Becoming an Erasmus+ exchange student at
A coloured guide in 15 steps for the summer semester 2019

What do the colours stand for? They tell you who has to do the next step:
green: you
blue: TU Graz
red: deadline / date. Please observe all deadlines and dates of appointment.

1) Application
   individual deadline
   You have to apply at your home university for Erasmus+ exchange
   This deadline is individually given from your home university.
   Contact: International office at home university
   This did already happen.

2) Nomination
   15 Oct
   Home university nominates future exchange students at TU Graz via e-mail
   Contact: gitte.cerjak@tugraz.at
   This did already happen.

3) Access code
   within few days
   # 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.
   # TU Graz sends personal e-mail to home university and cc to student to confirm nomination.

   ➔ This is where we start now.

4) Online Application
   31 Oct
   You have to fill in the online application
   In case of questions: Please look up Help Text and FAQs first: www.tugraz.at/go/erasmus-help-texts "Guides and Help Texts".
   Only when there are no answers: Contact gitte.cerjak@tugraz.at

5) Full Application Package
   10 Nov
   You have to send your application package via e-mail with the following attachments:
   a) Print-out the online application form, signed by yourself.
   b) Erasmus+ Learning Agreement for Studies, signed by yourself and and with signature and stamp from your home university
   c) Transcript of Records from your home university
   d) Language proof, level B2, in either English or German, not older than 2 years
   e) optional: Bachelor’s Diploma when applying for a Master programme
   f) optional: Confirmation letter from supervisor at TU Graz when working on Master thesis
   Send the complete package to gitte.cerjak@tugraz.at

6) E-mail of Confirmation
   individually
   When your application package arrived and is complete, TU Graz sends you an automatically generated e-mail of confirmation.
   From then, feel accepted at TU Graz. Do not wait for the official e-mail of acceptance to start preparing your stay, especially visa, housing, language course.

7) Visa
   in time
   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: https://oead.at/en/to-austria/entry-residence-and-employment/
8) Housing
15. Nov
Application for housing has to be done separately by the student.
Most housing institutions have an early deadline. So you are strongly advised to hand in your
housing application early.
Details: www.tugraz.at/go/incomings-housing

9) Language Course
mid Nov - mid Jan
Application for the German Intensive Course has to be done separately by the student.
Details: http://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-
courses/

10) Letter of Acceptance
early Dec
The letter of acceptance is sent out from TU Graz as e-mail with attachments.
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
mid Jan
Pay the student union fee (€ 19,70) to be registered as a student of TU Graz.
Students receive an e-mail with their Matrikelnummer and instructions how to pay the students
union fee. Every student of TU Graz has to pay this every semester. Please make sure that you have
paid before arrival.

12) Arrival in Graz
3 Feb… Last day of arrival for students who will participate in the German Intensive Course
20 Feb… Last day of 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 Orientation Session given by the International Office of TU Graz, do not miss!
4+5 Feb… Two afternoons for students who will participate in the German Intensive Course
21 Feb… One whole day for students who will not participate in the German Intensive Course

14) German Intensive Course
04. Feb
Participation is highly recommended - Austria is a German speaking country
Daily from 9:00 - 12:15, for 3 weeks

15) Welcome Events
February
Several sessions, designed especially for the needs of exchange students, do not miss!
a) First Orientation Session (Registrations, Health insurance, course registration …)
b) Intercultural Awareness (Culture Clash and the Austrian Way of Life)
c) Campus Survival Tour (guided by Austrian students of your fields of study)
d) Welcome Reception by the International Office of TU Graz
e) Final Orientation (Deadlines, Changes, German Classes)
f) Academic Advising (all about courses and your learning agreement)

Study at TU Graz
4 Mar
Courses at TU Graz usually start on first Monday in March in summer semester.

Now all application procedure is done. Please plan your journey according to the following dates, for
attendance of all Welcome Events is mandatory. Please make sure not to miss them.

updated 26 September 2018