or one semester studies or language course; certificates are to be furnished)
- ➔ use of an authorised agency when referred an au pair position
- ➔ maximum of one year as au-pair in Austria in the last five years
- ➔ the au-pair has no criminal record

The **remuneration** follows the minimum wage tariff for people employed in the household of the respective province.

Most **au pair agencies** assist au pairs with **formalities prior** to the au pair assignment (selection of host family, travel etc.) as well as during their **assignment** (contact in case of problems, organization of periodic au pair meetings etc.)

Au pairs from the “new” EU accession states enjoy freedom of establishment and do not require a residence permit, however the host family must obtain a confirmation authorising au-pair employment (Anzeigebestätigung) from the Austrian Employment Service (AMS) [http://www.ams.at/sfa/14104\\_1464.html](http://www.ams.at/sfa/14104_1464.html). For a stay exceeding three months a “registration certificate” (Anmeldebescheinigung) must be obtained from the residence authorities (district administrative authority (Bezirkshauptmannschaft) or the competent municipal authority (Magistrat).

**More details are available at:**

[http://www.ams.at/\\_docs/Infoblatt\\_Au-pair.pdf](http://www.ams.at/_docs/Infoblatt_Au-pair.pdf) (au pair information sheet)

<http://www.help.gv.at/Content.Node/37/Seite.370101.html#allgemein>  
(general information on employing au pairs)

[http://www.ams.at/\\_docs/Au-pair-Mustervertrag\\_08.pdf](http://www.ams.at/_docs/Au-pair-Mustervertrag_08.pdf) (standard contract form)

Contact the Austrian Employment Service (AMS) or any of AMS regional offices to obtain additional information about working as an au pair for citizens of non-EU/EEA countries (a special residence permit is required).

Au pairs are not admitted to the regular labour market and do not obtain any entitlement to work nor any right to free access to the labour market after expiry of their au pair contract. The host family is also not entitled to continue the employment of the au pair.

## 6.8 Seasonal Workers

The demand for seasonal workers is especially concentrated in the area of tourism as well as agriculture and forestry and can only be partially met by the Austrian workforce. There is especially a recurrent need for harvesters (e.g. grape harvesting) from spring to autumn in the Eastern regions of Austria (Lower Austria, Upper Austria, Burgenland and Vienna) which are predominantly characterized by intensive land cultivation. Skilled workers (skilled restaurant workers, cooks) as well as auxiliary workers (kitchen help, cleaning staff, housekeeping staff, waitress help, bartenders etc.) are especially sought after in the winter sport regions of Western Austria from November to March, and in all tourist regions throughout Austria from May to October.

In the area of tourism, special labour laws provisions are effective (e.g. specific working time during the week or month, respective regulations concerning rest breaks and days off.)

Information on your rights and obligations as an employee should be obtained from the Chamber of Labour and trade unions prior to starting a new job.

### More details are available at:

<http://www.ams.at> (Austrian Employment Service (AMS) – seasonal job vacancies)  
[http://www.ams.at/sfa/14104\\_1488.html](http://www.ams.at/sfa/14104_1488.html) (seasonal work permit for foreign workforce)  
[http://www.ams.at/\\_docs/Erntehelfer.pdf](http://www.ams.at/_docs/Erntehelfer.pdf) (information sheet for foreign harvesters)  
[http://www.ams.at/\\_docs/Saisonarbeitskraefte\\_Land\\_u\\_Forstwirtschaft.pdf](http://www.ams.at/_docs/Saisonarbeitskraefte_Land_u_Forstwirtschaft.pdf)  
(season workforce in agriculture and forestry)  
<http://www.oegb.at> (Austrian Trade Union Federation (ÖGB))  
<http://www.arbeiterkammer.at> (Austrian Chamber of Labour)

## 6.9 Transitional Stipulations for New EU Citizens on the Austrian Labour Market

EU citizens from the “new” EU member countries (Bulgaria, Estonia, Latvia, Lithuania, Poland, Romania, the Czech Republic, Slovakia, Slovenia and Hungary) shall only have free access to the Austrian labour market subject to the fulfilment of specific conditions; these transitional provisions applicable to EU citizens from the new EU member states will be in effect until 2011 respectively 2013!

**Please note!** No restrictions on the Austrian labour market apply to EU citizens from the new accession countries of Malta and Cyprus.

Citizen of new EU member states with no free access to Austrian labour market require a permit according to the Alien Employment Law (Ausländerbeschäftigungsgesetz).

**Please note!** Special regulations apply to skilled and qualified staff from the new EU member states which are preliminarily valid until the end of December 2008.

[http://www.ams.at/sfa/14104\\_13758.html](http://www.ams.at/sfa/14104_13758.html)

### More details are available at:

<http://www.ams.at/sfa/14074.html> (foreign citizens)

## When a citizen of one of the new member states wants to work in Austria

- ➔ and **has not yet found a job**, they can go to the Austrian Employment Service website (AMS) website is available to them;
- ➔ and **have already found a job**, their employer must apply to the Austrian Employment Service for an employment permit (Beschäftigungsbewilligung).

This employment permit will, however, only be granted if:

- applicable salary and working conditions are adhered to
- no other qualified candidate (i.e. an Austrian national or another EU national) is available to fill the position.
- employee and employers – or their designated representative bodies – mutually agree on employment.

**Please note!** Specific labour market access regulations are valid for persons with key qualifications as well as seasonal workers.

**New EU citizens** able to furnish an AuMS confirmation of their free access to the labour market (“freedom of movement confirmation”) may be employed without an employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

**Such confirmation is to be provided to new EU citizens** who as of 1st of May 2004 (or 1st of January 2007 for Bulgaria and Romania) or from a later point have already been **legally employed in Austria for an uninterrupted period of at least 12 months** i.e. are in possession of an employment permit (Beschäftigungsbewilligung), a work permit (Arbeitserlaubnis), a certificate of exemption (Befreiungsschein) or a certificate of residence (Niederlassungsnachweis).

The following **also applies to family members** (spouse, children up to the age of 21; irrespective of their citizenship) of such new EU citizens **already enjoying freedom of movement and having a legally valid, joint residence in Austria with such new EU citizen**:

These persons are entitled to such confirmation from the very first day of their stay in Austria simply on the grounds of their being a family member of a new EU citizen enjoying freedom of establishment. For family members of Romanian and Bulgarian citizens who move to Austria after the 1st of January 2007 this right is only deemed applicable after a period of 18 months.

Family members able to furnish an AMS confirmation of their free access to labour market, may be employed without the employment permit (Beschäftigungsbewilligung); i.e. they are entitled to free job selection in Austria.

Hungarian and Czech labour enjoy additional quotas due to regular commuting of Austrians and Hungarians respectively Austrians and Czechs across borders, as well as trainee agreements.

### More details are available at:

- [http://www.ams.at/\\_docs/Uebergangsregelungen\\_f\\_Beschaeftigung\\_1.1.2008.pdf](http://www.ams.at/_docs/Uebergangsregelungen_f_Beschaeftigung_1.1.2008.pdf)  
(Transitional Stipulations Applying to Employment of New EU Member State Citizens)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_HU\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_HU_08.pdf) (Info/Hungarian)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_CZ\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_CZ_08.pdf) (Info/Czech)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_SV\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_SV_08.pdf) (Info/Slovenian)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_SK\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_SK_08.pdf) (Info/Slovak)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_PL\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_PL_08.pdf) (Info/Polish)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_BG\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_BG_08.pdf) (Info/Bulgarian)
- [http://www.ams.at/\\_docs/NeueEU-Buerger\\_RO\\_08.pdf](http://www.ams.at/_docs/NeueEU-Buerger_RO_08.pdf) (Info/Romanian)

## 6.10 Applications

Letters of application and curriculum vitae should be drafted in German, unless the job vacancy advertisement specifically requests that application documents be prepared in another language. If you have made any arrangements – irrespective of whether on the phone or in person – for a job interview, you should bring your CV, diplomas and work certificates to the appointment. Contact the Austrian Employment Service website (“Application Coach (Bewerbungscoach)”) at <http://www.ams.or.at/bewerbungscoach/>) if you need any assistance drafting your application.

### **A complete application includes:**

- ➔ a letter of application
- ➔ a resume (Curriculum Vitae)
- ➔ certificates (Maturazeugnis (A-levels, baccalaureate, recommendation certificates, course certificates or confirmation of attendance of important technical courses and seminars))
- ➔ passport photo

### **More details are available at:**

<http://europass.cedefop.europa.eu/> (European CV)

<http://www.ams.at> (Austrian Employment Service (AMS) under the topic “Application Coach”)



## 7. TERMS AND CONDITIONS OF EMPLOYMENT

### 7.1 Labour Law – Overview

Austrian labour law covers the rights and obligations of employees. This includes amongst others the following acts and legal stipulations:

- ➔ Salaried Employees Act (Angestelltengesetz)
- ➔ Labour Relations Act (Arbeitsverfassungsgesetz)
- ➔ Employees Severance Pay Act (ArbeiterInnenabfertigungsgesetz)
- ➔ Employment Safeguarding Act (Arbeitsplatzsicherungsgesetz)
- ➔ Alien Employment Act (Ausländerbeschäftigungsgesetz)
- ➔ Act on Continued Payment of Wages and Salaries (Entgeltfortzahlungsgesetz)
- ➔ Equal Treatment Act (Gleichbehandlungsgesetz)
- ➔ Maternity Protection Act (Mutterschutzgesetz)
- ➔ Vacation Act (Urlaubsgesetz)
- ➔ employee protection
- ➔ Working Hours Act (Arbeitszeitgesetz)
- ➔ Women's Night-Work Act (Frauennachtarbeitsgesetz)

**More details are available at:**

<http://www.arbeiterkammer.at> (Austrian Chambers of Labour: Work & Law)

### 7.2 Employees Representations

#### 7.2.1 Chamber of Labour and Austrian Trade Unions

Employees are automatically members of the Chamber of Labour which provides them with legal representation if necessary. There is also the possibility of joining a trade union.

The Chamber of Labours as well as Austrian trade unions are independent and democratic institutions which represent the social, economic, professional and cultural interests of employees in Austria. They are independent democratic institutions:

**Services offered by the Chambers of Labour and trade unions include amongst others:**

- ➔ defence and recovery representation at a labour and social court (Arbeits- und Sozialgericht)
- ➔ legal advice on
  - women and family-related issues
  - protection of apprentices and young workers
  - unemployment
  - social security (retirement matters)
  - wage and salary tax matters
- ➔ basic protection and consultation regarding
  - employee protection
  - environmental protection
  - consumer protection

The Chamber of Labour and trade unions are part of the so-called economic and social partnership and negotiate issues related to salaries/wages and prices with the Austrian Federal and Provincial Chambers of Labour. They assist the government in drafting legislation and factual issues which fall under the responsibility of social interest groups.

All trade unions (trade unions of different branches) are part of the Austrian Trade Union Federation (Österreichischen Gewerkschaftsbund (ÖGB)), the Austrian Federation of Chambers of Labour (Arbeiterkammer Österreich) is the umbrella organisation which incorporates all Austrian Chambers of Labour.

**More details are available at:**

<http://www.arbeiterkammer.at>

<http://www.oegb.at>

### 7.2.2 Works Council

Employees are represented in the enterprise by works councils. The works council is the central representative body of the company's staff. The works council represents the staff in contact with the company owner/employer. Works council members have for instance a right of co-determination regarding amongst others recruitment, termination and dismissal of employees.

**More details are available at:**

<http://www.arbeiterkammer.at> (works council)

## 7.3 Employment Relations

Austrian labour law distinguishes between the following forms of employment:

- ➔ Employment contract (Arbeitsvertrag):  
concluded between an employer and an employee.
- ➔ Independent service or works contract (freier Dienstvertrag or freier Arbeitsvertrag):  
An independent service or works contract is concluded between a principal (i.e. customer) and an independent contractor;
- ➔ Quasi-employment contract (arbeitnehmerähnliches Beschäftigungsverhältnis):  
includes both 'new self-employed' persons (Neue Selbständige) and those employed on the basis of a work contract (WerkvertragsnehmerInnen), who require a trade license.

