Dear prospective co-worker and colleague,

On behalf of director Professor Ronny Ramlau and the entire staff of the Johann Radon Institute for Computational and Applied Mathematics (RICAM) we would like to thank you for your interest in our institute. On the following pages you will find some information which we hope will be helpful in preparing for your stay at RICAM, and will also facilitate your settling in after arrival. If you need any additional information, please do not hesitate to contact us. We are looking forward to meeting you soon here in Linz.

Yours,
The RICAM secretaries

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Location of the Institute
The RICAM institute is housed on the campus of the Johannes Kepler University in Linz, a town of about 190,000 on the river Danube, very close to the Austrian Alps, and half-way between Vienna and Salzburg. Linz is known for its variety of cultural offerings and the excellent possibilities to pursue outdoor activities like biking, running, hiking, skiing. For more information on Linz, have a look at the web pages of About Austria, the City of Linz and the interactive About Linz.

Figure 1: Map of Austria (left); Lentos Art Museum at night

Johannes Kepler University was founded in 1966 and serves roughly 20,000 students today. Its quiet and green campus is located about 20 minutes away by car or streetcar from downtown Linz, see the Linz city map and campus map below (Figure 4). The Johann Radon Institute itself occupies the fourth floor of the "Science Park 2" building. The working group on Mathematical Methods in Molecular and Systems Biology is located in Vienna’s third district, Apostelgasse 23.

Figure 2: "Science Park 2" building housing the RICAM Institute
Getting Here

By Plane

The city of Linz is served by the Blue Danube Airport (airport code: LNZ) with frequent connections to Frankfurt and Vienna. The Blue Danube Airport is located about 12 kilometers southwest of downtown Linz. To get from the airport to the city, you have a choice of taxi (about 40 Euros), rental car, or bus # 601 (2.90 Euros; pay the driver). The bus leaves Monday–Saturday on the hour from 6 a.m. through 7 p.m. in front of the terminal and it takes about 20 minutes to Linz railway station "Hauptbahnhof" (not the final stop). On Sundays, there is no bus.

If you prefer to fly into Vienna (airport code: VIE), and continue to Linz by train, you will have to go from the airport to Wien Westbahnhof (the western train station). The most convenient mode of transport is the airport bus (8 Euros, pay the driver or use the ticket machine) which leaves at full and thirty past the hour between 6 a.m. and midnight. From Westbahnhof, take the train to Linz main railway station and continue as described below ("by train").

By Train

Linz is a railway hub with Intercity lines connecting it to Vienna (1:30 hours), Salzburg (1:10), Munich (2:40), Passau (1:00), Nuremberg (3:10), and Prague (5:25). To find your individual train connection, check the homepage of the Austrian Railway ÖBB or of Westbahn.

When you arrive by train, follow the signs saying "Straßenbahn" to its underground stop inside the train station. Should you arrive by airport bus, enter the railway station building and find the entrance to the underground streetcar station. Purchase with cash a one-hour "Midi" (2.00 Euros) or 24 hour "Maxi" (4.00 Euros) ticket from one of the orange ticket machines. The ticket bought at the ticket machine is valid immediately. You can also buy tickets in tobacco stores ("Trafik"), for instance inside the railway station. Those tickets will have to be validated at a ticket machine. Take streetcar number 1 or 2 direction "Universität"; see Figure 3. Get off at the final stop after a 30 minute ride.

For your 10 minute walk to the Raabheim (see "Housing" below), walk down "Aubrunnerweg" to your right, turn right at the end, and then proceed to the large building with the flags on top, see also Figures 4 and 6.

To get from the streetcar stop to RICAM, simply follow the street "Altenbergerstraße" along the yellow houses and you find yourself the Science Park buildings on the righthand. Cross the parking lot for the SP2-building, enter and take the lift up to the fourth floor. You will find the RICAM office in room 456.

By Car

By car, Linz is roughly 1.5 hour’s drive away from Vienna, Salzburg and Passau. Take exit "Dornach" from highway A7 ("Mühlkreisautobahn"). To the campus, continue straight on and turn right onto the campus parking lot after the third traffic light. To the Raabheim (see "Housing" below), turn right at the first traffic light immediately after leaving the highway and then left again just before the highway
bridge, see Figure 6. This street "Julius-Raab-Straße" makes a left turn after which you will see the main parking lot to your right.

Figure 3: Partial map of public transportation system in Linz. The train station (Hauptbhf.) is in the bottom left and the university campus (Universität) is located at the top right.
Housing and Hotel

Finding an apartment in Linz usually takes some time and preparation. In particular, furnished apartments are not widely available. Therefore we initially recommend to everyone to stay at "Julius-Raab-Heim/Hotel Sommerhaus", a dormitory and student center which is very conveniently located and offers good service at reasonable prices. Completely furnished single and double apartments with your own shower, toilet and a small kitchenette go at a rate of 350 Euros to 530 Euros per month, respectively. A security deposit of one monthly rent is usually required. Since the number of double apartments is very limited, the Raabheim has a policy to lease these out only to married couples.

