

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 D “Employment”, 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.
- 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 your TV or radio set at the [GIS \(Gebuehren Info Service\)](#).
- Please check that your vaccination records are in accordance with [the Austrian vaccination recommendations](#) (e. g. Covid-19, tick-borne encephalitis).

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

Update: 19/05/2022

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.