

Registration for international staff and guests

We are delighted that you have decided to join/visit Graz University of Technology as international staff or guest. To assist you with all administrative matters, we kindly ask you to provide us with the following data and email the form to welcomecenter@tugraz.at. Thank you for your cooperation.



Personal Details

Last Name	<input type="text"/>		
First Name	<input type="text"/>		
Gender	<input type="text"/>		
Date of Birth	DD	MM	YYYY
Citizenship	<input type="text"/>		
Other citizenship (if applicable)	<input type="text"/>		
Current country of residence	<input type="text"/>		
Email address	<input type="text"/>		

Your stay at TU Graz

Hosting institute	<input type="text"/>
Academic supervisor at TU Graz	<input type="text"/>
Administrative contact person at TU Graz (if known)	<input type="text"/>
Scheduled start date of tasks	<input type="text"/>
Scheduled end date of tasks	<input type="text"/>
Purpose of your stay	<input type="text"/>
<i>If you selected Other, please specify</i>	<input type="text"/>

Note: Guest researcher = without TU Graz employment contract, Staff = with TU Graz employment contract

Immigration & insurance

Did you book housing already? **Yes** **No**

For guest researcher (=without employment contract):

Do you have a private liability insurance? **Yes** **No**

Did you receive an invitation letter? **Yes** **No**

Non-EU/EEA nationals only:

Do you hold a valid visa or residence title from another Schengen country or Austria?
If yes please give us details (validity, name of permit, country):

Will other family members permanently move with you to Graz?

Yes **No**

If yes, please provide us with details (name, date of birth, citizenship):

Studying

All international students have to apply for admission to studies at the Registrars' Office.

Note: this is also necessary when you were offered a doctoral position – you are not automatically enrolled when you start your employment!

Consent for data to be processed

I hereby agree that Graz University of Technology processes my data entered on this form

- to provide me with welcome services: research of individual immigration requirements, finding accommodation, offers of Graz University of Technology, insurance and health care system, opening a bank account, residence registration, confirmation of registration for EU/EEA citizens (all data requested in form)
- to send me a newsletter via email (name, email address) about offers and events for international staff,
- and for statistical, monitoring and evaluation purposes (name, nationality, institute/centre, email, topic of request)

Moreover, I give my consent to pass on personal information or parts of the information provided in this form or data obtained for specific requests, if required, to:

- Austrian representative authorities (embassy, consulate general and/or local authorities) to research immigration requirements (i.e. date of birth, nationality, name and data of current EU/EEA visa or residence title),
- other Austrian authorities, such as the public employment service (AMS) or state police department (data depends on request),
- insurance providers for questions about e.g. co-insurance of family members (i.e. social security number, name, date of birth),
- university-internal service departments to provide you with additional services (e.g. information on childcare) or to clarify internal administrative processes regarding your arrival (name, email, date of birth, nationality - if required).

The consent given for the purposes indicated above can be withdrawn individually at any time without giving reasons via email to welcomecenter@tugraz.at. Revoking this consent does not affect the legality of the data processed until then.

Note: The Welcome Center will be pleased to provide advice and support in all non-academic matters. Please note that you have to take the final decision on all matters discussed and the Welcome Center cannot assume responsibility or liability for those decisions. If you revoke your consent to receive welcome services, the Welcome Center cannot support you in bureaucratic or administrative questions any longer.



www.tugraz.at/go/welcome-center