Checklist for international students

Congratulations on your letter of admission to TU Graz! The International Office – Welcome Center provides a checklist on multiple steps for a successful start at Graz University of Technology (TU Graz). In case you have not applied for admission yet, please contact the Registrar’s Office of TU Graz for further information.

Please note: if you are an exchange student, please contact your exchange coordinator.

Prior to arrival

☐ Find out whether you need an entry visa or residence permit for your stay in Austria in due time (Please note: The admission letter for your study programme is needed to apply!).

The Welcome Center of TU Graz is glad to assist you with the application process.

☐ Please make sure to obtain translations and legalizations of important documents (diploma degrees, birth certificate(s), marriage certificate, etc.).

☐ Search for an accommodation in Graz. Student residences are available throughout the city and provide a smooth start for new students.

During your stay

☐ Contact the Welcome Center (Lessingstraße 32, 1st floor, 8010 Graz) for a first orientation.

☐ Sign your rental contract/agreement.

☐ Complete your study registration at the Registrar’s Office (Rechbauerstraße 12, 8010 Graz) in person and receive your TU Graz card.

☐ Anybody living in Austria is required to register within 3 working days of their arrival. This registration (= Meldezettel) at one of the service centres of the City of Graz is compulsory.

☐ If applicable: Open a bank account in Austria.

☐ If applicable: Take out a health insurance for students at Österreichische Gesundheitskasse – Steiermark (ÖGK).

☐ For non-EU, EEA or Swiss nationals living in Graz, the local Styrian Government (Paulustorgasse 4, 8010 Graz) is the responsible authority for the application of the residence permit as well as picking up the residence permit card. Please note that the residence permit card for students is only issued for one year. Therefore, you will need to extend your residence permit card prior to its expiry date. For picking up the residence permit card, you will need to show additional documents!

☐ EU, EEA or Swiss nationals, who intend to stay for more than three months, are required to complete a specific registration certificate (Anmeldebescheinigung) at the local Styrian Government (Paulustorgasse 4, 8010 Graz).

☐ 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.

- Contact the Department for international students at the TU Graz Student Union (HTU), via int.students@htugraz.at for personal guidance on the campus and information on your specific degree programme. Doctoral students should contact the PhD Union, which offers services and activities for doctoral students at TU Graz.

- Have a look on this webpage for new students.

- Check out the International Welcome Days for a successful start to your new studies. Useful information and introduction videos will be available on the website throughout the academic year to provide an overview also for students arriving later.

- New students in bachelor programmes can attend the German-language Welcome Days.

- If interested, attend a German course either at TU Graz (TUGRAZonline: course № 940.700 in winter semester, № 940.703 in summer semester) or at the language institute treffpunkt sprachen at Uni Graz. Upon successful completion, students in English-language Master- and Doctoral programmes can receive a partial refund of the course fee by the Welcome Center.

- If interested, study abroad for a semester or a year, gain work experience abroad or take advantage of one of the other mobility programmes on offer.

- If interested, attend a sport course at the University Sports Institute (“USI”).

- To receive news and information about language classes, social activities and events offered by the Welcome Center, please sign up for our mailing list.

- Join the Telegram Channel for international students here or scan the QR Code:

If required

- Sign a mobile phone contract with an Austrian provider.

- Register your TV or radio set at the GIS (Gebühren Info Service).

- Take out a household insurance.

- Holders of a non-EU/EEA driving licence who move their place of residence to Austria may usually continue driving vehicles for six months. After this point, their licence will expire and must be converted, this process usually takes 3-6 months.

- Please check the Austrian vaccination recommendations (e.g. tick-borne encephalitis).

- Psychological help and support for students by TU Graz and HTU Graz

- Some important service facilities are available at TU Graz: TU Graz Library, CopyShop of HTU Graz and the Print and Copy Center of TU Graz

Feel free to contact the International Office - Welcome Center of TU Graz for any help!

Update: 07/06/2023

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.