

2 April 2024

MEMORANDUM

TO: All Candidates for US Teaching Assistantship Positions in Austria, 2024–25
FR: Katharina Hütthaler, USTA Program Officer, Fulbright Austria
RE: **Finalization of Placement Offers; Terms and Conditions of TA Assignments**

ACTION ITEMS: These items all need your attention and are time sensitive:

- Send letter of acceptance & pay processing fee of €100 to AAEC within 14 days of your initial acceptance email.
- Let Fulbright Austria know **before 1 May 2024**, if you plan to reside in a city other than the one in which your *Stammschule* is located.
- Ensure that the information on the *Bestätigung* (2nd mailing in May) is accurate.

Complete/Forward to Fulbright Austria as soon as possible, but no later than 1 July:

- Submit a **COMPLETE** application for a residence permit at an Austrian Consulate General or honorary consulate or at your responsible authority at your place of residence in Austria
- Receipt for residence permit application/fees paid at the embassy/ (honorary) consulate (email a copy to Fulbright Austria)
- Your official **final transcript** as well as a **scan of the biographical page of your passport**
- A **digital portrait photo** of you for Fulbright Austria office use (you should be recognizable)
- **Contact your schools** (and current TAs) by email or phone (if not placed at a Green-school, your mentor teacher contact information will be provided to you by the BMBWF/ *weltweit unterrichten*)

1. Acknowledgement of Acceptance

Please acknowledge the acceptance (or declination) of the assignment **by email and include the completed and if you accept, the signed letter of acceptance and the entire (signed) GDPR consent form as a PDF**. If accepting the assignment, please also transfer the processing fee in the amount of €100 via PayPal using the [USTA processing fee payment page \(if you are not a Combined Grantee\)](#). **Please also ensure that Fulbright Austria always has your correct email address.**

You have 14 days to respond to the initial acceptance email. If you fail to notify Fulbright Austria within the given timeframe indicated in the acceptance email, the Austrian Federal Ministry of Education, Science and Research (BMBWF) reserves the right to retract your offer and reassign it to an alternate candidate. If you are unable to accept the teaching assistantship position offered for personal or professional reasons, please **immediately** notify Katharina Hütthaler by email (khuetthaler@fulbright.at), so she can reassign your spot to an alternate candidate.

2. Dates of Assignment and Salary

Teaching assignments begin on **1 October 2024** (specialized schools might have different schedules) and end on **31 May 2025**.

USTAs will receive a gross monthly salary of approx. **€1.815,38**. Deductions for compulsory accident and health insurance and Austrian income tax will result in net earnings per month of approximately **€1.487,09**.

TA salaries are disbursed at the middle (15th) of each month. **Please note that the payment of the first monthly instalment for October will be made in mid-November, along with the salary**

for November if you obtained your residence permit card by the beginning of October and reported for duty on time. If your permit card is not ready by beginning of October, you will either receive your salary for the portion of October you were able to legally report for work (=prorated salary) or if you receive your permit in either November or December, you will only receive your November/December salary (prorated if you start later than beginning of the month) by the mid-November/December. **You do NOT get paid for any time you would work without having obtained your residence permit card – working without your permit is illegal.**

You also would not be able to legally start your job on time since the residence permit card allows you to lawfully work in Austria – without a valid card in hand you are not permitted to start working. **Please note that you will thus also not yet be 1) insured under the Austrian BVAEB insurance that relates to your employment.** You will only be insured after you showed your permit card to your school, signed your *Dienstantrittsmeldung* (= document stating you have reported for duty) with your *Stammschule* (main school), and completed your administrative onboarding.

Therefore, it is **important for all USTAs to bring sufficient travel health insurance and funds** to cover their initial expenses (housing deposit, rent/utilities, public transport, groceries, other fees, cell phone set-up etc.) they will incur for **at least the first six weeks of their stays (until at least end of November/ beginning of December).**

3. Application for an Austrian Residence Permit (*Aufenthaltsbewilligung*)

US citizens who stay and work in Austria for longer than 90 days are **required to obtain a residence permit (*Aufenthaltsbewilligung*)** before starting their job. An application form and detailed instructions on how to complete it as well as information on necessary supporting documents can be found in the [pre-departure handbook](#).

