

Checklist Moving to Austria

- Contact AIOV's Host Family Program.
- Get necessary documents in order (originals of birth certificate, university degrees, etc.)
- Begin research/arrangements if you wish to bring a pet to Austria
- Look into international schools in Vienna
- Arrange for shipment of household & personal effects
- Check out housing options & initial accommodations in Vienna
- Obtain an international driver's license
- Have medical checkups & stock up on medications
- Settle issues with your US bank, credit cards, homeowner's insurance if you'll rent out your house
- Get informed about US taxability of your IAEA income
- Download favorites on devices
- Arrange airline reservations & consider advance reservations for transportation from the Vienna airport
- Learn more about Austria & Vienna

As you prepare:

- Review your present housing situation – review lease terms, determine when you will need to notify your landlord; if you wish to rent your house - find a property manager
- Photograph all your belongings by room so it's easy to reconstruct when you return, and to have an inventory.
- Start considering what furniture and appliances you will want to sell before you leave; you won't be able to ship alcohol or flammables, and won't want to bring appliances due to 220V electricity in Austria
- Familiarize yourself with possible schools/university for children coming to Vienna, review registration and academic deadlines
- Make a list of things you want to do while living in Austria
- Keep your US driver's license; get it renewed if possible; go to AAA and get an international driver's license
- Many things with contracts (gym memberships, cell phones, cable, etc.) may have cancellation requirements of more than a month; check and cancel them sufficiently far in advance
- Don't let your US driver's license expire while in Austria; stay on a car insurance policy in the US if possible if you don't plan to have a car in Austria (it makes getting insurance later much easier)
- Set up means to maintain "life" in the US: you may want a post office box to have US mail sent to, or have it sent to a family member who will sort it and send you the important things; you may wish to rent out your house, determine what your kids in US university will do during breaks; teach your parents how to skype, etc.

Checklist Documents to bring to Austria

- US passport (check period of validity)
- Medical records, including immunizations
- Important legal & financial records
- IAEA employment letter & related correspondence
- Birth certificate (or notarized copy) for each family member
- Marriage certificate (or notarized copy), Divorce Decree
- Educational degrees
- Children's school records
- US and/or international driver's license
- Good driving record statement from US insurance agent
- International Vaccination Certificate for accompanying pets

Shipping/Packing (electronics, appliances, spices, etc.; air versus sea; storage versus bring/sell, etc.)

- Bring as much as you can on the plane, in air shipment; the ground shipment takes 8-10 weeks, sometimes longer
- There is a weight limit on your shipment that is based on the length of your contract
- Get information from the shipper on how to make claims for items damaged in shipment
- Don't bring 110V appliances, but you can bring lamps (no light bulbs though)
- Bring your favourite spices, difficult to find some in Vienna (e.g. sage)

Traveling to Vienna

- Use an airport driver upon arrival – you will have many bags. Airportdriver.at. Transportation options can be found at flughafen.at in English.
- Keep your boarding passes for five years; if the IAEA is audited they may ask you to turn them in (the same for home leave)

Schools

- Vienna has several international schools – Register your kids early!
- The public school system offers a bilingual (English/German) option.

Housing

- VIC Housing Services provides assistance/advice
- If lease is obtained outside VIC housing, have it reviewed by a lawyer via the IAEA Staff Association (a benefit of membership)
- Storage of things in the US can be paid directly by you (possibly cheaper) with reimbursement by the International Atomic Energy Agency
- IAEA contributions to paying for storage has a time limit of 7 years and a financial cap

Pets

- Bring your paperwork (ask your vet for requirements – some shots are required within 10 days of traveling), bring shot records, chip numbers (your pet will need an international chip)
- Find an English speaking Vet near your home if possible, get a European Pet Passport from them after you arrive, during a check-up (which you may wish to schedule soon after arriving)
- Bring pet toys and clothes (as applicable) from the USA as they are more expensive in Austria

Banking

- The IAEA working bank is BankAustria (fees are quite high in Austria)

- The United Nations Federal Credit Union (UNFCU) is a US Bank with headquarters in New York; when you have an account you can receive part of your salary in US dollars; this bank provides you with US checks, credit cards and most importantly a way to transfer funds to the US without fees (using ACH transfers). They can also give you a car loan or student loan for kids.

Car/Transportation

- Getting around in Vienna is great on public transportation. Check out the app QANDO. VOR.at is also good. OEBB Routeplanner also helpful.
- Annual 'vorteils card' for train travel results in half price fares and other benefits.
- P4 and P5 have a tax benefit to buy a car with no value-added tax or other duties – nearby dealers assist, financing is easy through UNFCU, on-street parking is inexpensive (about 280 euro for 2 years)
- Travel on the autobahns requires a sticker, which costs about 85 euro per year (not having it costs about 220 euro!)
- IAEA staff are exempt from tax on district parking stickers

Medicines/Doctors/Health/Stress management

- The VIC Medical Services is available for staff and has recommendations for doctors if outside care is needed
- The VIC has its own apothecary and many brand name medicines such as Tylenol and Advil are available in the Commissary

Communications (TV, Cell phone, cable, etc.)

