

# 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, 1<sup>st</sup> 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 residence permit application. 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](mailto: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](#).
- English Master's degree & Doctoral students: Check out the [International Welcome Days](#) for a successful start to your studies. Useful [information and introduction videos](#) will be available on the website throughout the academic year.  
New students in Bachelor's & German Master's degree programmes can attend the German-language [Welcome Days](#).
- If interested, attend a German course either at TU Graz (TUGRAZonline: course N° 940.700 in winter semester, N° 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](#).

## If required

- Sign a mobile phone contract with an Austrian provider.
- Register for the ORF (broadcast) contribution.
- 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](#), [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!

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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.