A PDF **placement confirmation (*Bestätigung*)** will be sent to you by email after Fulbright Austria has received your letter of acceptance and the €100 processing fee, arriving around mid-May. You will need it for your residence permit application at an Austrian embassy/ (honorary) consulate in the US.

This is one of the most important ACTION ITEMS!
Candidates who do not submit complete and correct applications for Austrian residence permits in a timely manner (= before 1 July 2024, if placed before that date) disqualify themselves from participation in the program!

Dual US/EU citizens do NOT apply for a residence permit but need to obtain a so-called [Anmeldebescheinigung](#) within four months at their local authority for documentation of their lawful stay. You might need to make an appointment with your local authority and show documentation – please inquire after having arrived at your place of residence.

Fulbright Austria also requires that you **contact your schools by the end of June the latest** to establish lines of communication and to inform them that you are coming (contact information of your mentor teachers, if you do not teach at agricultural schools, will be provided by the coordinating organization of the Teaching Assistantship Program, *weltweit unterrichten*, on their platform).

Please make sure to use a formal and appropriate form of address (academic titles, formal use of German) when you first contact the English teachers at your schools. Make sure to ask to be put in touch with the USTA currently at your *Stammschule*, who may be able to advise you on many practical aspects of your assignment (including housing). A list of current USTAs can be found on the [Fulbright Austria website](#). Some of them put contact information on their

profile. If you can't find their information, please wait for your login details to the *weltweit unterrichten* platform where you will be able to find a "Standortliste" with all current and past participants and their contact details.

4. Important Documents

One of the prerequisites of the assignment as a teaching assistant is the successful **completion of a bachelor's degree**. All participants in the USTA Program must submit documentation that they have completed and received at least an undergraduate degree to Fulbright Austria as soon as it is available. Failure to complete your degree program and/or to submit this documentation **by 15 July** at the latest will lead to a retraction of your placement. Please notify Katharina Hütthaler immediately if you expect that your transcript will be issued later than 15 July.

Since Fulbright Austria vouches for you in the process of residency permit application by issuing a **placement confirmation (Bestätigung) in May**, all applicants are required to submit a **copy of their passport to Fulbright Austria** upon accepting their placement. Please note that the passport must be **valid for at least three months beyond your projected date of return from Austria**.

5. Criminal Records

Fulbright Austria assumes that candidates for teaching assistantships do **not** have criminal records. However, if you have been convicted of or currently are under indictment for a misdemeanor or a felony, you are **required** to contact Fulbright Austria and to provide additional information on the infraction as well as your current status. In the course of applying for a residence permit, you will be required to provide the Austrian authorities with documentation on your record: a so-called **police clearance report** (with an apostille).

If you are a US/EU dual citizen and thus will NOT be applying for a residence permit, you will still need to obtain a police clearance report (*Strafregisterauszug, polizeiliches Führungszeugnis*) and show it to your *Stammschule* when reporting for duty at your school. Withholding relevant information from Fulbright Austria can lead to the revocation of a USTA assignment; withholding information or providing false information to the Austrian authorities in order to obtain an Austrian residency permit is illegal according to Austrian law.

6. e-card

You will receive a plastic mint-green Austrian health insurance card (*e-card*) by mail **after** you got signed up for health insurance by your school/school board. This can take between 3-5 weeks after having signed the paperwork.

Your Austrian insurance provider BVAEB will provide you with your Austrian social security number (*Sozialversicherungsnummer*) by mail a couple of weeks before you receive your actual e-card – please make sure that your Austrian address is correct when filling out paperwork with your school. With your *Sozialversicherungsnummer*, you will be able to see a doctor or go to the pharmacy if needed (even before you receive your *e-card*).