All rooms are fully furnished and have a telephone and a fast internet connection, sometimes also a TV set. However, there are no dishes, silverware, or any other equipment in the kitchenette except a refrigerator, a stove and a sink. Bed sheets, towels and room cleaning service (usually early in the mornings, you will find out) are provided. In addition, the Raabheim has its own restaurant, a gym and fitness room, an indoor pool, a table tennis and a music room and a number of coin laundry machines and driers.

The Raabheim/Hotel Sommerhaus also leases some of its rooms as hotel rooms at a reasonable daily rate. Hence if you are staying only for a short period of time, or if you are expecting visitors, you may want to make use of this option. Please ask us (office@ricam.oeaw.ac.at) to arrange your apartment or hotel room reservation at the Hotel Sommerhaus, in the former case at least one month in advance of your intended stay. In order to complete your apartment reservation, we will need to know your name, current address and date of birth and the same information for everyone moving in with you (spouse/partner and children).

There is a somewhat sketchy homepage of Raabheim and the Raabheim staff can be reached at office.linz@studentenwerk.at or phone +43 (0) 732 2457 378.

To get from Raabheim/Hotel Sommerhaus to RICAM on campus, see Figure 4 or the local area map below (Figure 6).
Figure 5: Raabheim: main reception desk and single apartment

Figure 6: A local area map including supermarket
Telephone
As mentioned above, every room in Raabheim is equipped with a phone. While you can always be reached from outside, you have to register at the reception desk in order to place local, long distance and international calls from your room, but the rates are very pricey. One good option could be to purchase a calling card from a store downtown or by internet order and then call the free 0800 access number from your room (still you need to have this service enabled for your room phone at the reception desk). Once you have settled in, you may also want to think about getting a mobile phone from one of the Austrian mobile carriers (A1, Orange, T-Mobile, 3, Telering, Tele 2, bob, and YESSS). But again, international calls are not exactly cheap from a cell phone.

Eating on Campus
The main eating facility on campus is the Mensa which serves lunch and also breakfast and dinner. Alternatives are Café Chat, Café Sassi (both in building Bankengebäude, Figure 4) and KHG (Katholische Hochschulgemeinde) (Figure 4, left from Managementzentrum) on campus or one of the few restaurants nearby which often have special lunch offers.

Figure 7: Mensa, Café Chat and Café Sassi on campus
Supermarkets
There are a number of supermarkets in the vicinity of the university campus. Their location can be found on the local area map (Figure 6). In particular, the Winkler-Markt is very conveniently located between RICAM and Raabheim.

Paperwork
Everyone living in Austria has to register their current address with the local authorities. If you move into Raabheim, the receptionist will conveniently ask you to fill in and sign your registration slip (Meldezettel) and the Raabheim staff will forward it to the city administration for you. You will receive it back a few days later through your mail. In case they forget to have you fill in a Meldezettel as you move in, ask for one as you will almost surely need it later.

If you do not live in Raabheim you can download a Meldezettel from the internet, or drop by one of the city administration offices (Magistrat/Bürgerservice) and pick one up. You will need the signature of your landlord before handing or mailing it in.

On the orientation site of the administrative agencies foreign and native citizens can find information on the various Austrian authorities and agencies and on what to do where.

It may be interesting to know that Raabheim usually provides only "secondary residences" (Zweitwohnsitz), i.e., you cannot have your primary permanent residence there. This fact may require some negotiation from your side for instance when applying for financial support for families (see below) which normally requires you to have a primary residence (Hauptwohnsitz) in Austria.

If you are a citizen of an EWR country (i.e., an EU country, or Liechtenstein, Iceland, Norway) or Switzerland and declare your primary residence in Austria, you need to apply for an Anmeldebescheinigung (confirmation of residence) in addition to just handing in your Meldezettel, within 3 months of establishing your primary residence here. Bring your passport, your Meldezettel, your working contract, a proof of health/social insurance (and, if applicable, a certificate of marriage, to one of the city administration offices (Magistrat/Bürgerservice). You can find the necessary forms online (look for "Anmeldebescheinigung für EWR-Bürger").

