Checklist for international doctoral students with contract of employment

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 or a job offer by an institute or a service department of TU Graz.

Prior to arrival

☐ Check the availability of jobs/positions at TU Graz (Job Vacancies site, the webpage of the individual institutes as well)
☐ Check the basic conditions for international PhD students (admission requirements of the doctoral programs)
☐ Apply for the advertised doctoral position, conduct the interview, accept the position
☐ Agree on the basic working conditions (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.
☐ Submit all necessary documents for admission to the study programme by post or in person to the Registration Office within the admission period.
☐ Find out whether you (and your family) need an entry or residence permit for your stay in Austria (Please note: invitation letter from institute is required to apply)
☐ Check whether your insurance policy directly covers the costs of medical treatment in Austria and if necessary, take out a health insurance policy ("travel health insurance") (from the beginning of your employment at TU Graz and if your monthly salary exceeds the minimum of € 425.70, you will be covered by health, personal accident and retirement insurance). More information: National Health Service – Medical Assistance – Multilingual Doctors
☐ Search for an apartment or accommodation in Graz (list of accommodation).

If required

☐ TU Graz Childcare will assist you if you are looking for a childcare place or school.
☐ The Dual Career Service fosters and supports dual career couples.

During your stay

☐ Please sign your rental contract/agreement.
☐ Everybody living in Austria is required to register within three days of their arrival. The registration at the ServiceCenter of the City of Graz ("Meldezettel") is compulsory.
□ For nationals of a third country living in Graz the **Local Styrian Government** is the responsible authority for the application, pick up or extension of the residence permit.

□ Finish your registration as doctoral student at the **Registration Office**.

□ As an employee of TU Graz, you must sign your employment contract on your first working day at the **Personnel Department**. *Exception, third country nationals who entered Austria visa-free may only sign their contract after they have received their residence permit; they cannot work before.*

□ 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 In-House Training to become familiar with TU Graz.

□ **HTU Graz** advises you concerning study and examination law.

□ If you intend to stay at TU Graz for a longer time, please consider the following information:
   - If you are an EU, EEA or Swiss national and intend to stay for more than three months, you require a registration certificate ("Anmeldebescheinigung").
   - If you are a national of a third country, please adhere to the extension period for your residence permit in mind. You must apply to extend your residence permit prior to its expiry date.

*If required*

□ If not insured through TU Graz: Take out a **health insurance for students** at the **Steiermaerkische Gebietskrankenkasse** (STGKK). Attention: Please check the prerequisites for a health insurance for students and if you are eligible to apply for it on the webpage first.

□ Open a bank account in Austria.

□ Sign a mobile phone contract with an Austrian provider.

□ Register your TV or radio set at the **GIS (Gebuehren Info Service)**.

□ 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

*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 GIS registration, your health insurance and your mobile phone contract in good time.

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.
On request, the Welcome Center is happy to establish the contact!

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