

Checklist for international guests at Graz University of Technology

Congratulations on being officially invited by an institute of TU Graz to complete a research stay at our university. The International Office – Welcome Center provides a checklist of multiple steps for a successful start and research stay at Graz University of Technology (TU Graz).

Prior to arrival

- Check the basic conditions for your stay (starting date, duration of stay, field of activity, work space etc.).
- Contact the [Welcome Center of TU Graz](#). We are happy to assist you during the preparation phase.
- Your host institute may ask you to sign a **contract for visiting researchers**.
- Find out whether you (and your family) need an [entry and residence permit](#) for your stay in Austria. Third country nationals staying for less than 6 months need a “Visa C or D for Gainful Employment” (make sure that your visa has the **additional remark “ERWERB”**); for stays longer than 6 months, a residence permit is required.
- 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 longer than 6 months: Applicants are required to supply Austrian private insurance covering all risks from the agencies Wiener Städtische, Generali or Uniqa or Care Concept (German insurance provider). 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.
- 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.)
- In case you move to Graz with your spouse/life partner or family: Contact the Welcome Center. We are happy to provide you with relevant information on family-related matters.

During your stay

- Sign your rental contract/agreement.

- Sign the contract for visiting researchers.
- Please contact the Welcome Center (Lessingstraße 32/ 1st floor).
- 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)
- For organizational matters (i.e. workplace, Wi-Fi etc.) please contact your host institute.
- For access to our university library, you may sign up for a library account directly at the library.
- Write your full name on your postal box so that important mail gets delivered to you. This is especially important as you might receive your residence permit card via postal mail! If you are not at home when it arrives, you will receive a yellow shipment notification by the Austrian postal service, which means that you have to go to the post office to pick it up.
- To receive news and information about social activities and events offered by the Welcome Center, please complete the [consent form](#).

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 for the ORF (broadcast) contribution.
- Please check that your vaccination records are in accordance with [the Austrian vaccination recommendations](#) (e. g. Covid-19, tick-borne encephalitis).

Upon departure

- Please be aware of the cancellation period for your apartment /accommodation lease and give your landlord due notice (usually three months!).
- Before your departure (earliest 3 working days before your departure), you are required to deregister with the City of Graz at the Service Center. Fill in the [form](#), sign and scan it. Send the scan and a copy of your valid passport via email to: meldebehoerde@stadt.graz.at

If required

- Nationals of a third country living in Graz (whose stay was longer than 180 days) and applied for an Austrian residence title must return it to the Local Styrian Government. As you still need the residence permit card for leaving the country, please send it via postal mail to the Local Styrian Government after you have arrived at home:

Amt der Steiermärkischen Landesregierung
Abteilung 3 – Verfassung und Inneres
Referat für Aufenthalts- und Sicherheitswesen
Paulustorgasse 4
8010 Graz

- EU/EEA citizens and Swiss nationals (whose stay was longer than 3 months) are required to deregister with the Local Styrian Government, the documents required are
 - confirmation of the *Anmeldebescheinigung* & passport
- Close your Austrian bank account.
- Cancel your mobile phone contract.
- Cancel your ORF broadcast registration in good time.
- Cancel your energy contract (electricity/gas), read the dial metres and report the numbers to your provider.
- Apply for redirection of your mail at the [post office](#).

Feel free to contact the [Welcome Center of TU Graz](#) for help!

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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.