If you haven't received your e-card four to six weeks after having signed the *Dienstantrittsmeldung*, please first talk to your school and if they forwarded your information, then call your [local BVAEB office](#) to inquire. Sometimes, US citizens have to supply a photo to registration centers since the photo they submitted to their (honorary) consulate didn't get

transferred into the system automatically. Please check the pre-departure handbook for further steps in case your photo is missing.

7. Housing Information

Teaching assistants are **solely responsible** for securing their own accommodation. Fulbright Austria provides general assistance (see the handbook) but is ultimately not responsible for making a candidate's housing arrangements. For more information on housing, please consult the pre-departure handbook and check the links in the dedicated housing section.

8. Studying at Austrian Universities

Please know that the USTA Program requires you to teach/assist for 13 hours in the classroom – additional preparation time on top of that should be expected and teaching is your **primary responsibility** while on this program.

Should you wish to enroll at an Austrian university, please note that **5 September** is often the deadline to apply for admission to an Austrian university for the fall term. For further information on deadlines, application procedures, and the documents required, consult the website of the [Austria's Agency for Education and Globalisation](#). (Note: you may disregard the information on applying for a visa as a student because you will be applying for a residence permit as a teaching assistant!). You can also look at the website of the university in question for more information.

9. Orientation Seminar

The BMBWF plans to conduct an in-person orientation seminar for incoming teaching assistants from **Monday, 23 September, to Thu, 26 September 2024**, which **you are strongly encouraged to attend**. You will be updated on registration modalities and what to expect at the seminars.

Participants are expected to pay a **fee of €130 in cash** on site to help defray the costs of the seminar, which includes room and full board. After the conclusion of the seminar, you are expected to report for work at your *Stammschule* on **Tuesday, 1 October 2024**. For further information regarding information of when to arrive to Austria, please see the pre-departure handbook.

9.1. Seminar venues:

The seminar venue for teaching assistants assigned to schools in **Burgenland, Niederösterreich, Steiermark, and Vienna** is:

- Bildungshaus St. Hippolyt, Eybnerstraße 5, 3100 St. Pölten

The orientation seminar for teaching assistants assigned to schools in **Kärnten, Salzburg, Tirol, Oberösterreich, and Vorarlberg** will be held at:

- Bundesschullandheim Saalbach, Dorfstrasse 38, 5754 Hinterglemm

Should you for some reason not be able to attend or arrive late, notify your seminar organizers in advance. Please note that your Austrian **health insurance is effective as of 1 October 2024** if

you were able to obtain your permit before or at that date. It is your responsibility to provide for adequate health and accident insurance before 1 October 2024 or your actual start date at your school if you have not obtained your residence permit by 1 October 2024 and therefore start your job later.

10. Further Information

Please make sure that your email address remains active at least until October. Fulbright Austria looks forward to welcoming you in Austria in the fall. Should you have any questions in the interim, please re-consult our [website](#). You are also welcome to [reach out to program officer Katharina](#) by email after first having read through all provided documentation for information on your issue.

Since 1962, Fulbright Austria (Austrian-American Educational Commission), which manages the [Fulbright Program in Austria](#), has recruited US citizens to participate in the [Foreign Language Teaching Assistantship Program](#) of the Austrian Federal Ministry of Education, Science and Research (BMBWF), processed their applications, and provided finalists with pre-departure and on-site support.

Teaching in communities large and small all over Austria, participants in this program make a substantial contribution to the fulfillment of the Fulbright Program's mandate to promote mutual understanding between the peoples of Austria and the United States and are an integral part of the Fulbright Austria community. **Please note, however, they are neither Fulbright students nor scholars nor grantees in the Fulbright Program.**

If you wish to describe your participation in this program on your resume, please use the following formulation for the sake of accuracy:

US Teaching Assistant in the Teaching Assistantship Program of the Austrian Federal Ministry of Education, Science and Research (BMBWF), administered by Fulbright Austria (Austrian-American Educational Commission)