

**ΟΙΚΟΝΟΜΙΚΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΑΘΗΝΩΝ**



**ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS**

Instructions for the Incoming Students 2026-2027

WELCOME TO AUEB

Application Procedure

Incoming students are required to complete an application form for their semester of study at Athens University of Economics and Business (AUEB).

Please use the following link to access and complete the application form:

[Application Link](#)

Once the form is completed, it is essential to download or take a screenshot of your application and save it for your records.

The application system will be open till the following dates:

- Fall Semester: since **31st May**
- Spring Semester: since **30th November**

Ensure you submit your application within the appropriate time frame for your intended semester of study.

Please Note:

Along with the application form, the following duly completed and signed scanned documents must also be uploaded.

This requirement does not apply to incoming students from non-EU partner universities.

Important Documents

1. Learning Agreement for Studies

The Learning Agreement must be approved and signed by all relevant parties, including the home university.

- Changes to the Learning Agreement are permitted **only within the first three weeks** of the students' stay at AUEB.
- In accordance with Erasmus programme guidelines, students are expected to follow a study programme comprising **30 ECTS credits per semester or 60 ECTS credits for the academic year**.
- Students submitting a Learning Agreement with significantly fewer ECTS credits must provide an **official certificate from their home university** justifying the reduced workload.

2. Transcript of Records

A current **Transcript of Records** issued by the home university. This document should include a list of all course units taken, exams passed, and credits earned by the student to date.

3. Proof of English Language Competence

Documentation demonstrating English language proficiency at **level B1 or higher** of the Common European Framework of Reference for Languages (CEFR). Acceptable proofs include, but are not limited to:

- Cambridge Preliminary (PET)
- BEC Preliminary
- BULATS score: 40-59
- CLB/CELP: Level 5
- CAEL: Score of 50
- IELTS: Minimum level 4
- TOEFL: Score between 57-86

All required documents must be submitted by the following dates:

- **Fall Semester:** no later than **31 May**
- **Spring Semester:** no later than **30 November**

AUEB account activation process

After completing your enrollment, the Secretariat of the relevant Department will provide you with detailed instructions for activating your **AUEB student account** and obtaining your **login credentials**.

Once your AUEB account is activated, you will automatically gain access to all institutional and federated applications via the **Central Authentication Service** (sso.aueb.gr), including the following electronic services:

- Academic Student ID Card
- Application for free meals at the AUEB Student Restaurant (*Lesxi*)
- Open eClass AUEB platform
- Free Wi-Fi access on University premises
- Institutional email account (@aueb.gr)
- Microsoft Teams
- Skype for Business

How to Apply for an Academic Student ID Card

(Note! Your enrolment must be completed before this step)

Students can apply online for their academic ID card via the following official website:

³ <https://submit-academicid.minedu.gov.gr>

During the application process, you will be asked to select a **delivery point**. The student card is issued **free of charge** and will be sent to the location you choose.

Approximately **7 days after submission**, you will receive a **PIN number**. You may then collect your academic ID card from the designated delivery point by presenting your **identity document** and the **PIN**.

The academic ID card:

- Officially identifies you as a student of AUEB
- Grants access to university facilities (libraries, laboratories, computer center, etc.)
- Allows participation in examinations
- Provides a **50% discount** on public transportation fares
- Must be presented during ticket inspections on public transport

Additional Information for Erasmus+ Students

1. Greek Language Course

Athens University of Economics and Business (AUEB) offers a **Greek language course** to Erasmus+ incoming students to help them become familiar with the Greek language and everyday life in Greece.

- The course is offered each semester.
- Successful completion grants **6 ECTS credits per semester**.

2. Health Care

A health care office is available on the **ground floor** of the AUEB main building.

- **Health care services are provided free of charge** to all students.
- It is **mandatory** to present either a **valid European Health Insurance Card (EHIC)** or a **private health insurance document**.

3. Library

The University Library is located in the **main building of AUEB**, with its own **entrance on the first floor**, accessible by both elevator and staircase.

- The library provides access to academic resources, study areas, and electronic databases.

4. Student Restaurant

Students who enroll at AUEB in the context of the European Student Mobility Programme Erasmus+ are eligible and wish to eat for free must complete an application for a special free meal card and submit it electronically along with the required supporting documents on the online platform of the Student Club AUEB at: <https://lesxi.aueb.gr/en/>

(Note! Your enrolment must be completed before this step)

The student restaurant operates regularly and provides **three meals per day**:

- **Breakfast: 08:00-09:00**
- **Lunch & Dinner: 11:00-19:00**

Please note:

- The restaurant is **closed during Christmas and Easter holidays**, as well as from **mid-July to mid-August**.

5. Application Withdrawal

Students may cancel or withdraw their application.

- In such cases, an **official notification via email** to the relevant Department's Administrator is required.

6. Grading Scale s Transcript of Records

Grades may take several weeks to be finalized and submitted to the student's host department.

