

Checklist for international doctoral students with contract of employment

Congratulations on a job offer by an institute of TU Graz. The International Office – Welcome Center provides a checklist on multiple steps for a successful start and time of your employment as well as PhD programme at Graz University of Technology (TU Graz).

Prior to arrival

- Contact the [Welcome Center of TU Graz](#). We are happy to assist you during the preparation phase.
- Check the basic conditions for international PhD students if you have not yet applied for admission to the PhD programme (admission requirements of the [doctoral programmes](#)). Submit all necessary documents for admission to the study programme by post or in person to the [Registrar's Office](#) within the [admission period](#).
- Check the basic conditions for your stay (start of work, duration of stay, field of activity, etc.) as well as the necessary documents for your employment contract at TU Graz if applicable. Please ask the institute to confirm the arranged conditions in writing. Please note that personal documents issued in languages other than German or English require an official translation and sometimes even a legalization.
- Find out whether you (and your family) need an [entry or residence permit](#) for your stay in Austria.
- From the beginning of your employment at TU Graz (if your monthly salary exceeds the minimum of € 475.86) you will be covered by health, personal accident and retirement insurance. Your public health insurance provider is [BVAEB](#). You have the opportunity of co-insuring your family members. Please bring along any medical and/or vaccination records. Please make sure to take out travel insurance for the period up to the start of your contract.
- Search for an apartment or accommodation in Graz ([list of accommodation](#)).
- Please make sure to obtain translations and legalizations of important documents (diploma degrees, birth certificate(s), marriage certificate, etc.).
- In case you move to Graz with your spouse/life partner or family: Contact the Welcome Center and we are happy to provide you with relevant information on family-related matters.

At the beginning of your stay

- Contact the Welcome Center (Lessingstraße 32/ 1st floor, 8010 Graz).
- Sign your rental contract/agreement.
- Persons living in Austria are required to register within three days of their arrival. You must register at the Service Center of the City of Graz (Schmiedgasse 26, 8010 Graz) (also referred to as *Meldezettel*).
- Complete your registration as a doctoral student at the [Registrar's Office](#) (Rechbauerstraße 12, 8010 Graz)
- For Third Country nationals living in Graz, the Local Styrian Government (Paulustorgasse 4, 8010 Graz) is the responsible authority for the application (and extension) of the residence permit and the collection of the residence permit card.
- EU, EEA or Swiss nationals, who intend to stay for more than three months, are required to obtain a specific registration certificate (*Anmeldebescheinigung*). It needs to be applied for at the Local Styrian Government (Paulustorgasse 4, 8010 Graz)
- As an employee of TU Graz, you must sign your employment contract on your first working day at the [Personnel Department](#) (Mandellstraße 9/ground floor, 8010 Graz)
Note: Third country nationals who entered Austria visa-free may only sign their contract after they have received their settlement permit; they are not allowed to start their employment before. Please bring your residence card when signing your contract.
- Check out the [International Welcome Days](#) for a successful start to your PhD studies. Visit the website and watch the information videos to get further information for a successful and smooth start of your study programme at TU Graz.
- Sign up for the meeting and discussion event [Meeting Point Dissertation](#) for PhD students at TU Graz (usually held only once per year in September, info available in TU4U)
- For organizational matters (i.e. workplace, email account, TU Graz Card etc.) please contact the relevant institute or service department of the university.
- The Student Union of TU Graz ([HTU Graz](#)) advises you concerning study and examination law.
- Contact the [PhD Union](#) – the official representative body of PhD students at TU Graz
- Information on [student union fee, tuition fees and tuition fee waiver at TU Graz](#)
- Make sure to write your full name on your postal box to ensure that important mail gets delivered to you.

If required

- Open a bank account in Austria.
- Sign a mobile phone contract with an Austrian provider.
- Take out household insurance.
- Staff members have the possibility of obtaining a TU bike or a reduced public transport pass for Graz (> 1,500 m distance between your home and the institute).
- Register your TV or radio set at the [GIS \(Gebuehren Info Service\)](#).

- Please check that your vaccination records are in accordance with [the Austrian vaccination recommendations](#).
- Some important service facilities are available at TU Graz e.g.:
 - [University Library](#)
 - [CopyShop of HTU Graz](#) or the [Print and Copy Center](#) of TU Graz

During your stay

- Contact the [Works Council](#) (for Academic or Administrative personnel) of TU Graz if you have questions regarding labour law (employee law & protection, law on working times, labour constitution, social insurance, etc.).
- Check out the [training programme](#) offered by the personnel department for PhD students, among them courses, coachings and workshops such as "Time and Self-Management", "Young Leaders Programme" and "Application Training for the Academic Job Market"
- Sign up for the mailing list bgm@tugraz.at offered by the workplace health management to receive information on courses, workshops and action days (e.g. on stand-up paddling, bouldering) which serve to maintain and promote mental and physical health
- Employees may hand in a yearly "Simplified Austrian Income Tax Return" (*Arbeitnehmerveranlagung*) with the financial authorities (*Finanzamt*). Within the framework of this declaration, you may claim back part of the taxes that were deducted from your salary. If you have questions, please consult a professional tax advisor (*Steuerberater/In*).
- Use the possibilities of TU Graz staff mobility. Find out about more it in [TU4U](#).
- To receive news and information about language classes, social activities and events offered by the Welcome Center, please complete the [consent form](#).

As an employee of TU Graz, you can use the services of [Club International \(CINT\)](#) free of charge. Upon request, the Welcome Center is happy to establish the contact!

Feel free to contact the [Welcome Center of TU Graz](#) for help!

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Please note that this checklist is only for orientation and guidance purposes. No warranty can be given in respect of the accuracy, reliability or completeness of this information.