**More details are available at:**

<http://www.arbeiterkammer.at/www-49.html>

### 7.3.1 Employment Contract and Position Specifications Statement

An employment contract (Arbeitsvertrag) is defined as a binding arrangement whereby one person undertakes to perform work for another person. The conclusion of an employment contract is in principle not subject to any form requirements. The employment contract may be concluded in writing, by oral agreement or conclusive action (e.g. taking up the position followed by subsequent remuneration).

When no written employment contract is concluded, the employer is to pass on a written record of major rights and obligations arising from this employment agreement to the employee, the so-called position specification statement (Dienstzettel) immediately after the commencement of the employment. The work card is free of charge and serves the purpose of documenting proof.

**The following points are to be included in a position specification statement:**

- ➔ name and address of the employer
- ➔ name and address of the employee
- ➔ the date of the employment commencement
- ➔ in the case of an employment contract concluded for a fixed term:  
the termination date of the employment
- ➔ employment termination notice period and date of termination
- ➔ usual place of work
- ➔ any classification of the position in a general scheme
- ➔ foreseen duties and responsibilities

- ➔ starting remuneration:
  - base salary or wages
  - additional remuneration components (e.g. special payment)
- ➔ due dates of the remuneration
- ➔ annual vacation entitlements
- ➔ agreed normal daily and weekly working hours
- ➔ specification of any collective agreement or any other company-specific agreements applicable to the employment contract.

**Exception:** Apprenticeship contracts (Lehrverträge) must be concluded in writing!

Apprenticeship contracts (Lehrverträge) must be concluded in writing!

**More details are available at:**

<http://www.arbeiterkammer.at/www-49.html>

### 7.3.1.1 Working Hours and Vacation Entitlements

**According to law, full-time employment (Vollzeitarbeit) is:**

- ➔ a working day of 8 hours (within a 24-hour period)
- ➔ a weekly working time of 40 hours (working period from Monday to Sunday inclusive)

Collective bargaining agreements have shortened the working week in many branches of business. . A surcharge of 50 percent or compensatory time off is applicable for overtime work.

If the daily working time exceeds six hours, it must be interrupted by a break of at least half an hour. This break is unpaid and is not included in the working hours.

Other working hours arrangements are possible: minimum income employment, part-time employment, seasonal employment etc.).

Workers are granted a **vacation entitlement** (Urlaubsanspruch) for at least five weeks (= thirty working days) per year; this also applies to minimum income employees and part-time employees. In addition to the regular salary an employee in Austria is additionally paid a vacation bonus (so-called 13<sup>th</sup> monthly salary) and a Christmas bonus (so-called 14<sup>th</sup> salary), each amounting to a full monthly salary; these bonus payments are however subject to lower taxes.

**More details are available at:**

<http://wien.arbeiterkammer.at/www-1538.html> (working hours)

<http://wien.arbeiterkammer.at/www-1544.html> (vacation)

### 7.3.1.2 Termination

Every employee who has concluded an employment contract or has a position specifications statement is in principle protected by Austrian labour law through the **termination notice deadlines**. The following termination deadlines are applicable:

**Termination by the employer:**

**For salaried employees:** the Salaried Employees Act regulates the minimum termination deadlines.

**For waged employees:** the termination notice is two weeks pursuant to the Austrian Civil Code (ABGB); however, the collective agreements, employer/works council agreements normally foresee longer respectively in some cases even shorter termination notice periods.

**Termination by the employee:**

**for salaried employees:** one month (at the end of the month)

**for waged employees:** two weeks (Austrian Civil Code) or as regulated by the respective collective bargaining agreement

**More details are available at:**

<http://wien.arbeiterkammer.at/www-1542.html>

### 7.3.2 Independent Service or Works Contract

This type of employment (freier Arbeitsvertrag respectively freier Dienstvertrag) is characterized as follows:

- ➔ a contract for the performance of a continuing obligation concluded by and between the employer and the independent contractor is in force over the contractually stipulated period
- ➔ lower personal dependence
- ➔ contractor is not obliged to follow instructions given by the employer
- ➔ workflows can be regulated independently and can be modified at any time
- ➔ the basic resources for carrying out the work will be provided by the employer
- ➔ remuneration is based on time worked, rather than performance or delivery of work.

**Note:** Independent contractors only have limited legal protection pursuant to Labour Law stipulations. The stipulations of the Austrian Civil Code (ABGB) covering the termination of the employment relationship apply to the independent service or works contract.

Without an appropriate agreement between the employer and the independent contractor there is however no legal entitlement to special benefits, severance pay, vacation, a release from performance obligation and protection against dismissal.

Independent contractors with a monthly remuneration exceeding the minimum salary limit (in 2008: € 349.01) have to be registered with the responsible regional health insurance fund. They thus enjoy accident, health and pension insurance, and from 2008 unemployment insurance. Independent contractors are also entitled to receiving a position specification statement (Dienstzettel).

The employer must take out accident insurance for any persons receiving remuneration below the legally stipulated limit (of € 349.01 in 2008). Voluntary health and pension insurance are possible; any person receiving remuneration below the aforesaid limit have to apply themselves at the competent regional health insurance fund.

**Additional information:**

<http://wien.arbeiterkammer.at/www-397-IP-38721.html>

### 7.3.3 Contract for Work and Labour

Pursuant to the Austrian General Civil Code (Allgemeines Bürgerliches Gesetzbuch (ABGB)), in a **contract for work and labour** (Werkvertrag), a contractor undertakes to carry out a particular service or work and the customer promises to pay for the service or work. In contrast to the employment contract, in the contract for work and labour the result of the services rendered is decisive. The contractor is responsible for successfully performing the services (i.e. the specified service) or achieving a specific result.

New self-employed persons (so called “new freelancers”) perform any type of commercial services not requiring a business license (Gewerbeschein).

Basically the major characteristics of the “new” free-lancers and contractors performing a contract for work and labour who have a business license are practically the same. These include:

- ➔ personal and economic independence from the customer
- ➔ no obligation to perform the work or service personally (sub-contracting is allowed)
- ➔ a contractor is not subject to instructions from the customer when executing the contract
- ➔ the contractor has appropriate means available (an office, working materials etc.)

The contract for work and labour is deemed fulfilled with the performance of the contractual services. The completion of the agreed services and/or achievement of the result are deemed as automatic satisfaction of the obligation.

New self-employed persons are required to report their activities to the Social Security Institution for Trade and Industry (Sozialversicherung der Gewerblichen Wirtschaft, SVA) if:

- ➔ their yearly earnings exceed € 6,453.36
- ➔ they additionally have concluded another employment contract or contract for work and labour and the gross annual income exceeds the amount of € 4,188.12 in the year 2008.
- ➔ The insurance limits do not apply in case of additional freelance contract requiring compulsory insurance with the Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft), for instance as a businessperson.

New self-employed persons/freelancers enjoy health, pension and accident insurance.

**More details are available at:**

<http://wien.arbeiterkammer.at/www-397-IP-839.html> (contract for work and labour)

**General Employment Terms & Conditions Information:**

<http://www.arbeiterkammer.at>

<http://www.oegb.at>

<http://www.sozialversicherung.at>

<http://www.help.gv.at/Content.Node/88/Seite.880003.html> (independent contractors)

**Useful addresses:**

<b>Chamber of Labour (AK) of Burgenland</b> Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 740-0 Internet: <a href="http://www.akbgld.at">http://www.akbgld.at</a>	<b>Chamber of Labour (AK) of Carinthia</b> Bahnhofsplatz 3 A-9021 Klagenfurt Tel: +43 (0)50 477-04 Internet: <a href="http://kaernten.arbeiterkammer.at">http://kaernten.arbeiterkammer.at</a>
<b>Chamber of Labour (AK) of Lower Austria</b> Windmühlgasse 28 A-1061 Vienna Tel: +43 1 588 83-0 Internet: <a href="http://noe.arbeiterkammer.at">http://noe.arbeiterkammer.at</a>	<b>Chamber of Labour (AK) of Upper Austria</b> Gruberstr. 40–42 A-4020 Linz Tel: +43 732 69 06-0 Internet: <a href="http://www.arbeiterkammer.com">http://www.arbeiterkammer.com</a>
<b>Chamber of Labour (AK) of Salzburg</b> Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 86 87-0 Internet: <a href="http://www.ak-salzburg.at">http://www.ak-salzburg.at</a>	<b>Chamber of Labour (AK) of Styria</b> Hans Resel Gasse 8–14 A-8020 Graz Tel: +43 (0)5 77 99-0 Internet: <a href="http://www.akstmk.at">http://www.akstmk.at</a>

<b>Chamber of Labour (AK) of Tyrol</b> Maximilianstraße 7 A-6010 Innsbruck AK-line: 0800/22 55 22 Tel: +43 512 53 40-0 Internet: <a href="http://www.ak-tirol.at">http://www.ak-tirol.at</a>	<b>Chamber of Labour (AK) of Vorarlberg</b> Widnau 2–4 A-6800 Feldkirch Tel: +43 5522 306-0 Internet: <a href="http://vbg.arbeiterkammer.at">http://vbg.arbeiterkammer.at</a>
<b>Chamber of Labour (AK) of Vienna</b> Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 501 65-0 Internet: <a href="http://Vienna.arbeiterkammer.at">http://Vienna.arbeiterkammer.at</a>	<b>Austrian Chamber of Labour (AK)</b> Prinz-Eugen-Straße 20–22 A-1040 Vienna Tel: +43 1 501 65-0 Internet: <a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
<b>Austrian Trade Union Federation (ÖGB) of Burgenland</b> Wiener Straße 7 A-7000 Eisenstadt Tel: +43 2682 770-0 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>	<b>Austrian Trade Union Federation (ÖGB) of Carinthia</b> Bahnhofsstraße 44 A-9020 Klagenfurt Tel: +43 463 58 70-0 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>
<b>Austrian Trade Union Federation (ÖGB) of Lower Austria</b> Windmühlgasse 28 A-1060 Vienna Tel: +43 1 586 21 54 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>	<b>Austrian Trade Union Federation (ÖGB) of Upper Austria</b> Huemerstr. 3 A-4020 Linz Tel: +43 732 66 53 91-0 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>
<b>Austrian Trade Union Federation (ÖGB) of Salzburg</b> Markus-Sittikus-Straße 10 A-5020 Salzburg Tel: +43 662 88 16 46 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>	<b>Austrian Trade Union Federation (ÖGB) of Styria</b> Karl-Morre-Str. 32 A-8020 Graz Tel: +43 316 70 71-0 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>
<b>ÖGB Employment Service of Tyrol</b> Südtiroler Platz 14–16 A-6020 Innsbruck Tel: +43 512 597 77 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>	<b>Austrian Trade Union Federation (ÖGB) of Vorarlberg</b> Widnau 2 A-6800 Feldkirch Tel: +43 5522 35 53-0 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>
<b>Austrian Trade Union Federation (ÖGB) of Vienna</b> Laurenzerberg 2 A-1010 Vienna Tel: +43 1 534 44 Internet: <a href="http://www.oegb.at">http://www.oegb.at</a>	<b>Pension Insurance Institution (Pensionsversicherungsanstalt)</b> Friedrich Hillegeist-Straße 1 A-1021 Vienna Tel: +43 503 03-0 Internet: <a href="http://www.pensionsversicherung.at">http://www.pensionsversicherung.at</a>

## 7.4 Educational Leave and Sabbaticals

Information available at:

<http://www.arbeiterkammer.at>

## 7.5 Family Hospice Leave

Employees are entitled to care for terminally ill family members as well as their severely ill children living in the same household for a fixed period (up to three respectively six months).

**More details are available at:**

[http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel\\_content.cmsWindow&p\\_menuid=511&p\\_tabid=5&p\\_pubid=3952](http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel_content.cmsWindow&p_menuid=511&p_tabid=5&p_pubid=3952)  
<http://www.help.gv.at/Content.Node/44/Seite.440300.html>



## **8. LIVING WITH CHILDREN**

### **8.1 Maternity Protection Act**

#### **8.1.1 Salaried/Waged Female Employees**

As a rule, pregnant working mothers are entitled to maternity leave which starts eight weeks prior to delivery and lasts eight to sixteen weeks after delivery with an absolute ban on employment during this period.