Banking
In case you will be receiving your salary from RICAM you will normally need to open a salary account (Gehaltskonto) at an Austrian bank. A number of banks conveniently have offices on campus, namely

- Bank Austria Creditanstalt (BA-CA)
- Raiffeisen Bank
- Sparkasse Oberösterreich

When opening an account, you will normally need to present some identification (passport) and possibly your Meldezettel. For maintaining the account the bank will usually charge you a monthly service charge. It might pay off to ask for a student or university discount if applicable. If desired, ask to have online access enabled for your account. Credit cards and other add-ons are usually available at an additional monthly charge. Once you know your account number, please forward this
information to the RICAM office. A few days after opening the account the bank will mail you your banking card (Bankomat-Karte) and the corresponding PIN code. With your Bankomat-Karte and PIN code, you can withdraw money at ATMs (Bankomat) in Austria and worldwide, pay in almost any store in Austria and other European countries and print out your account statements using a Kontoauszugsdrucker at any branch of your bank.

When you use your Bankomat-Karte to pay in a store, the corresponding amount will normally be deducted directly from your account. Sometimes, however, you can also use the card’s built-in "electronic wallet" (Quick-Chip) to pay, e.g., at ticket machines. To this end, you will have to charge the chip on your card at an ATM.

Getting your Kepler Card

As a RICAM employee or Ph.D. student you are entitled to the university's Kepler Card. Besides containing an electronic wallet (Quick) like your regular banking card does, your Kepler Card opens the office building after hours and on weekends and it can be used to check out books from the library. Once you have arrived, you can apply for your Kepler card at the RICAM office. You will later be notified when your card is ready to be picked up from the university’s personnel department (Personalabteilung) in the Kopfbäude building (room KG 0410), where a photo for the card will be shot. For an authorization to open your office, you will have to go with the card to our system administrators in room SP2 458.

Before you can check out books from the university libraries, you will have to have your card registered at the university’s main library (Bibliothek), located next to the Mensa (Figure 4). In addition, the Kepler Card entitles you to a reduced on campus parking fee of 1.70 Euros per day. To have this feature of your card enabled, ask at the information desk in the TN Turm (Figure 4). If you are planning to park on campus every day, it may be cheaper to apply for a special parking permit for university employees at the same location. Some of the stores in Linz offer certain discounts for Kepler Card holders, so it may pay off to ask when shopping.

Enrolling as a Ph.D. Student

If you plan to pursue a Ph.D. degree at Johannes Kepler University in Linz, you will need to enroll as a Ph.D. student. In order to enroll, you will need to present proof of the academic degrees you have obtained and the course work you have completed. You may have to have the related documents translated into German, but English is generally accepted. Also, be advised that the university is going to charge you some 380 Euros in tuition fees per semester, for a minimum of four semesters. When you proof a yearly income for the previous year of some 5300 Euros, you can ask for an exemption or reimbursement of tuition fees. For non-EU (European Union) citizens, the tuition is usually double that amount, but one may apply for a reduction. Besides conducting research for your dissertation thesis, you will need to complete 12 hours of course work.
German and Continuing Education Classes

The following institutions offer German as a foreign language classes and other continuing education courses.

- The Johannes Kepler University has its course listings online. Search for LVA-Titel/Course Title “Deutsch” to find German language classes.
- The Berufsförderungsinstitut (bfi) has its Linz office in Raimundstraße 3, phone +43 (0) 810 004005, and offers all sorts of continuing education courses, including language classes.
- The Wifi, Wiener Straße 150, phone +43 (0) 5 700077, also offers continuing education classes, including German classes.
- The Adult Education Center (Volkshochschule/VHS), Kärntnerstraße 26 (in Wissensturm, opposite the main railway station Hauptbahnhof), phone +43 (0) 732 7070-0, offers a variety of language classes. You can find online a description of the German as a foreign language class.

Austrian Financial Support for Families

If you have a child living with you in Austria, you are usually entitled to a monthly family support payment (Familienbeihilfe) of approximately 150 Euros per child. Find out whether you are eligible, and file an application at the city tax office (Finanzamt), located at Kaarstraße 21 (near street car stop Rudolfstraße, phone +43 (0) 732 7605) in case you live north of the river, e.g., in Raabheim. Please consult the web page of the Austrian Ministry of Finance.

If your child is less than 36 months old, you may also be eligible for a considerable monthly child raising support (Kinderbetreuungsgeld). You can get more information and file an application at the local Oberösterreichische Gebietskrankenkasse (OÖGKK) (Upper Austrian Medical Insurance), located at Hauptstraße 16–18 (right at street car stop Rudolfstraße, phone 05 78 07 - 24 39 00).

Child Care

There are a number of kindergartens around the city, at least one of which is located close to the university, see the local area map (Figure 6). If you live in Raabheim, you may apply to Natalie Knogler (phone number see below) for a place for your child in that kindergarten. However, if you have your primary residence (Hauptwohnsitz) in Linz, you may choose a kindergarten. In this case, please apply to one of the city administration offices (Magistrat/Bürgerservice).

