

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.

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 International Office – Welcome Center is glad to assist you with the application process (Lessingstraße 32, 8010 Graz or via welcomecenter@tugraz.at).
- Search for accommodation in Graz ([list of accommodation](#)). Student residences are available throughout the city and provide a smooth start for new students.

During your stay

- 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.
- Contact the International Office - Welcome Center of TU Graz (Lessingstraße 32, 1st floor, 8010 Graz) for a first orientation.
- Anybody living in Austria is required to register within three working days of his or her arrival. The registration at the Service Center of the City of Graz (Schmiedgasse 26, 8010 Graz) is compulsory. (Also referred to as *Meldezettel*). Please also make sure that your full name is on the postal box at your new address, so mail can be delivered to you.
- Contact the department for international students at the TU Graz Student Union, also referred to as "HTU" (Rechbauerstraße 12, HTU Headquarters on ground floor or int.students@htugraz.at) for personal guidance on the campus and information on your specific degree programme. PhD students should contact the [PhD Union](#), which offers services and activities among PhDs at TU Graz.
- If applicable: Open a bank account in Austria.
- If applicable: Take out a health insurance for students at [Österreichische Gesundheitskasse – Steiermark](#) (ÖGK). Attention: Please check the prerequisites for a health insurance for students and if you are eligible to apply for it on the webpage first. Alternative: Specific private health insurances, which provide full coverage of all risks!
- 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).
- 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.
- If interested, attend a German semester course either at TU Graz or at the language institute [treffpunkt sprachen](#) at the University of Graz. *Treffpunkt sprachen* also offers a German intensive language course, which is a great start for new students in English programmes to get to know some German basics and new people before the semester starts. When completing a German course at either institution successfully, students can get a partial refund by the Welcome Center.
- 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 complete the [consent form](#).

If required

- Sign a mobile phone contract with an Austrian provider.
- Register your TV or radio set at the [GIS \(Gebuehren Info Service\)](#).
- Take out a household insurance.
- [Psychological help and support for students](#).
- 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
 - [Psychological Counselling for TU students at HTU Graz](#)

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

Update: 15/08/2021

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.