Upon confirmation of pregnancy, you should immediately inform your employer. The amount of the maternity allowance is calculated on the basis of the employee's average net earnings during the three calendar months immediately preceding the start of compulsory maternity protection period plus any special compensation.

During the compulsory maternity protection period and during parental leave (see 8.2), dismissal is only possible in exceptional cases (i.e. closure of a firm) and under court approval.

Salaried and waged female employees generally receive a maternity weekly allowance (Wochengeld) during the compulsory maternity protection period under certain circumstances. Furthermore, for female employees who are not self-employed their contractual employment remains upheld during their compulsory maternity protection period.

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

**Competent authority:** The health insurance institution (Krankenkasse)

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080000.html>  
(maternity weekly maternity allowance (Wochengeld))

#### **8.1.2 Female Employees with Remuneration below the Low-Income Limit and Independent Female Contractors**

If you are employed with remuneration below the low-income limit or an independent contractor and have taken out personal pension and health insurance, you can apply for a weekly maternity allowance which amounts to € 7.55 (2008) per day for employees with remuneration below the low-income limit and is income dependent for independent contractors. Even when you are employed with remuneration below the low-income limit you remain protected against dismissal and termination. Furthermore, for female employees with remuneration below the low-income limit their contractual employment remains upheld during their compulsory maternity protection period.

Details regarding the amount of the maternity weekly allowance can be obtained from the competent health insurance institution.

**Competent authority:** The health insurance institution (Krankenkasse)

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080002.html#Woche>

### 8.1.3 Self-Employed Females

An entrepreneurial aid (Betriebshilfe) is foreseen for self-employed women running a business, i.e. replacement labour is provided for the business. Under certain circumstances they are also entitled to weekly maternity allowance.

Self-employed women who do not run a business (so-called new self-employed) are entitled to weekly maternity allowance.

Such weekly allowance will only be granted respectively such entrepreneurial aid will only be provided when the compulsory insurance with the competent health insurance fund remains in force. The weekly maternity allowance in this case amounts to € 24.78 per day (2008).

**Competent authority:** Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft)

**More details are available at:**

<http://www.help.gv.at/Content.Node/293/Seite.2930000.html> (weekly maternity allowance (Wochengeld), entrepreneurial aid (Betriebshilfe))

### 8.1.4 Mother-Child Pass

At the beginning of pregnancy, you should receive a Mother-Child Pass (Mutter-Kind-Pass), to be used for recording medical check-ups of the mother and unborn child and subsequently for recording vaccinations and check-ups during infancy and early childhood stages. You can obtain your mother-child pass from your gynaecologist, your general practitioner, your district public health office, the specialized outpatient services of your district health insurance fund, the outpatient services of hospitals with maternity clinical departments or from pregnancy consultation offices.

The mother-child pass check-ups are a prerequisite for the receipt of the full childcare allowance (Kinderbetreuungsgeld).

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080000.html> (Mother-Child Pass)

## 8.2 Parental Leave Allowance, Childcare Allowance and Parental Leave Time

Every child, including foster and adopted children, is eligible to receiving childcare allowance without any link to employment or mandatory insurance contributions.

The childcare allowance is generally paid when the following prerequisites have been satisfied:

- ➔ common household with the child
- ➔ at least one of the parents living in the same household with the child is entitled to receive family allowance (Familienbeihilfe)
- ➔ centre of their life is in Austria
- ➔ legal residence in Austria
- ➔ performance of the mother-child pass examinations – five during the pregnancy, five after giving birth, are to be evidenced by the 18th month after birth.

**Note:**

Childcare allowance is granted only for the youngest child. If another child is born when receiving such allowance, the eligibility to this allowance for the older child ends with the birth of the younger one. Childcare allowance will then be paid for the newborn. The second birth is to be immediately reported to the competent health insurance institution (you are obliged to make this notification). Special regulations apply to multiple births.

An **additional gross** income of up to 16,200 Euros per year is permissible to remain eligible for the childcare allowance.

**Competent authority:** Health insurance institution (in Vienna: parental allowance district office)

The childcare allowance amount depends on the duration of the paternal leave allowance. You can select one of the multiple variants when applying for this allowance.

**More details are available at:**

[http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel\\_content.cmsWindows&p\\_menuid=675&p\\_tabid=4](http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel_content.cmsWindows&p_menuid=675&p_tabid=4) (childcare allowance)  
<http://www.help.gv.at/Content.Node/8/Seite.080600.html> (childcare allowance)  
<http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0568> (childcare allowance)

**Childcare allowance supplement:**

Single parents and families with no or low income are entitled to an increased childcare benefit (Zuschuss zum Kinderbetreuungsgeld).

**Please note:**

the childcare allowance supplement is to be understood as a form of a loan which must be paid back when certain income thresholds have been exceeded.

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080600.html>  
<http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0568&doc=CMS1058744552798>

Recipients of childcare allowance and their children automatically enjoy the benefits of **health insurance**.

For births occurring after first of January 2002, during the period prior to or after receipt of the childcare allowance, unemployment benefits and social welfare may be received. However, the person receiving this benefit must remain available for the labour market.

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080600.html> (possible additional income)

**Eligibility prerequisites for EU/EUA citizens and Swiss citizens:**

The prerequisite of an entitlement to the childcare allowance is principally eligibility to receive family allowances (Familienbeihilfe) for a child.

The EEA directive 1408/71 applies to EU/EEA citizens and Swiss citizens. The member state where the parent is employed (employment state principle) is the overriding state responsible for payment of any family benefits (these include parental leave allowance and family allowance). In the country of residence, an equalization payment may be granted if family benefits are lower than in the country of employment.

In the case whereby both parents are employed in two different countries, the country of residence principle applies, thus, childcare allowance benefits are granted in the country where the child permanently resides.

**More details are available at:**

<http://bmgfj.gv.at/cms/site/standard.html?channel=CH0568&doc=CMS1202115532190>

## Parental right to part-time work:

This entitlement remains up to the 7th birthday of the child respectively their school entry under certain circumstances.

This is however, only possible if:

- ➔ the company has more than 20 employees.
- ➔ and the employment at the point of parental part-time work has lasted for a minimum of three years without any interruptions (including maternity protection and leave)

The terms (commencement, duration, extent and conditions) are to be agreed with your employer. If no agreement can be reached, a suite may be filed with the Labour and Social Court (Arbeits und Sozialgericht).

If there is no **entitlement to the parental part-time work** this can still be agreed with employers up to the 4<sup>th</sup> birthday of the child. If no agreement can be reached, a suit may be filed with the court.

### More details are available at:

<http://www.bmwa.gv.at/BMWA/Schwerpunkte/Arbeitsrecht/Arbeitsrecht/ElternKarenzTeilzeit/elternzeitteilzeit.htm>  
<http://www.help.gv.at/Content.Node/40/Seite.400200.html>

## 8.3 Family Allowance (Familienbeihilfe)

The EEA directive 1408/71 applies to EU/EEA citizens and Swiss citizens. The member state where the parent is employed (employment state principle) is the overriding state responsible for payment of any family benefits. In the case whereby both parents are employed in two different countries, the country of residence principle applies, thus, family allowance is granted in the country where the child permanently resides.

**Competent authority:** fiscal office competent for your place of residence

Children with main residence in Austria are also entitled to family allowance benefits.

### This includes:

- ➔ minors (up to 18 years of age)
- ➔ minors up to 21 years of age when they are registered with the Austrian Employment Service as job seekers
- ➔ children who have come of age up to 26 years of age – in particular cases up to 27 years of age – when they are being trained in a profession or attend career further training or study
- ➔ children who have come of age and who are physically or mentally disabled

Any income children may receive before their 18<sup>th</sup> birthday is disregarded. If the earnings of older children exceed a specific annual limit, the family allowance is forfeited. Apprentice's indemnifications are not taken into consideration.

The **family allowance amount** depends on the age of the child. **Child-related special tax allowances** and **supplements** are granted as of the second or further child, or one or more disabled children.

In a joint household, the parent who is the primary caregiver is entitled to receive the family allowance.

Family allowances are paid every two months.

**More details are available at:**

<http://www.help.gv.at/Content.Node/8/Seite.080700.html>

(family allowance (Familienbeihilfe)/child-related special tax allowances (Kinderabsetzbetrag))

<http://www.help.gv.at/Content.Node/8/Seite.080700.html>

(multiple children supplement (Mehrkinderzuschlag))

<http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0567> (family allowance

(Familienbeihilfe) etc.)

<http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0567&doc=CMS1175005480407>

(family allowance (Familienbeihilfe) for EU/EEA/Swiss citizens)

## 9. TAXES

### 9.1 Income Tax and Employee Tax Assessment

Any person who maintains their principal residence in Austria is liable to pay taxes on all income derived from both foreign and domestic sources.

In order to avoid double taxation, Austria has concluded double-taxation agreements with all of its neighbouring countries and the EU/EEA countries. Taxes are paid in the country of principal residence, irrespective of the country in which the income has been earned.

In Austria, employers are principally responsible for remitting income tax to the fiscal authorities. Income taxes and social security contributions etc. of each employee derived from their employment are deducted at source by the employer and paid directly to the Austrian fiscal authorities or to the responsible social security institution. New self-employed/freelancers, self-employed/freelancers with a business license (Gewerbeschein) are responsible for payment of taxes and social security contributions themselves.

The Austrian income-tax system is based on progressive, taxation rates.

#### More details are available at:

<http://www.arbeiterkammer.at> (Brutto-Netto Rechner (gross/net income calculator); Lohnsteuer-profi (wage and salary tax wizard); Steuercheck (tax check))

#### Who is liable for tax?

- ➔ employees and pensioners with a taxable annual income exceeding 11,100 Euros
- ➔ self-employed/freelancers from an annual income exceeding 10,000.00 Euros

Special regulations apply to cross-border commuters (people commuting to work in Austria but with residence outside of Austria) to avoid double taxation.

#### More details are available at:

<http://www.jobs-ohne-grenzen.org/Steuern.189.0.html> (cross-border commuters)

#### When should you file a tax declaration? (if you have not yet been contacted by the Tax Office)

- ➔ If you have any other income in addition to your taxable income (e.g. from contracts on work and labour or from rentals); an Income Tax Statement (Einkommensteuererklärung) (form E 1) including an income and expense statement, balance sheet or net-income account must be submitted.  
**Deadline for submission:** By April 30 or up to June 30 of the following year in the case of an online assessment
- ➔ If, during the course of the calendar year, you have at least from time to time earned two or more taxable incomes for which tax was not calculated on the basis of all income for the same period (e.g. company pension in addition to General Social Insurance Act (ASVG) pension) then you have to submit an Employee Tax Assessment Declaration (form L 1).  
**Deadline for submission:** September 30th of the following year

**More details are available at:**

[http://dienststellen.bmf.gv.at/ListDst\\_Auswahl.asp](http://dienststellen.bmf.gv.at/ListDst_Auswahl.asp)

(fiscal offices competent for your place of residence)

<http://www.help.gv.at/Content.Node/80/Seite.800210.html> (income tax)

<http://www.help.gv.at/Content.Node/34/Seite.340000.html> (employee tax assessment)

<https://www.bmf.gv.at/> (Federal Ministry of Finance (Bundesministerium für Finanzen))

<http://bruttonetto.akVienna.at/>

(calculates and validates taxes and social security contributions as well as other deductions)

<http://www.arbeiterkammer.at/arbeitnehmerveranlagung/>

(calculates whether an employee tax assessment will pay off)

**The citizens service of the fiscal authorities:**

Monday – Friday from 8.00 am to 5 pm, telephone: 0810-001228 at local rates

**Address:**

**Federal Ministry of Finance (BMF)**

Hintere Zollamtstraße 2b

A-1030 Vienna

Tel: +43 1 514 33-0

Internet: <https://www.bmf.gv.at/>



## 10. SOCIAL SECURITY

Employers are responsible for registering their employees with the appropriate social security institution. Every person is assigned a social security number with the registration. Social security contributions of employees are shared between employers and employees; these contributions are automatically deducted at source.

In Austria, employees and independent contractors whose income exceeds the low-income limit (€ 349.01 per month in 2008) are covered by social security. Registration with the appropriate social security institution is mandatory; every person is to pay social security contributions.

