

The Vienna education booklet

The Vienna education booklet is a booklet where all the language courses, information modules, and counselling services, and education and further training programmes that you attend are recorded.

The Vienna education booklet also contains Vienna language vouchers worth € 300 that can be used to pay for courses held by certified course providers.

You can show the Vienna education booklet whenever you are asked for proof of German language skills, professional qualifications, education and training.

For example at:

- **German course providers**
- **education and training courses**
- **counselling services**
- **the Public Employment Service (AMS)**
- **prospective employers**

In your education booklet the project partners can see at a glance which programmes you have already participated in and what they should offer you next.

Therefore it is important that you take good care of your Vienna education booklet and always present it when you visit one of these institutions.

If you lose your education booklet, please go to the Lost and Found office (at your Municipal District Office) and ask them to issue you a confirmation of loss.

Then call the call centre at 01/90 500 36 – 01 (German) or 01/90 500 36 – 04 (English) and make an appointment with one of our start coaches. Bring the confirmation from the District Office with you and the coach will issue you a new education booklet.

The document folder

At your start coaching appointment you will also get a document folder.

You can use it to keep all your documents, certificates, confirmations of course attendance and information leaflets from different counselling centres in one place.

When you receive it, the document folder contains the following items:

- **a welcome message**
- **a copy of the consent form concerning the use of your personal data that you signed**
- **information about the Vienna education booklet partners**
- **information about the education booklet, the Vienna language vouchers and the modules**
- **recommendations for your first appointments**