Checklist for international degree seeking students

This checklist includes important steps you should consider prior to, during and after your study visit at Graz University of Technology (TU Graz):

**Prior to arrival**
- Inform yourself about the study programmes available at TU Graz as well as the admission regulations for international applicants.
- The Union of Students at TU Graz (HTU) provides a student advisory service for all study programmes at TU Graz.
- 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 need an entry or residence permit for your stay in Austria in due time (*Please note: The admission letter for your study programme is needed 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"*). More information: National Health Service – Medical Assistance – Multilingual Doctors
- Search for an apartment or accommodation in Graz (list of accommodation).

**During your stay**
- Visit the Welcome Center of TU Graz
- After your arrival complete your study registration at the Registration Office (Rechbauerstraße 12, 8010 Graz) and get your TU Graz Card.
- Please sign your rental contract/agreement.
- Anybody living in Austria is required to register within three days of their arrival. The registration at the ServiceCenter (Schmiedgasse 26, 8010 Graz) of the City of Graz (*"Meldezettel"*) is compulsory.
- For nationals of a third country living in Graz the Local Styrian Government (Paulustorgasse 4, 8010 Graz) is the responsible authority for the application of the residence permit.
- HTU Graz advises you concerning study and examination law.
- If you intend to stay at TU Graz for the whole duration of your study programme, 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 ("Anmeldebeförderung").

If you are not an EU, EEA or Swiss national please adhere to the extension period for your residence permit. You must apply to extend your residence permit prior to its expiry date.

If required

- Open a bank account in Austria.
- 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.
- Register for German courses and/or for further supplementary examinations at the University Preparation Programme Graz (Vorstudienlehrgang, VGUH) if required.
- Sign a mobile phone contract with an Austrian provider.
- Register your TV or radio set at the GIS (Gebühren 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 ServiceCenter 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, your GIS registration and your health insurance in good time.

Feel free to contact the Welcome Center of TU Graz for help!