- NOMIK lounge in VIC offers TMobile and Ö3 service
- Beware of contract requirements (usually 2 year contract for cell phones, and 3 month advance cancellation)
- Local cable has CNN and BBC
- Netflix is available in Austria! iTunes also works well from abroad.
- IAEA staff members are exempt from local television/radio tax

Learning German? (sorry, learning Viennese!)

- Leo.at is an excellent free app that shows German words/phrases for English ones
- Put a locksmith in your cell phone for when you (inevitably) lock yourself out
- Have a friend in your phone who speaks English and German to help you with contractors or service providers or whoever, when you can't manage in German.
- Take classes – they are available intensive (outside the VIC) and inside the VIC through Inlingua.
- Don't worry - English is a required language in the Austrian schools and most Viennese can speak some if not decent English
- 'Pfand' means a deposit on a glass or bottle

Useful to know: Stores, Organizations, etc

- Notary services through the US Embassy by the Marriott Stadt Park
- Consumer protection agency at 81 Mariahilferstrasse
- You can buy/sell things used through AIOV Facebook page (request to be added; AIOV membership required); also through willhaben.at (in german)
- Bobby's Food Store – a British and American Food Market (expensive but has certain items not in the commissary)
- The Naschmarkt is a large open air market that has many food stuffs and spices not normally available in the general supermarkets

- English theatres and cinemas show American films in original language: Haydn Kino, Artis, Burg Kino. Also the English Theatre, and the Open House Theatre show live productions in English.

Fitness

- VIC has lots of clubs including running, yoga, tennis, volleyball, basketball, pilates,; there are changing rooms, lockers and showers near the exercise/gym areas on F9
- VIC has a ski club with trips arranged on weekends to nearby ski resorts
- Holmesplace or John Harris Fitness are high-end gym/spa where many VIC staff work out at lunchtime; lots of classes, equipment, saunas, pool, weights, personal training, etc. Beware of contracts: check length, advance notice requirements for cancelling, ask about specials for UN employees, you can request access to both clubs at Borsegasse and Kaisermuhlen if desired.
- Vienna is one of the top rated cities in Europe for parks and recreation areas; many of the beautiful palaces have gardens for walking/jogging

Unique Vienna Experiences

- Learn to Dance, Attend some Formal Balls (try one – the IAEA Ball is great, always in February at the Hofburg Palace)
- The Vienna Opera is internationally renowned and offers one the most varied programs in the world
- Museums (big ones like art history, little ones like globes, clocks and schnapps, chocolate, Esperanto)
- Travel around Europe: Austria borders Slovakia, Slovenia, Czech Republic, Italy, Germany, Liechtenstein, Switzerland and Hungary.
- Boat rides on the Danube
- Wine taverns (*Heurige*) in the wine districts of Vienna are unique and fun
- Excellent hiking in the Vienna woods

While in Vienna:

- For security clearance paperwork, keep track of your travels while living abroad
- Stay in contact with your management and clients, remain aware of their priorities and share your experiences and interests
- Stay involved in professional societies and other networks

Checklist First Week of Work

- Register with the UN Pass Office at Gate 1 for a grounds pass
- Sign your contract at IAEA Human Resources on your first day of work
- Get a commissary card from Commissary Customer Service
- Contact the VIC Housing Service
- Submit personnel induction questionnaire, Oath of Service, educational records, birth & marriage (if applicable) certificates to Staff Administration
- Get informed about health insurance & pension plans with Social Security
- Set up an Austrian banking account
- Apply for a Legitimationskarte at the IAEA Visa Office
- Get informed about car purchases and driver's licenses with Staff Administration/Transportation
- Obtain a VIC parking permit from Garage Administration

Useful Links:

- General Information about Vienna: <https://www.wien.gv.at/english/>
- US Embassy in Austria: <http://austria.usembassy.gov/>

US Citizen Services: <http://austria.usembassy.gov/service.html>

- American Womens' Association: <http://www.awavienna.com/>
- Vienna International Schools (Private)

Vienna International School – www.vis.ac.at

American International School – www.ais.at

Danube International School – www.danubeschool.at

International Christian School of Vienna – www.icsv.at

Vienna Elementary School – www.vienna-elementary-school.at

AMADEUS International School of Music – www.amdeus-vienna.com

- Vienna Bilingual School System (Public):

<http://europabuero.ssr-web.at/index.php/en/languages/english/vienna-bilingual-schooling-vbs>

- Public Transport Vienna: <http://www.wienerlinien.at/eportal2/>

(At top of web page, click on English)

- Medical Facilities: <https://www.wien.gv.at/english/health-socialservices/>

ExpatCenter: http://www.inyourpocket.com/austria/vienna/Vienna-Expat-Center_72530f

Resources:

Living in Vienna by American Women's Association

Working for the IAEA – A Guide for US Citizens, by the Brookhaven International Safeguards Project Office, edited by Jeanne Anderer. <http://www.bnl.gov/ispo/docs/guidebook-2015.pdf>

