Checklist for international staff of Graz University of Technology

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 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.
☐ Find out whether you (and your family) need an entry or residence permit for your stay in Austria.
☐ 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.
☐ 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 ("Meldezettel").
☐ 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.
☐ As an employee of TU Graz, you must sign your employment contract on your first working day at the Personnel Department.
☐ Attend the Welcome@TU Graz information session offered through In-House Training to become familiar with TU Graz.
☐ For organizational matters (i.e. workplace, email account, TU Graz Card etc.) please contact the relevant institute or service department of the University.
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*
- 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).

**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 mobile phone contract and your GIS registration 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!