Employees with remuneration below the low-income limit as well as students are only covered by parts of the social security system (accident insurance). Employees with income below the income limit are eligible for voluntary health and/or pension insurance.

The payment of social security contributions is shared by the employer and employee. The amount of social security contributions (= contribution rates) depends whether the employee is a blue or white-collar employee, apprentice, minimum-income employee, etc.

### More details are available at:

<http://www.sozialversicherung.at>  
[http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel\\_content.cmsWindow&p\\_menuid=507&p\\_tabid=5&p\\_pubid=1148](http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&ctrl>window=esvportal.channel_content.cmsWindow&p_menuid=507&p_tabid=5&p_pubid=1148)  
(contribution groups/rates)

### Social security benefits:

- ➔ Health insurance including compulsory maternity protection: automatic and free insurance protection for family members (subject to certain preconditions) and childcare allowance.
- ➔ Accident insurance: protection against accidents at the workplace and vocational illnesses and their consequences, e.g. invalidity and occupational incapacity etc.
- ➔ Pension insurance: old-age pension benefits etc.
- ➔ **Unemployment insurance:** these are for instance, unemployment benefit payments, social welfare, special social welfare, pension advances;

### Further benefits:

- social welfare as complementary benefit of the social security and/or as a benefit which may be granted when no pension insurance, unemployment benefits are being received;
- Personal care and long-term care insurance (Pflegevorsorge and Pflegeversicherung)

There are many health insurance institutions in Austria; all health insurance institutions are under the umbrella of the Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger): The competent insurance institution is determined by both the place of residence and occupation. A free choice of insurance institutions is not allowed for the compulsory health insurance.

### More details are available at:

<http://www.sozialversicherung.at>  
<http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0346> (social welfare)  
<http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0041> (personal care)  
<http://www.help.gv.at/Content.Node/36/Seite.360521.html> (care insurance)

## Useful addresses:

### Federal Ministry of Finance (BMF)

Hintere Zollamtsstraße 2b  
A-1030 Vienna  
Tel: +43 1 514 33-0  
Internet: <http://www.bmf.gv.at>

### Federal Ministry of Economics and Labour (BMWA)

Stubenring 1  
A-1010 Vienna  
Tel: +43 1 711 00-55 55 The Citizens Service (Bürgerservice)  
Internet: <http://www.bmwa.gv.at>

### Federal Ministry of Social Affairs and Consumer Protection (BMSK)

Stubenring 1  
A-1010 Vienna  
Tel: +43 1 711 00 -0  
Social hotline: 0800/20 16 11  
Monday – Friday: 8.00 a.m. – 4:00 p.m.  
Internet: <http://www.bmsk.gv.at>

## 10.1 Health Insurance

Health insurance (Krankenversicherung) covers amongst others free treatment by doctors and hospitals as well as sickness benefits. The prerequisite for treatment is presentation of the “e-card” (an electronic health insurance card) where all personal data (name, insurance number, etc.) of the insured person are stored. For referral to specialists a referral note is additionally required since the e-card does not store any medical data. The back of the e-card corresponds to the European social security card. The e-card ensures free-of-charge medical treatment in the European Union states.

Health insurance coverage is applicable, when you

- ➔ are employed or self-employed (**Please note:** “new” self-employed persons and minimum income employees receive health insurance upon application)
- ➔ receive unemployment benefits (Arbeitslosengeld), social welfare (Notstandshilfe) or special social welfare (Sondernotstandshilfe)
- ➔ receive a pension benefit
- ➔ or receive a weekly maternity allowance, parental leave allowance or childcare allowance

You may co-insure your family members (your spouse and children) provided they are resident in Austria. Minors up to 18 years of age are co-insured. Minors attending schools or vocational training, or universities can be co-insured free-of-charge up to 26 years of age. Spouses with children can be co-insured free of charge. The co-insurance for childless spouses entails a contribution rate of 3.4% of the assessment basis of the income of the insured spouse.

The employer must be correspondingly informed of planned co-insurance of family members.

Other health insurance benefits include amongst others: dental treatment, rehabilitation, home nursing, recuperation assistance, health protection benefits, medical check-ups under the mother child pass system.

Prescription medicines are obtained at pharmacies for €4.85 per prescription item (effective 2008). Patient's annual spendings on medication are limited with a maximum of two percent of their net income. When the medication costs exceed this amount then the patient is automatically exempt from prescription fee.

### More details are available at:

- <http://www.sozialversicherung.at> (general information)
- <http://www.sozialversicherung.at/mediaDB/126667.PDF> (benefits)
- <http://www.help.gv.at/Content.Node/169/Seite.1693902.html>  
(upper limit applicable to prescription fees)

## Addresses:

<b>Regional Health Insurance Fund of Burgenland</b> Esterhazyplatz 3 A-7000 Eisenstadt Tel: +43 2682 608-0 Internet: <a href="http://www.bgkk.at">http://www.bgkk.at</a>	<b>Regional Health Insurance Fund of Carinthia</b> Kempferstraße 8 A-9021 Klagenfurt Tel: +43 50 58 55 (1000) Internet: <a href="http://www.kgkk.at">http://www.kgkk.at</a>
<b>Regional Health Insurance Fund of Lower Austria</b> Krems-Landstraße 3 A-3100 St. Pölten Tel: +43 05 08 99 Internet: <a href="http://www.noegkk.at">http://www.noegkk.at</a>	<b>Regional Health Insurance Fund of Upper Austria</b> Gruberstraße 77 A-4020 Linz Tel: +43 (0)5 78 07-0 Internet: <a href="http://www.oegkk.at">http://www.oegkk.at</a>
<b>Regional Health Insurance of the province of Salzburg</b> Engelbert-Weiß-Weg 10 A-5024 Salzburg Tel: +43 662 88 89-0 Internet: <a href="http://www.sgkk.at">http://www.sgkk.at</a>	<b>Regional Health Insurance Fund of Styria</b> Josef-Pongratz-Platz 1 A-8010 Graz Tel: +43 316 80 35-0 Internet: <a href="http://www.stgkk.at">http://www.stgkk.at</a>
<b>Regional Health Insurance Fund of Tyrol</b> Klara-Pörtl-Weg 2 A-6021 Innsbruck Tel: +43 512 59 16-0 Internet: <a href="http://www.tgkk.at">http://www.tgkk.at</a>	<b>Regional Health Insurance Fund of Vorarlberg</b> Jahngasse 4 A-6850 Dornbirn Tel: +43 50 84 55 Internet: <a href="http://www.vgkk.at">http://www.vgkk.at</a>
<b>Social Security Institution for Trade and Industry (SVA) (Sozialversicherungsanstalt der Gewerblichen Wirtschaft (SVA))</b> Wiedner Hauptstraße 84–86 A-1051 Vienna Tel: +43 1 546 54-0 Internet: <a href="http://esv-sva.sozvers.at/">http://esv-sva.sozvers.at/</a>	<b>Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger)</b> Kundmannngasse 21 A-1030 Vienna Tel: +43 1 711 32-0 Internet: <a href="http://www.sozialversicherung.at">http://www.sozialversicherung.at</a> <a href="http://www.hauptverband.at">http://www.hauptverband.at</a>
<b>Regional Health Insurance Fund of Vienna (Gebietskrankenkasse)</b> Wienerbergstraße 15–19 A-1100 Vienna Tel: +43 1 601 22-0 Internet: <a href="http://www.wgkk.at">http://www.wgkk.at</a>	

## 10.2 Accident Insurance

Accident insurance covers benefits payable as a result of workplace accidents, occupational illnesses and the accidental death of an employee.

These benefits include for instance accident treatment costs, rehabilitation, disability pensions, surviving dependants' pensions and widow/widower allowance.

**More details are available at:**

<http://www.auva.at>

<http://www.sozialversicherung.at> (accident insurance)

## Addresses:

**Austrian Accident Insurance Institution – main office (Allgemeine Unfallversicherungsanstalt – AUVA)**  
Adalbert Stifter Str. 65  
A-1200 Vienna  
Tel: +43 1 331 11-0  
Internet: <http://www.auva.at>

**Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger)**  
Kundmanngasse 21  
A-1030 Vienna  
Tel: +43 1 711 32-0  
Internet: <http://www.sozialversicherung.at>

### 10.3 Pension Insurance

Currently, females reach pension age at 60 and men at 65 in Austria.

#### The following applies to EU/EEA citizens and Swiss citizens:

Pursuant to Austrian law you are entitled to pension benefits if you have been self-employed or employed for over one year and paid pension insurance contributions. Insurance periods below one year will be added to the pension insurance periods obtained in your home country.

#### More details are available at:

<http://www.sozialversicherung.at>  
<http://www.arbeiterkammer.at>  
<http://www.pensionsversicherung.at>  
<http://www.help.gv.at> (pension)

#### Address:

**Pension Insurance Institution (Pensionsversicherungsanstalt)**  
Friedrich-Hillegeist Straße 1  
1021 Vienna  
Tel: +43 503 03 (calling from abroad)  
Internet: <http://www.pensionsversicherung.at>

### 10.4 Unemployment Insurance

#### 10.4.1 Unemployment Benefit

The Austrian Employment Service (AMS) is responsible for unemployment insurance benefits in Austria.

Claims for unemployment benefits may only be made in person at the competent regional office. If you become unemployed, you have to contact your regional office already on the first day of unemployment since unemployment benefits will only be paid from this point.

When EU/EEA or Swiss citizens have already made insurance contributions in an EU/EEA country or Switzerland, this period will be taken into consideration for the fulfilment of the qualifying period and to determine the duration of the reference period, provided that you have been employed in Austria for at least one day (so-called “single-day regulation”) and have paid the mandatory unemployment insurance prior to application for the unemployment benefit.

This minimum employment period also applies to Austrian citizens who worked abroad in the EU/EEA or in Switzerland and had their residence there, and returned to Austria to register as unemployed.

Under certain circumstances this regulation is not applicable to cross-border commuters (persons with residence in one country and place of work in the other country who commute every day between their place of residence and place of work).

New EU states citizens (except for Cyprus and Malta) who were employed under a seasonal permit are not entitled to unemployment benefit.

Receipt of unemployment benefit is then possible when the **qualifying period** (Anwartschaft) has been satisfied:

- ➔ the unemployed has been employed for at least 26 weeks over the past 12 months (applies to persons up to their 25th birthday) when submitting their application and their employment included mandatory unemployment contributions or
- ➔ the unemployed has been employed for at least 52 weeks over the past two years (applies to persons from their 25th birthday for the initial claim assertion) when submitting their application and their employment included mandatory unemployment contributions or
- ➔ the unemployed was employed for at least 28 weeks during the past year (applies to all but initial assertion of claims) and their employment included mandatory unemployment contributions

**Unemployment benefits** consist of a **basic sum**, family supplement and various supplementary benefits.

During the receipt of unemployment benefits, you and your family members continue to be covered by health insurance.

**More details are available at:**

<http://www.ams.at> (Financial issues)

#### 10.4.2 Claiming Benefits from Abroad

As a Swiss or EU/EEA citizen, you are entitled to stay in Austria for three months in order to seek work and your employment benefits may be transferred from your home country during this period following a consultation with the employment service of your country. Such persons are obliged to register with the respective competent AMS office within seven (7) days of arrival.

If you find employment, you are required to report this promptly.

If you have not found employment in Austria within the time period stipulated on the E 303 form, you may only continue to receive your unemployment benefits if you return to your home country in good time.

**More details are available at:**

the unemployment service of your home country

#### 10.4.3 Social Welfare Benefit

**Eligibility requirements:**

If entitlements to unemployment benefits or parental-leave allowance have been exhausted and you continue to be unemployed, social welfare benefit can be claimed if:

- ➔ the job seeker is at the disposal of the employment service, and in particular is able and willing to work and is unemployed
- ➔ the claimant is in dire straits.

The financial situation of the applicant and their partner will be examined prior to granting social welfare benefits. If the income of the partner exceeds a certain amount, no social welfare will be granted.

**EU/EEA citizens** and **Swiss citizens** may also receive social welfare.

Social welfare benefits **amount** to 92% to 95% of the base unemployment benefit.

Simultaneous receipt of childcare allowance and social welfare benefit is in principle possible.

Social welfare must be applied for **in person** at the competent office.