For temporary visitors, the university’s child care office (Kinderbüro) provides child care on a day-to-day or even hourly basis. The rates are 6 and 10 Euros for a half or a full day, respectively, including lunch. The child care office is located at Aubrunnerweg 7; see the local area map (Figure 6). For inquiries, please contact Natalie Knogler (Phone +43 (0) 2468 1268).
Visa Information
The Austrian Foreign Ministry maintains a list of visa requirements, depending on your citizenship. If you need to obtain a visa, contact the Austrian representation (embassy or consulate) nearest you, well in advance of your intended stay. A list of Austrian representations worldwide can be obtained from the Austrian Foreign Ministry. When applying for a visa, you will probably be asked first to present a letter of invitation which the Austrian Academy of Sciences will send to you (ask the secretaries). Later in the process, you may be asked by the embassy to provide your working contract from RICAM and proof of residence (for instance, a reservation from the Raabheim) and a health certificate. We will of course support you.

Health Insurance and Social Security
If you come to Austria to work at RICAM on the basis of a contract with the Austrian Academy of Sciences (or any other Austrian employer), then you will automatically enter the Austrian health insurance system, in this case through the Oberösterreichische Gebietskrankenkasse (OÖGKK) (Upper Austrian Medical Insurance). This applies in particular to postdoctoral researchers and PhD students, even if their positions are extramurally funded (for instance through a grant from the Austrian Sciences Fund FWF). Some portion (currently about 4%) of your monthly income will automatically be deducted to cover your mandatory medical insurance, which is fairly comprehensive and includes limited dental treatment. The health insurance OÖGKK will send you a plastic card, termed e-card, on which the data regarding your insurance is stored and which you should bring along when you see a doctor. Health insurance for your spouse/partner and your children (provided they live with you in Austria) can be requested at the OÖGKK. You can expect that your spouse/partner to pay about the same monthly insurance rate as yourself, unless you have children. Then the insurance for the spouse/partner is usually free.

In addition, your monthly income is subject to taxation and other deductions, mainly for the mandatory unemployment insurance and retirement funds. If you know your gross income, you can estimate your deductions using the net income calculator. Only if you are going to receive a stipend which is not subject to Austrian social security deductions you will need to worry about medical insurance yourself.

Physicians, Hospitals, and Pharmacies
When you visit a doctor of your choice, bring your e-card (see health insurance and social security). Almost all of the doctors (Kassenarzt) have a contract with the insurer OÖGKK, which guarantees that the total cost of the treatment will be covered. If you happen to go to a Wahlarzt or Privatarzt, you will have to pay the bill up-front yourself. You can then ask your medical insurance for a partial reimbursement.

The following physicians have offices in the area of Raabheim and the university:

Dr. Winfried Mraczansky
Altenbergerstraße 43
4040 Linz
Phone +43 (0) 732 245655
Mon 8–11:30 and 16–17:30
Tue 8–11:30, Thu 8–11:30
Wed 8–11:30 and 16–17:30
Fri 8–11

Dr. Kurt Kellermair
Freistädter Straße 41
4040 Linz
Phone +43 (0) 732 730595
Mon 8–12 and 17–19
Tue 9–12, Wed 8–11
Thu 8–11 and 16–19
Fri 8–11

Dr. Andreas Zambarloukos
Ferdinand-Markl-Straße 39
4040 Linz
Phone +43 (0) 732 250484
Mon 8–11 and 16–18
Tue 8–11, Thu 8–11
Wed 8–11 and 16–18
Fri 8–11
Should you need medication, the doctor will give you a prescription which you can take to any pharmacy to pick up the medicine. Usually, you will have to pay for a small part of the medication yourself. Pharmacies are also the only places which sell over-the-counter drugs like pain relievers etc. The pharmacy nearest to the campus is located in the Winkler-Markt building, see Figure 6. After hours, a sign in any pharmacy’s window will always tell you the nearest pharmacy on duty. The general hospital in Linz is Allgemeines Krankenhaus (AKH Linz), Krankenhausstraße 9. It provides an emergency room. In addition, Linz has a number of specialized hospitals, some of which also have emergency rooms. In case of a medical emergency, call 144.

**Emergencies**

In case of emergencies, here are a few useful phone numbers to remember:

- Fire Department 122
- Police 133
- Medical Emergencies 144
- Europe-wide general emergency call 112
- Car Breakdown 120 or 123
- Mountain Rescue 140
- Information about physicians on duty after hours 141
- Intoxication hotline 01/4064343

Note that the europe-wide general emergency number 112 can be called in particular from any cell phone even without a valid subscription or prepaid SIM card inserted.

**Legal Disclaimer**

All the information found in this document has been assembled to the best of our knowledge and for your personal information only. Everything presented here is in no way legally binding and we cannot accept any responsibility for problems from incorrect or incomplete information. Please inform us of any missing or false data that you may encounter.

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