Checklist for potential 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

☐ Please see the Career Grants of the Austrian Research Promotion Agency (FFG) for possible funding of job interview travel costs and relocation costs
☐ Check the basic conditions for international PhD students (admission requirements of the doctoral programs)
☐ 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.
☐ 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)
☐ 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 with the insurance provider BVA. You have the opportunity of co-insuring your family. Please make sure to take out travel insurance for the time 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

☐ TU Graz also has a Family Checklist.
☐ 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.
☐ Please note that the FFG Career Grants also offer funding for the professional integration of spouses
During your stay

- Please visit the Welcome Center (Mandellstrasse 15/II, 8010 Graz).
- 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 of the City of Graz (Schmiedgasse 26, 8010 Graz) ("Meldezettel").
- Finish your registration as doctoral student at the Registration Office (Rechbauerstraße 12, 8010 Graz)
- The Local Styrian Government (Paulustorgasse 4, 8010 Graz) is the responsible authority for all residence related matters in Graz.
  - 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 have applied for a residence permit, have to pick up the permit at the Local Styrian Government. Residence permit extensions/changes have to be filed with this authority.
- As an employee of TU Graz, you must sign your employment contract on your first working day at the Personnel Department (Mandellstraße 9/I, 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 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 required

- 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).
- Staff members have the possibility of obtaining a TU bike or a reduced public transport pass for Graz (> 1500m distance between home and university).
- 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)](https://www.clubinternational.net) free of charge.

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

Last update: March 16, 2018