**More details are available at:**

<http://www.ams.at> ((financial issues)

## 10.5 Social Welfare

Social welfare is granted when you cannot continue living a decent live based on your own efforts and means nor through family means or the prerequisites for benefits from other insurance systems (e.g. unemployment insurance) have not been met (“subsidiarity” principle).

The federal provinces are the competent bodies concerning the legal framework of social welfare. All social welfare benefits are tailored flexibly to individual circumstances. Applications for social welfare may be submitted to the community office at your place of residence and/or at the district offices of the Municipal Authority (Social Services Office) in larger cities.

EU/EEA citizens can obtain information at the respective provincial government office whether they are entitled to social welfare.

**More details are available at:**

<http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0346> (social welfare)

<http://www.help.gv.at/Content.Node/169/Seite.1693000.html>

**Useful addresses:**

### Federal Ministry of Social Affairs and Consumer Protection

Stubenring 1a

A-1010 Vienna

Social hotline: 0800 20 16 11

Tel: +43 1 711 00 -0

Internet: <http://www.bmsk.gv.at>

## 11. CHECKLIST FOR RELOCATING TO AUSTRIA

### Before entering Austria:

**Details** on the labour market and employment opportunities in the target region:

<http://www.ams.at> (Austrian Employment Service (AMS))

<http://eures.europa.eu> (EURES Homepage)

### The following documents are required:

- ➔ Your **passport** or your **personal ID** – make sure any accompanying children who are minors are included in your passport
- ➔ Other personal documents (e.g. birth certificate, marriage certificate)
- ➔ E-forms (Europe-wide uniform forms for recognition and confirmation of social and employment relevant data) for you and your family
- ➔ Claiming unemployment benefits originating from your home country: the form E 303 issued by the employment service of your home country and the confirmation of your employment periods in the home country (E 301)
- ➔ Insurance: your e-card or a comparable form (E 111) or any other insurance protection
- ➔ Your vehicle papers: driving license, vehicle license
  - for admission to traffic in Austria: 2 photographs of your car taken diagonally from the front left; operating manuals of your car; purchase contract, leasing agreement, EU operating license, vehicle papers
- ➔ certificates, diplomas, work certificates, work testimonials in original and translation
- ➔ Curriculum vitae and application in German
- ➔ Your children's certificates and school attendance confirmations translated into German to help your children be placed in the appropriate school grade as quickly as possible.

### Further issues:

- ➔ organise **accommodation** (hotel, apartment, etc.) or book hotel or pension;
- ➔ sufficient funds are required to cover any unexpected expenses (rent, living costs etc) for the first month
- ➔ provide for health and accident insurance in Austria
  - inform authorities of your home country (residence registration office, school, etc.) of you moving to Austria
- ➔ obtain an EU household pet passport before moving your pets

### Upon arrival in Austria:

- ➔ **when you have an employment contract:**
  - immediately contact your employer
  - when starting to work request a confirmation of having been registered with the appropriate social security institution
- ➔ **when seeking a job:**
  - **register** at your regional Austrian Employment Service (AMS) office within seven (7) days when you continue claiming your original unemployment services when seeking a job.



**The following provisions generally apply:**

- ➔ Within three (3) days of moving into your new accommodation/house, register with the responsible residence registration authorities (Meldebehörde)
- ➔ Register with the competent social security institution (Sozialversicherungsanstalt) (this especially applies to minimum income employees, “new” self-employed persons and family members): receipt of the social security number and e-card
- ➔ Open a bank account
- ➔ Re-register your motor vehicle
- ➔ Register with the responsible department of the municipality office or the city municipal authorities regarding **dog tax**
- ➔ Register with the competent fiscal office (taxes, family allowance)
- ➔ Register for gas and electricity as well as your telephone, television and radio
- ➔ Register at school (contact the school)
- ➔ Submit registration certificate at the administrative authority (district administration authorities (Bezirkshauptmannschaft) or municipal authorities (Magistrat))

## 12. EUROPEAN EMPLOYMENT SERVICE (EURES) ADVISERS IN

### **Austrian Employment Service (AMS) of Burgenland**

**Günther Wilfonger**

Permayerstr. 10

A-7000 Eisenstadt

Tel: +43 2682 69 21-69

Fax: +43 2682 69 21-79

e-mail: [guenther.wilfonger@ams.at](mailto:guenther.wilfonger@ams.at)

Language: English

Region: Burgenland

### **Austrian Employment Service (AMS) of Carinthia**

**Karl Lenzhofer**

Rudolfsbahngürtel 42

A-9020 Klagenfurt

Tel: +43 463 38 31-9123

Fax: +43 463 38 31-9192

e-mail: [karl.lenzhofer@ams.at](mailto:karl.lenzhofer@ams.at)

Languages: English, Italian, French

Region: Carinthia

Border region: EURALP

### **Austrian Employment Service (AMS) of Lower Austria**

**Martina Vodrazka**

Hohenstaufengasse 2

A-1010 Wien

Tel: +43 1 531 36-210

Fax: +43 1 531 36-277

E-mail: [martina.vodrazka@ams.at](mailto:martina.vodrazka@ams.at)

Languages: English, French, Italian

Region: Lower Austria

### **Austrian Employment Service (AMS) of Vienna**

**Ida Maria Gasparotto**

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A-1070 Wien

Tel: +43 1 878 71-302 25

Fax: +43 1 878 71-302 89

e-mail: [ida-maria.gasparotto@ams.at](mailto:ida-maria.gasparotto@ams.at)

Languages: English, Italienisch, Französisch

Region: Province of Vienna

**Sabine Gassner**

**Josefsplatz 7**

A-2500 Baden

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Fax: +43 2272201,797

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Languages: English, French

Region: Lower Austria

**Harald Wurzer**

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Fachzentrum für Fremdenverkehr

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Fax: +43 1 878 71-302 89

e-mail: [harald.wurzer@ams.at](mailto:harald.wurzer@ams.at)

Language: English

Region: Province of Vienna

**Anita Puhr**

**Hohenstaufengasse 2**

A-1010 Vienna

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Region: Lower Austria

**Peter Jedlicka**

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Language: English

Region: Province of Vienna

**Max Fischer**

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Fax: +43 1 878 71-302 89

e-mail: [maximilian.fischer@ams.at](mailto:maximilian.fischer@ams.at)

Language: English

Region: Province of Vienna

**Austrian Employment Service (AMS)  
of Salzburg**

**Alexandra Bauer**

Brucker Bundesstraße 22  
A-5700 Zell am See  
Tel: +43 6542 731 87-61 42  
Fax: +43 6542 731 87-60 90  
e-mail: [alexandra.bauer@ams.at](mailto:alexandra.bauer@ams.at)  
Languages: English, Italian  
Region: Province of Salzburg

**Gerhard Bogensperger**

Friedhofstraße 6  
A-5580 Tamsweg  
Tel: +43 6474 84 84-50 30  
Fax: +43 6474 84 84-50 90  
e-mail: [gerhard.bogensperger@ams.at](mailto:gerhard.bogensperger@ams.at)  
Language: English  
Region: Province of Salzburg  
Grenzregion: Interalp

**Gerlinde Fuchsberger**

Kinostr. 7  
A-5500 Bischofshofen  
Tel: +43 6462 28 48-13 31  
Fax: +43 6462 28 48-13 92  
e-mail: [gerlinde.fuchsberger@ams.at](mailto:gerlinde.fuchsberger@ams.at)  
Language: English  
Region: Province of Salzburg

**Austrian Employment Service (AMS)  
of Upper Austria**

**Petra Rosenstingl**

Europaplatz 9  
A-4021 Linz  
Tel: +43 732 69 63-201 36  
Fax: +43 732 69 63-201 90  
e-mail: [petra.rosenstingl@ams.at](mailto:petra.rosenstingl@ams.at)  
Languages: English, French  
Region: Upper Austria  
Border region: Interalp

**Austrian Employment Service (AMS)  
of Vorarlberg**

**Dietmar Müller**

Bahnhofstraße 1b  
A-6700 Bludenz  
Tel: +43 5552 623 71-816 05  
Fax: +43 5552 623 71-816 60  
e-mail: [dietmar.mueller@ams.at](mailto:dietmar.mueller@ams.at)  
Language: English  
Region: Vorarlberg  
Border region: Bodensee

**Austrian Employment Service (AMS) of Tyrol  
Otto Hosp**

Schöpfstraße 5  
A-6010 Innsbruck  
Tel: +43 512 59 03-824  
Fax: +43 512 59 03-20  
e-mail: [otto.hosp@ams.at](mailto:otto.hosp@ams.at)  
Language: English  
Region: Tirol  
Border region: Interalp

**Austrian Employment Service (AMS)  
of Styria**

**Ingrid Dimai**

Niesenbergergasse 67–69  
A-8020 Graz  
Tel: +43 316 70 80-60 79 08  
Fax: +43 316 70 80-60 79 90  
e-mail: [ingrid.dimai@ams.at](mailto:ingrid.dimai@ams.at)  
Language: English  
Region: Styria

### 13. INTERNET ADDRESSES

Topic	Internet Addresses
Addresses of enterprises and businesses	<a href="http://www.herold.at">http://www.herold.at</a>
AMS – Austrian Employment Service	<a href="http://www.ams.at">http://www.ams.at</a>
Austrian Employment Service Research Network	<a href="http://www.ams.at/buw/14128.html">http://www.ams.at/buw/14128.html</a>
Provincial offices of the Austrian Employment Service	<a href="http://www.ams.at">http://www.ams.at</a>
Recognition of teaching degrees for compulsory schools	<a href="http://www.bmukk.gv.at/service/links/landesschulraete.xml">http://www.bmukk.gv.at/service/links/landesschulraete.xml</a>
Recognition of foreign school and vocational diplomas	<a href="http://www.bmukk.gv.at/schulen/unterricht/nostrifikationen.xml">http://www.bmukk.gv.at/schulen/unterricht/nostrifikationen.xml</a>
Recognition of foreign diplomas/ nostrification	<a href="http://www.arbeiterkammer.at/www-192-IP-10110-IPS-1.html">http://www.arbeiterkammer.at/www-192-IP-10110-IPS-1.html</a>
Offers for women	<a href="http://www.ams.at/sfa/14073.html">http://www.ams.at/sfa/14073.html</a>
Pharmacy on duty at night and during weekends	<a href="http://www.apotheker.or.at/">http://www.apotheker.or.at/</a>
Work and law	<a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
Arbeiterkammer, Chamber of Labour	<a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
Employee tax assessment	<a href="http://www.help.gv.at/Content.Node/34/Seite.340000.html">http://www.help.gv.at/Content.Node/34/Seite.340000.html</a>
Labour market	<a href="http://www.statistik.at">http://www.statistik.at</a>
Labour market data	<a href="http://www.ams.at/">http://www.ams.at/</a>
Austrian Employment Service (AMS)	<a href="http://www.ams.at">http://www.ams.at</a>
Seeking employment in Austria	<a href="http://www.ams.at">http://www.ams.at</a>
Employment contract and position specifications statement	<a href="http://www.arbeiterkammer.at/www-49.html">http://www.arbeiterkammer.at/www-49.html</a>
Working hours	<a href="http://wien.arbeiterkammer.at/www-1538.html">http://wien.arbeiterkammer.at/www-1538.html</a>
Workroom (Arbeitszimmer)	<a href="http://www.arbeitszimmer.cc">http://www.arbeitszimmer.cc</a>
ARBÖ – automobile association	<a href="http://www.arboe.at/">http://www.arboe.at/</a>
Austrian Medical Association (Ärzttekammer) – international office	<a href="http://www.aerztekammer.at/?type=module&amp;aid=convert&amp;url=%2Fsrv%2Fdav%2Foak%2Fakwebsite%2F%2Finternationales.html">http://www.aerztekammer.at/?type=module&amp;aid=convert&amp;url=%2Fsrv%2Fdav%2Foak%2Fakwebsite%2F%2Finternationales.html</a>
Medical doctors – recognition of training abroad	<a href="http://www.aerztekammer.at/?aid=AUSBILDUNG&amp;type=article">http://www.aerztekammer.at/?aid=AUSBILDUNG&amp;type=article</a>

