TISS-Guideline for Incoming Exchange-Students

Requirements to get started - Only possible after you have attended one Orientation Session:

1. Activate your TISS-Account with the PIN Code on the payment Form of the Admission Office. Use the Link on your Information sheet: https://www.zid.tuwien.ac.at/student/account/pin.php
2. Set your own password. Then you can log in with your student number (Matrikelnummer) via the TU Wien Homepage (TISS): https://tiss.tuwien.ac.at
3. You will have access to your mail account here: https://mail.student.tuwien.ac.at/webmail/
4. WiFi username: e*studentIDnumber@student.tuwien.ac.at

In TISS you basically have three parts: organisation panel, main deck, option panel.

The main deck provides the information you will need, and different sub-panels depending on where you will click.

You will just need the organisation panel most of the time. To find courses look under your academic program and add it to your favourites (top right corner).

All favourites will appear in your TISS calendar, which you can connect with your mobile.

All favourites will send you information concerning a class, an exam,... which you will see under messages, so check them now and again. 😊

The most important function for you in the beginning and end of your term will be the student self service. There you will get all important documents like record of studies, confirmation of registration, study data (change of address), transcripts

A closer look at student self service:
Creating a document will create a pdf file which is already digitally signed by our admission office.

The different types of confirmation:
You will need your record of studies to get the semesterticket for public transport.

Transcript of records you will need for your home university after your stay at TU Wien.

Confirmation of registration is necessary if you want to open an Austrian student bank account.
Change your contact address under **study data** to your Viennese address. If you don’t have one yet, fill in our office address. 😊

**A closer look at courses:**

Always make sure you are in the right semester in the top right corner.

All the important news about a class you will find under **Description**. If your question is not answered here, email the lecturer (whom you will find under description). Basically for any question concerning a class email the responsible lecturer.

The important thing to know is that you are not registered for a course if it is your favourite. Use the course panel under registration for course, group or exam to register. There is a de/registration period in which it is possible.

To get your **TU Card**

You have to upload a photo, pay the students union fee and have the status “reported continued”. With this information you go back to the admission office and get your TU card.

If something does not work as expected please contact IT Solutions TU Wien: *help@it.tuwien.ac.at*

**Are there some more questions?**

**Contact us:** exchangein@tuwien.ac.at or at Guss Hausstrasse 28 E 063, 1st floor, 1040 Wien

**Opening hours:**
- **Montag:** 9.30 - 11.30 und 13.30 - 16.30 Uhr
- **Mittwoch:** 9.30 - 11.30 Uhr
- **Donnerstag:** 9.30 - 11.30 und 13.30 - 16.30 Uhr