

Registration for EEA* and Swiss nationals ("Anmeldebescheinigung")

If you are an EEA* or Swiss national and intend to stay for more than three months in Austria, you require a registration certificate (*Anmeldebescheinigung*). The confirmation of registration is for an unlimited period and must not be renewed.

Attention: Non-compliance with this regulation can be fined with up to 250 Euro.

At the end of the stay, you need to deregister.

Costs: 15 Euro, additional fees may occur

Necessary Documents:

- Completed and signed <u>application form</u>
- Valid identity card or passport
- Proof of residence in Austria ("Meldezettel"/confirmation of registration from the ServiceCenter)
- Proof of sufficient financial means, e.g. by means of a saving account or a bank account. For students a confirmation e.g. of your parents of a monthly allowance as well as bank statements from your parents for the last two months are eligible. If you have further specific questions concerning your case, please contact the local Styrian government.
- Proof of a health insurance covering all the necessary costs, e.g. European Health Insurance
 Card (employees at TU Graz with a monthly salary more than the "Geringfügigkeitsgrenze" are
 covered by health, personal accident and retirement insurance)
- Staff of TU Graz need a confirmation of employment e.g. employment contract.
- Students also need a confirmation of enrollment by the university.

Where?

Amt der Steiermärkischen Landesregierung ("Local Styrian Government"), Abteilung 3

Paulustorgasse 4, 8010 Graz

E-Mail: abteilung3@stmk.gv.at

Opening hours: Monday to Friday 8 am -12.30 pm and by arrangement

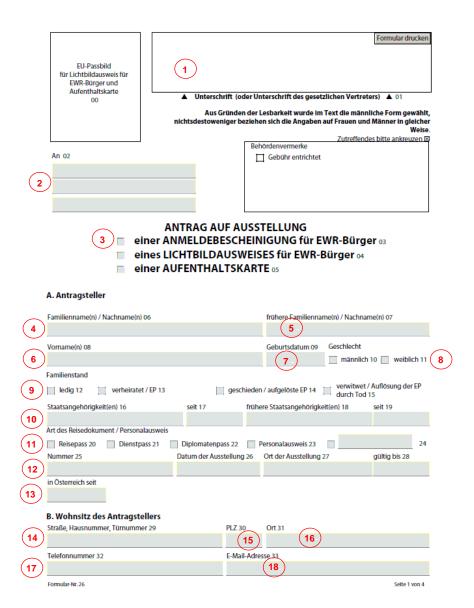
^{*} EEA countries: all 27 EU countries**, including Iceland, Liechtenstein, Norway.

^{**} EU member states: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



Explanation for the registration form

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Page 1

- 1 Your signature (01)
 - Applicants will be asked to sign the form at the relevant authority. Please do not sign beforehand.
- 2 Add following address: (02)

Amt der Steiermärkischen Landesregierung,

Abteilung 3

Paulustorgasse 4, 8010 Graz

- 3 Tick the first box "Anmeldebescheinigung für EWR-Bürger" (03)
- Family name or surname (06)
- Maiden name (07)
- 6 First name (08)
- 7 Date of birth (09)
- 8 Gender: □ male (10); □ female (11)



- Marital status: □ single (12); □ married/civil partnership (13); □ divorced/dissolved civil partnership (14); □ widowed/surviving civil partner (15)
 Nationality (16); since (17); former Nationality (18); since (19)
 Travel document: □ passport (20); □ duty passport (21); □ diplomatic passport (22); □ identity card (23); □ others (24)
 Number of the travel document (25); date of issue (26); place of issue (27); valid till (28)
 In Austria since
 Domicile: street, house number, door/apartment number (29)
 Postal code (30)
 City/town (31)
 Telephone number (32)
- Page 2
- Zusatz für Anmeldebescheinigung für EWR-Bürger 34
- 1.) Angaben zum Antragsteller:

18 E-mail address (33)

- Arbeitnehmer 35
 Selbständiger 36
- Schüler / Studierender (Ausbildung) 37
- Privatier (sonstige Angelegenheiten) 38

- staff (35)
- self-employed person (36)
- students or pupils (37)
- others (38)



Page 4: Place date signature

If applicable: name, address and signature of legal guardian.

Feel free to contact the Welcome Center of TU Graz for help!

Update: 16/02/2021