Residence	<a href="http://www.help.gv.at/Content.Node/12/Seite.120000.html">http://www.help.gv.at/Content.Node/12/Seite.120000.html</a>
Residence – acts of law and regulations	<a href="http://www.migrant.at/aktuell-rechtliche-infos-2006/richtsaetze-2008/richtsaetze-2008.htm#NAGVIInfo2008">http://www.migrant.at/aktuell-rechtliche-infos-2006/richtsaetze-2008/richtsaetze-2008.htm#NAGVIInfo2008</a>
Residence – various languages	<a href="http://www.bmi.gv.at/niederlassung/">http://www.bmi.gv.at/niederlassung/</a>
Au Pair – general information	<a href="http://www.help.gv.at/Content.Node/37/Seite.370101.html#allgemein">http://www.help.gv.at/Content.Node/37/Seite.370101.html#allgemein</a>
Au Pair – information sheet	<a href="http://www.ams.at/_docs/Infoblatt_Au-pair.pdf">http://www.ams.at/_docs/Infoblatt_Au-pair.pdf</a>
Au Pair employment authorization confirmation at AMS	<a href="http://www.ams.at/sfa/14104_1464.html">http://www.ams.at/sfa/14104_1464.html</a>
Au Pair standard form of contract	<a href="http://www.ams.at/_docs/Au-pair-Mustervertrag_08.pdf">http://www.ams.at/_docs/Au-pair-Mustervertrag_08.pdf</a>
Aliens/Foreigners	<a href="http://www.ams.at/sfa/14074.html">http://www.ams.at/sfa/14074.html</a>
Bank Austria	<a href="http://www.bankaustria.at/de/index.html">http://www.bankaustria.at/de/index.html</a>
Building & construction works information	<a href="http://www.wohnnet.at">http://www.wohnnet.at</a>
BAWAG – Bank für Arbeiter und Angestellte	<a href="http://www.bawag.com">http://www.bawag.com</a>
Calculation of an employee tax assessment	<a href="http://www.arbeiterkammer.at/arbeitnehmerveranlagung/">http://www.arbeiterkammer.at/arbeitnehmerveranlagung/</a>
Vocational schools	<a href="http://www.berufsbildendeschulen.at">http://www.berufsbildendeschulen.at</a>
Careers Promotion Institute (BFI, Berufsförderungsinstitut)	<a href="http://www.bfi.at">http://www.bfi.at</a>
Career Information System (BIS, Berufsinformationssystem)	<a href="http://www.ams.at/bis/">http://www.ams.at/bis/</a>
Career information centres (BIZ, Berufsinformationszentren)	<a href="http://www.ams.at">http://www.ams.at</a>
Career information centres (BIZ, Berufsinformationszentren)	<a href="http://www.ams.at/buw/14127.html">http://www.ams.at/buw/14127.html</a>
Career Information Centre of Vienna Trade and Industry (BIWI)	<a href="http://www.biwi.at">http://www.biwi.at</a>
Career Compass (Berufskompass)	<a href="http://www.berufskompass.at/berufskp2/index.htm">http://www.berufskompass.at/berufskp2/index.htm</a>
Career related lexica	<a href="http://www.berufsexikon.at">http://www.berufsexikon.at</a>
Matriculation exam for professionals (Berufsreifeprüfung)	<a href="http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php">http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php</a>
Licenses – Health Sector	<a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941</a>
Licenses and nostrification in the health sector	<a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0941</a>
Licenses/recognition – foreign doctors	<a href="http://www.aerztekammer.at/?aid=AUSLAENDISCHE_AERZTE&amp;type=article">http://www.aerztekammer.at/?aid=AUSLAENDISCHE_AERZTE&amp;type=article</a>
Employment Relations	<a href="http://www.arbeiterkammer.at/www-49.html">http://www.arbeiterkammer.at/www-49.html</a>

Entrepreneurial aid	<a href="http://www.help.gv.at/Content.Node/293/Seite.2930000.html">http://www.help.gv.at/Content.Node/293/Seite.2930000.html</a>
Works council	<a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
Population – religion	<a href="http://www.statistik.at">http://www.statistik.at</a>
Application coach (Bewerbungscoach) – AMS	<a href="http://www.ams.or.at/bewerbungscoach/">http://www.ams.or.at/bewerbungscoach/</a>
Application tips	<a href="http://www.ams.at/buw/14124.html">http://www.ams.at/buw/14124.html</a>
Educational counselling	<a href="http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml">http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml</a>
Educational sabbaticals	<a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
Austrian education system	<a href="http://www.bmukk.gv.at/schulen/bw/index.xml">http://www.bmukk.gv.at/schulen/bw/index.xml</a>
Gross/Net Calculator (Brutto- Netto Rechner)	<a href="http://bruttonetto.akwien.at/">http://bruttonetto.akwien.at/</a>
Federal Act on Free Exchange of Goods and Services and Freedom of Establishment of European Lawyers in Austria (Bundesgesetz über den freien Dienstleistungsverkehr und die Niederlassung von europäischen Rechtsanwälten in Österreich)	<a href="http://www.rechtsanwaelte.at/www/getFile.php?id=81&amp;nav=0">http://www.rechtsanwaelte.at/www/getFile.php?id=81&amp;nav=0</a>
The Federal Association of Architects and Engineer- ing Consultants (Bundes- kammer der Architekten und Ingenieurekonsulenten)	<a href="http://www.arching.at">http://www.arching.at</a>
Federal Ministry of Finance (BMF)	<a href="https://www.bmf.gv.at/">https://www.bmf.gv.at/</a>
Federal Ministry of Social Af- fairs and Consumer Protection (Bundesministerium für Soziales und Konsumentenschutz)	<a href="http://www.bmsk.gv.at">http://www.bmsk.gv.at</a>
Federal Ministry of Education, Arts and Culture	<a href="http://www.bmukk.gv.at/">http://www.bmukk.gv.at/</a>
Federal Ministry of Economics and Labour (BMWA)	<a href="http://www.bmwa.gv.at">http://www.bmwa.gv.at</a>
Austrian Federal Economic Chamber	<a href="http://portal.wko.at/">http://portal.wko.at/</a>
Regional Health Insurance Fund of Burgenland	<a href="http://www.bgkk.at">http://www.bgkk.at</a>
Vienna adult educational centre (Wiener Volkshochschulen GmbH)	<a href="http://www.vhs.at">http://www.vhs.at</a>
Die Wiener Zeitung	<a href="http://www.wienerzeitung.at">http://www.wienerzeitung.at</a>
Diploma health and nursing profession licenses	<a href="http://www.bmgfj.gv.at/cms/site/attachments/2/9/3/CH0941/CMS1203514667340/berufszulassung_in_der_gesundheits-_und_krankenpflege_allgemein_-_information.pdf">http://www.bmgfj.gv.at/cms/site/attachments/2/9/3/CH0941/CMS1203514667340/berufszulassung_in_der_gesundheits-_und_krankenpflege_allgemein_-_information.pdf</a>

Self-importing of motor vehicles	<a href="http://www.help.gv.at/Content.Node/6/Seite.060000.html">http://www.help.gv.at/Content.Node/6/Seite.060000.html</a>
Self-import of motor vehicles by private persons	<a href="http://www.oeamtc.at/index.php?type=article&amp;id=1098241&amp;menu_active=0259">http://www.oeamtc.at/index.php?type=article&amp;id=1098241&amp;menu_active=0259</a>
Income taxes	<a href="http://www.help.gv.at/Content.Node/80/Seite.800210.html">http://www.help.gv.at/Content.Node/80/Seite.800210.html</a>
eJob-Room	<a href="http://www.ams.at">http://www.ams.at</a>
Parental right to part-time work	<a href="http://www.bmwa.gv.at/BMWA/Schwerpunkte/Arbeitsrecht/Arbeitsrecht/ElternKarenzTeilzeit/elternzeit.htm">http://www.bmwa.gv.at/BMWA/Schwerpunkte/Arbeitsrecht/Arbeitsrecht/ElternKarenzTeilzeit/elternzeit.htm</a> <a href="http://www.help.gv.at/Content.Node/40/Seite.400200.html">http://www.help.gv.at/Content.Node/40/Seite.400200.html</a>
Foreign harvesters	<a href="http://www.ams.at/_docs/Erntehelfer.pdf">http://www.ams.at/_docs/Erntehelfer.pdf</a>
Erste Bank	<a href="http://www.sparkasse.at/erstebank/home">http://www.sparkasse.at/erstebank/home</a>
EURES website	<a href="http://eures.europa.eu">http://eures.europa.eu</a>
European resume	<a href="http://europass.cedefop.europa.eu/">http://europass.cedefop.europa.eu/</a>
Matura examination for external candidates	<a href="http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php">http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php</a>
Family allowance (Familienbeihilfe)	<a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0567">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0567</a>
Family allowance for EU/EEA and Swiss citizens	<a href="http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0567&amp;doc=CMS1175005480407">http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0567&amp;doc=CMS1175005480407</a>
Family Allowance (Familienbeihilfe)/child-related special tax allowance (Kinderabsetzbetrag)	<a href="http://www.help.gv.at/Content.Node/8/Seite.080700.html">http://www.help.gv.at/Content.Node/8/Seite.080700.html</a>
Family Hospice Leave	<a href="http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindow&amp;p_menuid=511&amp;p_tabid=5&amp;p_pubid=3952">http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindow&amp;p_menuid=511&amp;p_tabid=5&amp;p_pubid=3952</a>
Family Hospice Leave	<a href="http://www.help.gv.at/Content.Node/44/Seite.440300.html">http://www.help.gv.at/Content.Node/44/Seite.440300.html</a>
persons working on short-term contracts as independent contractors	<a href="http://www.help.gv.at/Content.Node/88/Seite.880003.html">http://www.help.gv.at/Content.Node/88/Seite.880003.html</a>
Independent service and works contract	<a href="http://wien.arbeiterkammer.at/www-397-IP-38721.html">http://wien.arbeiterkammer.at/www-397-IP-38721.html</a>
Driving License	<a href="http://www.help.gv.at">http://www.help.gv.at</a> <a href="http://www.oeamtc.at/fuehrerschein/">http://www.oeamtc.at/fuehrerschein/</a>
Utilities (gas and power)	<a href="http://tarifkalk.e-control.at/tarifkalkulator/TKStart.do">http://tarifkalk.e-control.at/tarifkalkulator/TKStart.do</a>
Qualified technical medical professions and midwives – nostrification – university of applied sciences inspector office (Fachhochschulrat)	<a href="http://www.fhr.ac.at">http://www.fhr.ac.at</a>
Qualified medical technical services – licenses	<a href="http://www.bmgfj.gv.at/cms/site/attachments/1/2/2/CH0941/CMS1203516376832/gehobene_medizinisch-technische_dienste_-_berufszulassung.pdf">http://www.bmgfj.gv.at/cms/site/attachments/1/2/2/CH0941/CMS1203516376832/gehobene_medizinisch-technische_dienste_-_berufszulassung.pdf</a>
Council housing (Gemeindewohnungen) – Bregenz	<a href="http://www.bregenz.at/index.php?id=875">http://www.bregenz.at/index.php?id=875</a>



