

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 the doctoral programme at Graz University of Technology (TU Graz).

Prior to arrival

- ☐ Contact the [Welcome Center of TU Graz](#) to assist you during the preparation phase.
- ☐ If you haven't applied for the [doctoral programme](#) yet, check the basic requirements for international students. Submit all required documents to the [Registrar's Office](#) by post or in person within the [admission period](#).
- ☐ Check the conditions for your stay (start date, duration, role, etc.) and the required documents for your employment contract at TU Graz, if applicable. Ask the institute to confirm these arrangements in writing. Personal documents in languages other than German or English must be officially translated, and in some cases, legalized.
- ☐ Find out whether you (and your family) need an [entry or residence permit](#) for Austria.
- ☐ From the start of your employment at TU Graz (if your monthly salary exceeds €551.10 in 2025), you'll be covered by health, accident, and retirement insurance through BVAEB. You can co-insure family members. Please bring along any medical and vaccination records, and ensure you have travel insurance until your contract begins.
- ☐ Search for an apartment or accommodation in Graz ([list of accommodation](#)).
- ☐ Make sure to obtain translations and legalizations of important documents (diplomas, birth certificates, marriage certificates, etc.).
- ☐ Keep all receipts and bills related to your relocation (e.g., fees for document legalization, visa/residence permit, travel expenses, etc.).
- ☐ If required: If you're moving to Graz with your spouse/partner or family, contact the Welcome Center for 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.
- ☐ Everyone living in Austria must register within 3 working days of arrival. This mandatory registration (= Meldezettel) can be done at any of the service centres of the City of Graz centers, including the one at Tummelplatz 9 in the city center.
- ☐ 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 title and the collection of the residence/settlement permit card.
- ☐ EU, EEA or Swiss nationals, who intend to stay for more than three months, are required to complete a specific [registration certificate](#) (*Anmeldebescheinigung*) at the local Styrian Government (Paulustorgasse 4, 8010 Graz).
- ☐ As a TU Graz employee, you must sign your employment contract on your first working day with [Personnel](#) (Mandellstraße 9/ground floor, 8010 Graz). Note: *Third-country nationals who entered Austria visa-free can only sign their contract after receiving their residence permit.* Please bring your settlement permit card and passport.
- ☐ Arrange an appointment for the photograph of your health insurance card (eCard) via <https://www.chipkarte.at/cdscontent/?contentid=10007.853309&portal=ecardportal>
- ☐ Explore the [International Welcome Days](#) for a great start. Find information and videos on the website year-round.
- ☐ Attend the Welcome@TU Graz information session offered through In-House Training to get familiar with TU Graz (register via TU Graz In-House Training).
- ☐ For organizational matters (e.g., workplace, email account, TU Graz Card), contact your institute or the relevant service department.
- ☐ Contact the Coordination Office Doctoral Studies if you have any questions regarding your doctoral programme doctoralstudies@tugraz.at
- ☐ The Student Union of TU Graz ([HTU Graz](#)) advises you concerning study and examination law.
- ☐ Contact the [PhD Union](#) (doktorat@tugraz.at) – the official representative body of doctoral candidates at TU Graz and subscribe to their social media channels to receive information on their events (talks, workshops, excursions and after-work get-togethers).
- ☐ Information on [student union fee, tuition fees and tuition fee waiver at TU Graz](#).
- ☐ Make sure your full name is on your mailbox to receive important mail, including your residence permit card. If you're not home when it arrives, you'll get a yellow notification from the Austrian postal service to pick it up at the post office.
- ☐ Apply for the TU Graz Card. It's your go-to for ID, access (to open door and gates to parking lots), library, and discounts. For more information see [TU4U](#).

If required

- ☐ Open a bank account in Austria.
- ☐ Sign a mobile phone contract with an Austrian provider.
- ☐ Take out household insurance.
- ☐ Non-EU/EEA driving license holders can drive in Austria for six months after moving. After that, they must convert their license, the process typically takes 3-6 months.

- ☐ Staff members can purchase a TU bike at a reduced price (295 Euros) or if one opts for the KlimaTicket Steiermark (the public transport pass), are rewarded with GrazGutscheine (Graz Vouchers) worth 150 Euros. Prerequisite: > 1,500 m distance between your home address and the institute for the public transport pass.
- ☐ Register for the ORF (broadcast) contribution.
- ☐ Please check that your vaccination records are in accordance with [the Austrian vaccination recommendations](#) (e. g. Covid-19, tick-borne encephalitis).
- ☐ Some important service facilities are available at TU Graz: [TU Graz Library](#), [Copy Shop of HTU Graz](#) and the [Print and Copy Center](#) of TU Graz

During your stay

- ☐ Contact the [Works Council](#) (for Academic or Administrative personnel) for questions about employment rights, working hours, social security, and any other labour matters.
- ☐ Check out the [training programme](#) offered by the personnel department for doctoral students, such as "High Potential Coaching", "Young Leaders Programme" and "Application Training for the Academic Job Market", as well as the information and discussion event "Meeting Point Dissertation"
- ☐ 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*) to claim back part of the taxes that were deducted from your salary. If you have questions, please consult a professional tax advisor (*Steuerberater*in*).
- ☐ Keep any important mail that you receive from e.g. your bank, any local authority (e.g. City of Graz, Local Immigration Authority), the Tax Office (*Finanzamt*), [APK Vorsorgekasse](#), [VBV Vorsorgekasse](#), etc. For more information in German on the latter two please see also TU4U ([APK](#) and [VBV](#))
- ☐ Use the possibilities of TU Graz staff mobility. Find out more in [TU4U](#)
- ☐ To receive news and information about language classes, social activities and events offered by the Welcome Center, please complete the [consent form](#).

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

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!

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.

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