Becoming an Erasmus+ exchange student at
A coloured guide in 15 steps for the academic year 2018/19

Colour guide: Who has to do the next step:

- **green**: Student
- **blue**: TU Graz
- **red**: deadline / date

Please observe all deadlines and dates of appointment.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Deadline</th>
<th>Contact</th>
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<tbody>
<tr>
<td>1) Application</td>
<td>You have to apply at your home university for Erasmus+ exchange</td>
<td>This deadline is individually given from your home university. Contact: International office at home university</td>
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<td>2) Nomination</td>
<td>Home university nominates future exchange students at TU Graz via e-mail</td>
<td></td>
<td><a href="mailto:gitte.cerjak@tugraz.at">gitte.cerjak@tugraz.at</a></td>
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<td>3) Access code</td>
<td>TU Graz creates application form for student and sends an automatically generated e-mail to the student, containing instructions and the access code to the online application.</td>
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<td>4) Online Application</td>
<td>You have to fill in the online application</td>
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<td>5) Full Application Package</td>
<td>You have to send your application package via e-mail and attach the following: a) print-out of the online application form, signed by student b) print-out of the online course request list, signed by student c) Erasmus+ Learning Agreement for Studies, signed by student and signed and stamped by home university d) transcript of records from the home university e) language proof, level B2, in either English or German, not older than 2 years f) Bachelor’s Diploma when applying for a Master programme g) confirmation letter from supervisor at TU Graz when working on Master thesis</td>
<td></td>
<td>Send the complete package to <a href="mailto:gitte.cerjak@tugraz.at">gitte.cerjak@tugraz.at</a></td>
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<td>6) E-mail of Confirmation individually</td>
<td>The e-mail of confirmation is sent by automatically generated e-mail from TU Graz when application package is complete. From then, you are accepted at TU Graz. Do not wait for the official e-mail of acceptance to start preparing your stay, especially visa, housing, language course.</td>
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<td>7) Visa in time</td>
<td>If you are a third country national (meaning that you do not have a passport from an EU or EEA country), you have to care for visa issues at your own responsibility in due time. Details: <a href="https://oead.at/en/to-austria/entry-residence-and-employment/">https://oead.at/en/to-austria/entry-residence-and-employment/</a></td>
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<td>8) Housing</td>
<td>Application for housing has to be done separately by the student.</td>
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<td>15 Jun / 15 Nov</td>
<td>Most housing institutions have an early deadline. So you are strongly advised to hand in your application early. Details: <a href="http://www.tugraz.at/go/incomings-housing">www.tugraz.at/go/incomings-housing</a></td>
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9) German Intensive Course
Application for the German Intensive Course has to be done separately by the student.

Mid May - Mid Jul: Details: http://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/
Mid Nov - Mid Jan

10) Letter of Acceptance
The letter of acceptance is sent out from TU Graz as e-mail with attachments.

early Jul / early Dec
This e-mail contains a scan of your originally signed learning agreement and other useful information. Please read it carefully. If you need the original learning agreement, you can receive it in the international office upon arrival.

11) Payment
Pay the student union fee (€ 19.20) to be registered as a student of TU Graz.

Mid Aug / Mid Jan
Students receive an e-mail with their Matrikelnummer and instructions how to pay. Please make sure that you have paid before arrival.

12) Arrival in Graz
The date for your arrival is according to the German Intensive Course.

2 Sep / 3 Feb
Last arrival for students who will participate in the German Intensive Course
18 Sep / 20 Feb
Last arrival for students who will not participate in the German Intensive Course

Contacting ESN for a Pickup Service could be helpful, especially when arriving on a weekend, for getting the key for your room.
Details: http://esn.htu.tugraz.at/information/pickupservice

13) First Orientation
First Sessions given by the International Office of TU Graz, do not miss!

3 + 4 Sep / 4 + 5 Feb...
...for students who will participate in the German Intensive Course
19 Sep / 21 Feb...
...for students who will not participate in the German Intensive Course
This session is given twice: one time for students who will attend the German intensive course, and later for students who will arrive only for their studies.

14) German Intensive Course
Participation is highly recommended - Austria is a German speaking country

3 Sep / 4 Feb
Daily from 9:00 - 12:15, for 3 weeks

15) Welcome Events
Several sessions, designed especially for the needs of exchange students, do not miss!

Sep / Feb
a) First Orientation Session 1 (Registration, Health insurance, TUGraz online system)
b) First Orientation Session 2 (TUGraz online system, courses, housing, …)
c) Intercultural Awareness (Culture Clash and the Austrian Way of Life)
d) Campus Survival Tour (guided by Austrian students of your fields of study)
e) Academic Advising (all about courses and your learning agreement)
f) Welcome Reception by the International Office of TU Graz
g) Final Orientation (Deadlines, Changes, German Classes)
h) Reception with the Mayor of the city of Graz

Study at TU Graz
Courses at TU Graz usually start on first Monday in October in winter semester and on first Monday in March in summer semester.

Now all application procedure is done. Please plan you journey according to the following dates:
Attendance of all Welcome Events is mandatory, please make sure not to miss them.

updated 6 Mar 2018 - dates could slightly change