Checklist for potential international guests at Graz University of Technology

This checklist includes all the important steps you should consider prior to, during your stay and before leaving Graz University of Technology (TU Graz). Starting point: you received an invitation letter for your research stay by an institute of TU Graz:

Prior to arrival

☐ Please register your stay with the Welcome Center by filling in the registration form.
☐ Check the basic conditions for your stay (starting date, duration of stay, field of activity, work space etc.).
☐ Your institute may ask you to sign a contract for visiting researchers.
☐ Find out whether you (and your family) need an entry or residence permit for your stay in Austria. Third country nationals staying for less than 6 months need a visa D “Employment”, for more than 6 months need a residence permit.
☐ Insurance:
  ☐ EU, EEA or Swiss nationals may use their European Health Insurance card or take out private insurance covering all risks for their stay in Austria.
  ☐ Third Country Nationals:
    ☐ Stays up to 6 months: please enquire with the Austrian representative authority in your home country about the accepted private insurance policies.
    ☐ Stays for more than 6 months: Applicants are required to supply Austrian private insurance covering all risks from the agencies Wiener Städtische, Generali or Uniqa. Please do not take out insurance in your home country as the regulation to take out Austrian insurance is binding for the residence title application. The Welcome Center will inform you about the options once you have entered Austria.
☐ 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.)

If required

☐ TU Graz also provides a Checklist for families.
☐ TU Graz Childcare will assist you if you are looking for a childcare place or school.
During your stay

☐ Please visit the Welcome Center.
☐ Please 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 (Schmiedgasse 26, 8010 Graz) of the City of Graz ("Meldezettel").
☐ Residence in Austria: In Graz the Local Styrian Government (Paulustorgasse 4, 8010 Graz) is the responsible authority.
  - EU, EEA or Swiss nationals, who intend to stay for more than three months, require a registration certificate ("Anmeldebescheinigung"), which has to be applied for at the Local Styrian Government.
  - Third Country nationals, who intend to stay in Austria for more than six months, require a residence permit. Depending on the nationality, the Local Styrian Government is the authority to pick up or apply for a residence permit. All extensions must be filed there.
☐ For organizational matters (i.e. workplace, wifi etc.) please contact your host institute.
☐ For access to our university library, you may sign up for a library account directly at the library.

If required

☐ Take out liability insurance. If you have signed a contract for visiting researchers, then you must take out liability insurance.
☐ Open a bank account in Austria.
☐ Sign a mobile phone contract with an Austrian provider.
☐ Register your TV or radio set at the GIS (Gebühren Info Service).

Upon return

☐ Please be aware of the cancellation period for your apartment /accommodation lease and give your landlord due notice (usually three months!).
☐ Before your departure, you are required to deregister at the Service Center of the City of Graz.

If required

☐ Nationals of a third country living in Graz must return their residence permit to the Local Styrian Government.
☐ Before your departure, close your Austrian bank account, cancel your mobile phone contract and your GIS registration in good time.

Please contact the Welcome Center of TU Graz for help!

Last update: March 16, 2018