

Checklist for international staff

Congratulations on a job offer by an institute or service department of TU Graz. The International Office – Welcome Center provides a checklist on multiple steps for a successful start and time at Graz University of Technology (TU Graz).

Prior to arrival

- Contact the [Welcome Center of TU Graz](#). We are happy to assist you during your preparation phase.
- 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. Third country nationals staying for less than 6 months need a visa D with the addendum “Gainful Employment”, for more than 6 months a residence permit is required.
- From the beginning of your employment at TU Graz (if your monthly salary exceeds the minimum of € 475.68) 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.).

If required

- In case you move to Graz with your spouse/life partner or family, please contact us. We are happy to provide you with relevant information on spouse and family-related matters.

At the beginning of your stay

- Sign your rental contract/agreement.
- Contact the Welcome Center (Lessingstraße 32/I, 8010 Graz).
- 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*).

- 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)
- Check whether you are entitled to a favourable tax treatment for highly qualified researchers (*Zuzugsbegünstigungsverordnung*) by the Austrian Federal Ministry of Finance. For further information and advice, please consult a professional tax advisor.
- 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 residence permit; they cannot start their employment before. Please bring your residence card when signing your contract.*
- For organizational matters (i.e. workplace, email account, TU Graz Card, etc.) please contact the relevant institute or service department of the university.
- Attend the [Welcome@TU Graz](#) information session offered through the In-House Training to become familiar with 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.
- Register your TV or radio set at the [GIS \(Gebuehren Info Service\)](#).
- 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).
- Please check that your vaccination records are in accordance with the [Austrian vaccination recommendations](#).

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.).
- 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 the different programmes 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!

Update: 13/09/2021

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.