Council housing (Gemeinde-wohnungen) – Graz	<a href="http://www.graz.at/cms/ziel/245643/DE/">http://www.graz.at/cms/ziel/245643/DE/</a>
Council housing (Gemeinde-wohnungen) – Innsbruck	<a href="http://www.innsbruck.at">http://www.innsbruck.at</a>
Council housing (Gemeinde-wohnungen) – Carinthia	<a href="http://portal.ktn.gv.at/plk_show_detail.aspx?pr_id=7136">http://portal.ktn.gv.at/plk_show_detail.aspx?pr_id=7136</a>
Council housing (Gemeinde-wohnungen) – St. Pölten	<a href="http://www.st-poelten.gv.at/ (citizen service/accomodation)">http://www.st-poelten.gv.at/ (citizen service/accomodation)</a>
Council housing (Gemeinde-wohnungen) – Vienna	<a href="http://www.wien.gv.at/index/wohnen.htm">http://www.wien.gv.at/index/wohnen.htm</a>
Council housing (Gemeinde-wohnungen) – Eisenstadt	<a href="http://www.eisenstadt.at/ (housing exchange)">http://www.eisenstadt.at/ (housing exchange)</a>
Council housing (Gemeinde-wohnungen) – Linz	<a href="http://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=121387">http://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=121387</a>
Council housing (Gemeinde-wohnungen) – Salzburg	<a href="http://www.salzburg.gv.at/themen/bw.htm">http://www.salzburg.gv.at/themen/bw.htm</a>
Housing associations (Genossenschaften) – overview	<a href="http://www.gbv.at">http://www.gbv.at</a>
Health sector professions – licenses – general information	<a href="http://www.bmgfj.gv.at/cms/site/attachments/5/4/5/CH0941/CMS1203513772928/anerkennung_durch_berufszulassung_-_allgemeine_information.pdf">http://www.bmgfj.gv.at/cms/site/attachments/5/4/5/CH0941/CMS1203513772928/anerkennung_durch_berufszulassung_-_allgemeine_information.pdf</a>
Health sector professions – nostrification	<a href="http://www.help.gv.at/Content.Node/behoerden/Seite.000100.html">http://www.help.gv.at/Content.Node/behoerden/Seite.000100.html</a>
Austrian Trade Union Federation (Gewerkschaftsbund Österreich)	<a href="http://www.oegb.at">http://www.oegb.at</a>
Cross-border commuters – information	<a href="http://www.jobs-ohne-grenzen.org/Steuern.189.0.html">http://www.jobs-ohne-grenzen.org/Steuern.189.0.html</a>
Bodensee border region	<a href="http://www.jobs-ohne-grenzen.org/">http://www.jobs-ohne-grenzen.org/</a>
Interalpine border region	<a href="http://www.eures-internalp.com/">http://www.eures-internalp.com/</a>
Transtirolia border region	<a href="http://www.eures-transtirolia.eu/">http://www.eures-transtirolia.eu/</a>
Main Association of Austrian Social Security Institutions (Hauptverband der Österreichischen Sozialversicherungsträger)	<a href="http://www.sozialversicherung.at">http://www.sozialversicherung.at</a> <a href="http://www.hauptverband.at">http://www.hauptverband.at</a>
Midwives training – licensing	<a href="http://www.hebammen.at">http://www.hebammen.at</a>
Pets – legal regulations	<a href="http://www.help.gv.at/Content.Node/74/Seite.740000.html">http://www.help.gv.at/Content.Node/74/Seite.740000.html</a>
Pets – travelling	<a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0923">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0923</a>
Hotels and boarding houses	<a href="http://www.tiscover.at">http://www.tiscover.at</a>
Immobilienbazar – a real estate magazine	<a href="http://www.bazar.at/?ren=i_bz">http://www.bazar.at/?ren=i_bz</a>
Real estate agents	<a href="http://www.ovi.at/de/verband/index.php">http://www.ovi.at/de/verband/index.php</a>
Immobilienet – a real estate website	<a href="http://web1.immobilien.net/Default.aspx">http://web1.immobilien.net/Default.aspx</a>

Immodirekt, a real estate magazine	<a href="http://www.immodirekt.at">http://www.immodirekt.at</a>
Information for foreign workforce	<a href="http://www.ams.at/sfa/14074.html">http://www.ams.at/sfa/14074.html</a>
Information for Bulgarian workforce (Bulgarian)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_BG_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_BG_08.pdf</a>
Information for Polish workforce (Polish)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_PL_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_PL_08.pdf</a>
Information for Romanian workforce (Romanian)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_RO_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_RO_08.pdf</a>
Information for Slovak workforce (Slovak)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_SK_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_SK_08.pdf</a>
Information for Slovenian workforce (Slovenian)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_SV_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_SV_08.pdf</a>
Information for Czech workforce (Czech)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_CZ_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_CZ_08.pdf</a>
Information for Hungarian workforce (Hungarian)	<a href="http://www.ams.at/_docs/NeueEU-Buerger_HU_08.pdf">http://www.ams.at/_docs/NeueEU-Buerger_HU_08.pdf</a>
Job exchanges (Jobbörsen) – in general	<a href="http://www.ams.at/sfa/14800.html#Jobboersen_allgm">http://www.ams.at/sfa/14800.html#Jobboersen_allgm</a>
Corporate job exchanges	<a href="http://www.ams.at/sfa/14800.html#Firmen">http://www.ams.at/sfa/14800.html#Firmen</a>
Job vacancies published in daily newspapers	<a href="http://www.ams.at/sfa/14800.html#Zeitungen">http://www.ams.at/sfa/14800.html#Zeitungen</a>
Youth shelters	<a href="http://www.junghotels.at/od/home/">http://www.junghotels.at/od/home/</a>
Youth hostels and shelters	<a href="http://www.jugendherberge.at">http://www.jugendherberge.at</a>
Regional Health Insurance Fund of Carinthia	<a href="http://www.kgkk.at">http://www.kgkk.at</a>
Childcare allowance	<a href="http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindows&amp;p_menuid=675&amp;p_tabid=4">http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindows&amp;p_menuid=675&amp;p_tabid=4</a>
Childcare allowance	<a href="http://www.help.gv.at/Content.Node/8/Seite.080600.html">http://www.help.gv.at/Content.Node/8/Seite.080600.html</a>
Childcare allowance	<a href="http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0568">http://www.bmgfj.gv.at/cms/site/thema.html?channel=CH0568</a>
Childcare allowance for EU/EEA and Swiss citizens	<a href="http://bmgfj.gv.at/cms/site/standard.html?channel=CH0568&amp;doc=CMS1202115532190">http://bmgfj.gv.at/cms/site/standard.html?channel=CH0568&amp;doc=CMS1202115532190</a>
Motor vehicle admission	<a href="http://www.help.gv.at/Content.Node/6/Seite.060118.html">http://www.help.gv.at/Content.Node/6/Seite.060118.html</a>
Health Insurance	<a href="http://www.sozialversicherung.at">http://www.sozialversicherung.at</a>
Termination	<a href="http://wien.arbeiterkammer.at/www-1542.html">http://wien.arbeiterkammer.at/www-1542.html</a>
Agriculture and forestry – seasonal workforce	<a href="http://www.ams.at/_docs/Saisonarbeitskraefte_Land_u_Forstwirtschaft.pdf">http://www.ams.at/_docs/Saisonarbeitskraefte_Land_u_Forstwirtschaft.pdf</a>
Teacher training	<a href="http://www.bmukk.gv.at/schulen/lehr/index.xml">http://www.bmukk.gv.at/schulen/lehr/index.xml</a>
Services rendered to job seekers	<a href="http://www.ams.at/sfa/14080.html">http://www.ams.at/sfa/14080.html</a>
Health insurance benefits	<a href="http://www.sozialversicherung.at/mediaDB/126667.PDF">http://www.sozialversicherung.at/mediaDB/126667.PDF</a>

Links to business directories	<a href="http://www.ams.at/sfa/14800.html#Telefon-/Branchenverzeichnisse">http://www.ams.at/sfa/14800.html#Telefon-/Branchenverzeichnisse</a>
Medical masseurs and massage therapists – licenses	<a href="http://www.bmgfj.gv.at/cms/site/attachments/3/6/0/CH0941/CMS1203517043702/medizinische_masseurin_medizinischer_masseur_heilmasseurin_heilmasseur_berufszulassung_-_information.pdf">http://www.bmgfj.gv.at/cms/site/attachments/3/6/0/CH0941/CMS1203517043702/medizinische_masseurin_medizinischer_masseur_heilmasseurin_heilmasseur_berufszulassung_-_information.pdf</a>
Multiple children supplement	<a href="http://www.help.gv.at/Content.Node/8/Seite.080700.html">http://www.help.gv.at/Content.Node/8/Seite.080700.html</a>
Residence registration form	<a href="http://www.help.gv.at/linkhelp/besucher/db/formularauswahl.lebenssituation?lid=1241">http://www.help.gv.at/linkhelp/besucher/db/formularauswahl.lebenssituation?lid=1241</a>
Duty of registration	<a href="http://www.help.gv.at/Content.Node/118/Seite.1180000.html">http://www.help.gv.at/Content.Node/118/Seite.1180000.html</a>
Disabled persons	<a href="http://www.ams.at/sfa/14075.html">http://www.ams.at/sfa/14075.html</a>
Tenants Protection Association (Mieterschutzverband)	<a href="http://www.web-design-consultant.at/msv/">http://www.web-design-consultant.at/msv/</a>
Tenants Association (Mietervereinigung)	<a href="http://www.mietervereinigung.at">http://www.mietervereinigung.at</a>
Mobile telephony	<a href="http://www.mobilfunkrechner.de/akwien/pdf/mobilfunknetz.pdf">http://www.mobilfunkrechner.de/akwien/pdf/mobilfunknetz.pdf</a>
Mobile telephony – affordable rates	<a href="http://www1.arbeiterkammer.at/Handytarif/">http://www1.arbeiterkammer.at/Handytarif/</a>
Mother-Child Pass	<a href="http://www.help.gv.at/Content.Node/8/Seite.080000.html">http://www.help.gv.at/Content.Node/8/Seite.080000.html</a>
NARIC	<a href="http://www.bmwf.gv.at/wissenschaft/international/enic_naric_austria/faq/">http://www.bmwf.gv.at/wissenschaft/international/enic_naric_austria/faq/</a>
Establishment and Residence Act (Niederlassungs- und Aufenthaltsgesetz)	<a href="http://www.migrant.at/aktuell-rechtliche-infos-2006/nag-2007/nag-2007-eng.pdf">http://www.migrant.at/aktuell-rechtliche-infos-2006/nag-2007/nag-2007-eng.pdf</a>
Regional Health Insurance Fund of Lower Austria (Niederösterreichische Gebietskrankenkasse)	<a href="http://www.noegkk.at">http://www.noegkk.at</a>
Emergency services	<a href="http://www.regionalsuche.at/notdienste.html">http://www.regionalsuche.at/notdienste.html</a>
Regional Health Insurance Fund of Upper Austria (Gebietskrankenkasse)	<a href="http://www.oegkk.at">http://www.oegkk.at</a>
Online school guide	<a href="http://www.bmukk.gv.at/schulen/schulen/index.xml">http://www.bmukk.gv.at/schulen/schulen/index.xml</a>
Austrian Trade Union Federation (ÖGB)	<a href="http://www.oegb.at">http://www.oegb.at</a>
Pädagogische Hochschule (pedagogic academy) – locations	<a href="http://www.bmukk.gv.at/schulen/bw/leb/ph_standorte.xml">http://www.bmukk.gv.at/schulen/bw/leb/ph_standorte.xml</a>
Pension Insurance Institution (Pensionsversicherungsanstalt)	<a href="http://www.pensionsversicherung.at">http://www.pensionsversicherung.at</a>
Care insurance	<a href="http://www.help.gv.at/Content.Node/36/Seite.360521.html">http://www.help.gv.at/Content.Node/36/Seite.360521.html</a>
Personal care	<a href="http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0041">http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0041</a>

