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 International Office – Welcome Center is glad to assist you with the application process (Lessingstraße 32, 8010 Graz or via welcomecenter@tugraz.at).

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

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

☐ Find useful information on our information hub for international students.

During your stay

☐ Contact the International Office - Welcome Center of TU Graz (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 three working days of his or her arrival.

The registration at one of the Service Centers of the City of Graz is compulsory (also referred to as Meldezettel).

☐ 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, 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 (overview of the students’ bank accounts).
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. For new students in bachelor programmes, there is an introduction in German to their studies, the so-called Welcome Days.

If interested, attend a German semester course either at TU Graz (you will find it in TUGRAZonline, course № 940.700 in winter semester and № 940.703 in summer semester) 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, 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:

Fill in the questionnaire to get a buddy:

The best recipe for a successful start to your studies is to be accompanied by an experienced student. The HTU Graz (TU Graz Student Union) and the Welcome Center have together introduced a buddy programme for international students. It connects local buddies with international students who are looking for support starting their studies. Are you an international student looking for help at the start of your studies? Then sign up HERE. If you have any questions, please contact the Department for International Students at HTU: int.students@htugraz.at
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.
- 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 that your vaccination records are in accordance with the Austrian vaccination recommendations (e.g. Covid-19, tick-borne encephalitis).
- Some important service facilities are available at TU Graz:
  - TU Graz 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!

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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.