

Checklist for international students

Digital version
of checklist



Congratulations on your letter of admission to Graz University of Technology (TU Graz)! The International Office – Welcome Center provides a checklist on multiple steps for a successful start at 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.
- ☐ Sign up for the [Welcome Buddy Programme](#) to have a senior student assigned to you who can help you with your first steps in Graz and at TU Graz.

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.
- ☐ Everyone living in Austria must register within 3 working days of arrival. This mandatory registration (= Meldezettel) can be done at any of the service centres of the City of Graz centers, including the one at Tummelplatz 9 in the city center.
- ☐ If applicable: Open a bank account in Austria.
- ☐ If applicable: Take out a [health insurance for students](#) at Österreichische Gesundheitskasse – Steiermark (ÖGK).
- ☐ Non-EU, EEA, or Swiss nationals living in Graz must apply for a residence permit at the local Styrian Government (Paulustorgasse 4, 8010 Graz). The student residence permit is **valid for one year**, so be sure to renew it before it expires. **Additional documents** are required when picking up the residence permit card.
- ☐ 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).



- ☐ Make sure your full name is on your mailbox to receive important mail, including your residence permit card. If you're not home when it arrives, you'll get a yellow notification from the Austrian postal service to pick it up at the post office.
- ☐ For personal guidance and programme info, contact the [Department for International Students](#) at the TU Graz Student Union (HTU) via int.students@htugraz.at. Doctoral students should reach out to the [PhD Union](#) for dedicated services and activities.
- ☐ Have a look on this [webpage for new students](#).
- ☐ English Master's and Doctoral students: Explore the [International Welcome Days](#) for a great start. Find information and videos on the website year-round. New Bachelor's and German Master's students can join the German-language [Welcome Days](#).
- ☐ Interested in a German course? Attend one at TU Graz (course N° 940.700 in winter, N° 940.703 in summer) or at [treffpunkt sprachen](#) at Uni Graz. English-language Master's students can get a partial refund from the Welcome Center upon successful completion.
- ☐ 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](#).

If required

- ☐ Sign a mobile phone contract with an Austrian provider.
- ☐ Register for the ORF (broadcast) contribution.
- ☐ Take out a household insurance.
- ☐ Non-EU/EEA driving license holders can drive in Austria for six months after moving. After that, they must convert their license, the process typically 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](#), [Copy Shop of HTU Graz](#) and the [Print and Copy Center](#) of TU Graz

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

Update: 17/09/2024

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.