- The **Transcript of Records (ToR)** is sent to the **home university via email** exclusively in digital format, signed by the issuing body and attesting its authenticity and integrity, **within five weeks** after the end of the examination period.
- If the student or the home university does not receive the ToR within this period, they are advised to contact the Secretariat of the relevant department.

Grading System in Greek Higher Education:

Grades are awarded on a scale from **1 to 10**, with the following classification:

- **Excellent:** 8.50-10.00
- **Very Good:** 6.50-8.49
- **Good:** 5.00-6.49
- **Minimum Passing Grade:** 5.00

7. Coordinator & Administrative Contact Person for the Incoming Students

Coordinator Erasmus+: Evangelia Lampraki

Tel: +30 2108203947

76, Patission str., 104 34, Athens, Greece

Email: erasmusmobility@aueb.gr, elampraki@aueb.gr

Administrative Contact Person:

Department	Admin	Email	Academic Coordinator	Email
Business Administration	Viki Papavasileiou	vikipap@aueb.gr	Konstantinos Kassimatis/ Panagiotis Sarantopoulos/ Dimitrios Anastasiou *	kkassima@aueb.gr / p.sarantopoulos@aueb.gr / anastasioud@aueb.gr
Statistics	Sofia Anastasiou	sofiaana@aueb.gr	Stavros Vakeroudis/ Panagiotis Papastamoulis ***	svak@aueb.gr / papastamoulis@aueb.gr
Marketing	Dimitra Chatzidimitriou	dmc@aueb.gr	Theodoros Lappas/ Dimitris Drossos **	ted@aueb.gr / drosos@aueb.gr
Business CTechnology	Kelly Vourloumi	kvourloumi@aueb.gr	Irene Voudouri	ivoudour@aueb.gr
Informatics	Markos Gad/Vasiliki Mylonaki	marg@aueb.gr / vmylon@aueb.gr	Contact the Coordinator: Evangelia Lampraki	elampraki@aueb.gr
Economics	Anastasia- Othonia Mouriki	amouriki@aueb.gr	Petros Varthalitis	pvarthalitis@aueb.gr
International & European Economic Studies	Dimitra Apostolopoulou	dimitra@aueb.gr	Pechlivanos Lambros	lpech@aueb.gr
Accounting & Finance	Elia Fantaki	elia@aueb.gr	Efthymios Demoirakos/ Georgios Chalamandaris ****	demirakos@aueb.gr / gchalamandar@aueb.gr

* Konstantinos Kassimatis: POLAND, PORTUGAL, ROMANIA, SLOVAKIA, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, TURKEY, UNITED KINGDOM

Panagiotis Sarantopoulos: AUSTRIA, BULGARIA, CROATIA, CYPRUS, CZECH REPUBLIC, DENMARK, ESTONIA, FINLAND, GERMANY, HUNGARY, ICELAND, IRELAND, LATVIA, LITHUANIA, NETHERLANDS, NORWAY

Dimitrios Anastasiou: BELGIUM, FRANCE, ITALY

**** Theodoros Lappas:** BELGIUM, DENMARK, FRANCE, GERMANY, NETHERLANDS, PORTUGAL, SPAIN and SWITZERLAND
Dimitris Drossos: AUSTRIA, BULGARIA, CROATIA, CYPRUS, CZECH REPUBLIC, ESTONIA, FINLAND, HUNGARY, ITALY, LATVIA, LITHUANIA, NORWAY, POLAND, ROMANIA, SLOVAKIA, SLOVENIA, SWEDEN and TURKEY
****** Contact mrs Anastasiou to inform you for the signature
******* Efthymios Demoirakos: FAMILY NAME OF THE STUDENT A-L
Georgios Chalamandaris: FAMILY NAME OF THE STUDENT M-Z

Accomodation in Athens

Tips & Guidelines

You can begin by reaching out to our Erasmus Student Association, ESN Athens AUEB:

⇒ <https://www.esnathens.gr/>

For detailed information tailored to students, visit their dedicated page:

⇒ <https://aueb.esnathens.gr/athens>

Here, you'll find helpful guidance on various aspects of living in Athens, including accommodation options through stayinathens.com, as well as tips on other practical matters related to your stay.


Feel free to contact the association directly at esn.athens.aueb@gmail.com for any questions or support.

General Info of ESN ATHENS AUEB:



With ESN ATHENS AUEB Organization you will have the opportunity to discuss practical matters concerning your stay and studies and also obtain the ESN Card. It is strongly suggested to all incoming students attend the Orientation Day, as it is an important step of starting their Erasmus studies.

 ESN Athens AUEB

 [esnathens.aueb](https://www.instagram.com/esnathens.aueb)

Have a Great Semester!

We hope this information helps you feel prepared and supported as you begin your Erasmus+ experience at AUEB.

Should you need any assistance, do not hesitate to contact us!

Erasmus Office AUEB