Comparative price levels	<a href="http://epp.eurostat.ec.europa.eu/portal/page?_pageid=1996,39140985&amp;_dad=portal&amp;_schema=PORTAL&amp;screen=detailref&amp;language=de&amp;product=_STRIND&amp;root=STRIND/strind/ecoref/er011">http://epp.eurostat.ec.europa.eu/portal/page?_pageid=1996,39140985&amp;_dad=portal&amp;_schema=PORTAL&amp;screen=detailref&amp;language=de&amp;product=_STRIND&amp;root=STRIND/strind/ecoref/er011</a>
Private recruitment and employment agencies	<a href="http://www.ams.at/sfa/14800.html#Jobs_ueber_private_Personalvermittler">http://www.ams.at/sfa/14800.html#Jobs_ueber_private_Personalvermittler</a>
PSK – Österreichische Postsparkasse	<a href="http://www.psk.at">http://www.psk.at</a>
Qualifications barometer	<a href="http://www.ams.at/buw/14125.html">http://www.ams.at/buw/14125.html</a>
TV and radio fees	<a href="http://www.orf-gis.at/">http://www.orf-gis.at/</a>
Raiffeisenbank	<a href="http://www.raiffeisen.at">http://www.raiffeisen.at</a>
Lawyer associations	<a href="http://www.rechtsanwaelte.at">http://www.rechtsanwaelte.at</a>
Prescription fees – upper limit	<a href="http://www.help.gv.at/Content.Node/169/Seite.1693902.html">http://www.help.gv.at/Content.Node/169/Seite.1693902.html</a>
Sabbaticals	<a href="http://www.arbeiterkammer.at">http://www.arbeiterkammer.at</a>
Seasonal permits	<a href="http://www.ams.at/sfa/14104_1488.html">http://www.ams.at/sfa/14104_1488.html</a>
Regional Health Insurance Fund of the province of Salzburg	<a href="http://www.sgkk.at">http://www.sgkk.at</a>
Paramedics – licensing	<a href="http://www.bmgfj.gv.at/cms/site/attachments/9/7/8/CH0941/CMS1203516771677/sanitaeter_berufs-_bzw_taeftigkeitszulassung_-_information.pdf">http://www.bmgfj.gv.at/cms/site/attachments/9/7/8/CH0941/CMS1203516771677/sanitaeter_berufs-_bzw_taeftigkeitszulassung_-_information.pdf</a>
Paramedic emergency services – licensing	<a href="http://www.bmgfj.gv.at/cms/site/attachments/2/5/3/CH0941/CMS1203517321724/ordinationsgehilfin_-gehilfe_op-gehilfin_-gehilfe_prosekturgehilfin_-gehilfe_laborgehilfin_-gehilfe_ergotherapiegehilfin_-gehilfe_desinfektionsgehilfin_-gehilfe_ber.pdf">http://www.bmgfj.gv.at/cms/site/attachments/2/5/3/CH0941/CMS1203517321724/ordinationsgehilfin_-gehilfe_op-gehilfin_-gehilfe_prosekturgehilfin_-gehilfe_laborgehilfin_-gehilfe_ergotherapiegehilfin_-gehilfe_desinfektionsgehilfin_-gehilfe_ber.pdf</a>
School information by the Federal Ministry of Education, Arts and Culture	<a href="http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml">http://www.bmukk.gv.at/schulen/service/schulinfo/schulinfo.xml</a>
Burgenland school service	<a href="http://www.lsr-bgld.gv.at/abteilungen/administration/schulservice/index.html">http://www.lsr-bgld.gv.at/abteilungen/administration/schulservice/index.html</a>
Carinthia school service	<a href="http://www.bildungsland.at/default.asp?siid=40">http://www.bildungsland.at/default.asp?siid=40</a>
Lower Austria school service	<a href="http://www.lsr-noe.gv.at/">http://www.lsr-noe.gv.at/</a>
Upper Austria school service	<a href="http://www.lsr-ooe.gv.at/schulservice/">http://www.lsr-ooe.gv.at/schulservice/</a>
Salzburg school service	<a href="http://www.landesschulrat.salzburg.at/service/schulservice.htm">http://www.landesschulrat.salzburg.at/service/schulservice.htm</a>
Styria school service	<a href="http://www.lsr-stmk.gv.at/cms/ziel/357203/DE">http://www.lsr-stmk.gv.at/cms/ziel/357203/DE</a>
Tyrol school service	<a href="http://www.lsr-t.gv.at/">http://www.lsr-t.gv.at/</a>
Vorarlberg school service	<a href="http://www.lsr-vbg.gv.at/">http://www.lsr-vbg.gv.at/</a>
Vienna school service	<a href="http://www.wien.gv.at/bildung/stadtschulrat/">http://www.wien.gv.at/bildung/stadtschulrat/</a>
Austrian school system	<a href="http://www.help.gv.at/Content.Node/11/Seite.110000.html">http://www.help.gv.at/Content.Node/11/Seite.110000.html</a>
Special permits for foreign workforce	<a href="http://www.ams.at/sfa/14104_13758.html">http://www.ams.at/sfa/14104_13758.html</a>
Social welfare	<a href="http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0346">http://www.bmsk.gv.at/cms/site/liste.html?channel=CH0346</a> <a href="http://www.help.gv.at/Content.Node/169/Seite.1693000.html">http://www.help.gv.at/Content.Node/169/Seite.1693000.html</a>

Social security	<a href="http://www.sozialversicherung.at">http://www.sozialversicherung.at</a>
Social security – contribution groups/rates	<a href="http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindow&amp;p_menuid=507&amp;p_tabid=5&amp;p_pubid=1148">http://www.sozialversicherung.at/portal/index.html?ctrl:cmd=render&amp;ctrl&gt;window=esvportal.channel_content.cmsWindow&amp;p_menuid=507&amp;p_tabid=5&amp;p_pubid=1148</a>
Social Security Institution for Trade and Industry (Sozialversicherungsanstalt der Gewerblichen Wirtschaft)	<a href="http://esv-sva.sozvers.at/">http://esv-sva.sozvers.at/</a>
Language schools/ Training institutes	<a href="http://www.sprachkurse-weltweit.de/deutsch/d-oesterreich.htm">http://www.sprachkurse-weltweit.de/deutsch/d-oesterreich.htm</a> <a href="http://www.ikivienna.at/de/index.htm">http://www.ikivienna.at/de/index.htm</a> <a href="http://www.berlitz.at/">http://www.berlitz.at/</a>
Regional Health Insurance Fund of Styria	<a href="http://www.stgkk.at">http://www.stgkk.at</a>
Students counselling	<a href="http://www.bmwf.gv.at/">http://www.bmwf.gv.at/</a>
Academic qualifications test (Studienberechtigungsprüfung)	<a href="http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php">http://erwachsenenbildung.at/bildungsinformation/bildungsangebote/zweiter_bildungsweg/zweiter_bildungsweg.php</a>
Studying	<a href="http://www.bmwf.gv.at/">http://www.bmwf.gv.at/</a>
Selection of university course	<a href="http://www.studienwahl.at">http://www.studienwahl.at</a>
Daily newspapers – Der Standard	<a href="http://derstandard.at">http://derstandard.at</a>
Daily newspapers – Die Kleine Zeitung	<a href="http://www.kleine.at">http://www.kleine.at</a>
Daily newspapers – Die Krone	<a href="http://www.krone.at">http://www.krone.at</a>
Daily newspapers – Die Presse	<a href="http://www.diepresse.com">http://www.diepresse.com</a>
Daily newspapers – Der Kurier	<a href="http://www.kurier.at">http://www.kurier.at</a>
Daily newspapers – Salzburger Nachrichten	<a href="http://www.salzburg.com/">http://www.salzburg.com/</a>
Daily newspapers – Oberösterreichische Nachrichten	<a href="http://www.nachrichten.at">http://www.nachrichten.at</a>
Fixed network phones	<a href="http://www.mobilfunkrechner.de/akwien/pdf/festnetz.pdf">http://www.mobilfunkrechner.de/akwien/pdf/festnetz.pdf</a>
Fixed network telephony – affordable rates	<a href="http://www1.arbeiterkammer.at/Festnetz/">http://www1.arbeiterkammer.at/Festnetz/</a>
Veterinarians	<a href="http://www.tierarzt.at">http://www.tierarzt.at</a>
Regional Health Insurance Fund of Tyrol	<a href="http://www.tgkk.at">http://www.tgkk.at</a>
Tiroler Tageszeitung	<a href="http://www.tirol.com/">http://www.tirol.com/</a>
Transitional Stipulations Applying to Employment of New EU Member State Citizens	<a href="http://www.ams.at/_docs/Uebergangsregelungen_f_Beschaef-tigung_1.1.2008.pdf">http://www.ams.at/_docs/Uebergangsregelungen_f_Beschaef-tigung_1.1.2008.pdf</a>
Unfallversicherungsanstalt (Accident Insurance Institution)	<a href="http://www.auva.at">http://www.auva.at</a>
Holidays	<a href="http://wien.arbeiterkammer.at/www-1544.html">http://wien.arbeiterkammer.at/www-1544.html</a>

Consumer Protection Association (Verein für Konsumenteninformation)	<a href="http://www.konsument.at/konsument">http://www.konsument.at/konsument</a>
Volksbank	<a href="http://www.volksbank.at">http://www.volksbank.at</a>
Burgenland adult educational centres (Volkshochschule)	<a href="http://www.vhs-burgenland.at">http://www.vhs-burgenland.at</a>
Carinthia adult educational centres (Volkshochschule)	<a href="http://www.vhsktn.at">http://www.vhsktn.at</a>
Lower Austria adult educational centres (Volkshochschule)	<a href="http://www.vhs-noe.at">http://www.vhs-noe.at</a>
Upper Austria adult educational centers (Volkshochschule)	<a href="http://www.vhs-verband-ooe.at">http://www.vhs-verband-ooe.at</a>
Salzburg adult education centres (Volkshochschule)	<a href="http://www.volkshochschule.at">http://www.volkshochschule.at</a>
Tyrol adult education centres (Volkshochschule)	<a href="http://www.vhs-tirol.at">http://www.vhs-tirol.at</a>
Vorarlberg adult educational centres (Vorarlberg)	<a href="http://www.vhs-goetzis.at">http://www.vhs-goetzis.at</a>
Regional Health Insurance Fund of Vorarlberg	<a href="http://www.vgkk.at">http://www.vgkk.at</a>
Vorarlberger Nachrichten	<a href="http://www.vn.vol.at/">http://www.vn.vol.at/</a>
Further education database	<a href="http://www.ams.at/buw/14126.html">http://www.ams.at/buw/14126.html</a>
Further education database of Styria	<a href="http://weiterbildung.steiermark.at/">http://weiterbildung.steiermark.at/</a>
Contract for Work and Labour	<a href="http://wien.arbeiterkammer.at/www-397-IP-839.html">http://wien.arbeiterkammer.at/www-397-IP-839.html</a>
Regional Health Insurance Fund of Vienna (Gebietskrankenkasse)	<a href="http://www.wgkk.at">http://www.wgkk.at</a>
Trade & Industry Promotion Institute (WIFI, Wirtschaftsförderungsinstitut)	<a href="http://www.wifi.at">http://www.wifi.at</a>
Maternity weekly allowance (Wochengeld)	<a href="http://www.help.gv.at/Content.Node/8/Seite.080000.html">http://www.help.gv.at/Content.Node/8/Seite.080000.html</a>
Maternity weekly allowance (Wochengeld) for female employees with remuneration below the low-income limit and independent female contractors	<a href="http://www.help.gv.at/Content.Node/8/Seite.080002.html#Woche">http://www.help.gv.at/Content.Node/8/Seite.080002.html#Woche</a>
Fiscal offices competent for your place of residence	<a href="http://dienststellen.bmf.gv.at/ListDst_Auswahl.asp">http://dienststellen.bmf.gv.at/ListDst_Auswahl.asp</a>
Housing costs	<a href="http://www.statistik.at/web_de/statistiken/wohnen_und_gebaeude/wohnungsaufwand/index.html">http://www.statistik.at/web_de/statistiken/wohnen_und_gebaeude/wohnungsaufwand/index.html</a>
Housing costs – rental and property costs	<a href="http://www.statistik.at/web_de/static/entgeltlich_bewohnte_hauptwohnsitzwohnungen_und_wohnungsaufwand_nach_bunde_023039.xls">http://www.statistik.at/web_de/static/entgeltlich_bewohnte_hauptwohnsitzwohnungen_und_wohnungsaufwand_nach_bunde_023039.xls</a>

Your Choice	<a href="http://www.yourchoiceinfo.at">http://www.yourchoiceinfo.at</a>
Dentists on duty at night and during weekends	<a href="http://www.zahnaerztekammer.at/">http://www.zahnaerztekammer.at/</a>
Childcare allowance supplement	<a href="http://www.help.gv.at/Content.Node/8/Seite.080600.html">http://www.help.gv.at/Content.Node/8/Seite.080600.html</a> <a href="http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0568&amp;doc=CMS1058744552798">http://www.bmgfj.gv.at/cms/site/standard.html?channel=CH0568&amp;doc=CMS1058744552798</a> <a href="http://www.help.gv.at/Content.Node/8/Seite.080600.html">http://www.help.gv.at/Content.Node/8/Seite.080600.html</a> <a href="http://www.help.gv.at/Content.Node/8/Seite.080600.html">http://www.help.gv.at/Content.Node/8/Seite.080600.html</a>

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