This workflow is directed at prospective international doctoral students with contract of employment at TU Graz

For further details about the process and information on points of contact please move your mouse to the dedicated section of the workflow and click on the provided links.

All relevant information regarding job vacancies and the doctoral programs as well as their admission requirements can be found on the website of TU Graz. Attention: the application for the vacant position and the admission process for the doctoral program both have to be completed successfully if the potential employee plans to write a dissertation.

The responsible institute / dean’s office serves as contact point for the applicant with regard to the conditions of the position and informs the candidate where to find out about the admission requirements for the specific doctoral program.

In case of a job offer the conditions for the employment have to be negotiated with the institute (starting date, duration of employment, responsibilities, salary).

In case of a negative reply, the process ends here.

As a next step the institute issues an employment offer to the candidate. All documents required for starting the employment have to be submitted to the personnel department. The submission is handled in cooperation with the hosting institute.

The institute also issues a letter of supervision to the candidate. The doctoral candidate must apply for admission to the doctoral program by submitting all required and legalized documents, as well as the confirmation of supervision, to the registration office in person or via postal mail within the given deadlines. Third country nationals* need to submit their documents by September 5 for the winter semester and February 5 for the summer semester. For any specific questions regarding the admission, please contact the registration office.

In case of admission the candidate will receive a positive admission letter from the registration office. If the candidate does not meet the requirements and is not admitted to study at TU Graz, the process ends here.

The regulations for entry and residence in Austria are based on the nationality of the candidate.

EU/EEA and Swiss nationals do not need any special entry and residence permit to stay, study and work in Austria.

EU/EEA and Swiss nationals have to register with the local Styrian Government (Anmeldebefehnung).

Third country nationals must inform themselves about the adequate entry and residence permit.

Third country nationals have to apply for the entry and residence permit at the Austrian representative authority in their country of residence; if the residence title is granted, the citizen will be issued a Visa D to enter Austria. Employment with a visa D (employment) may start immediately after entering Austria.

Third country nationals who are allowed to travel to Austria visa-free, may apply for the residence title after their arrival in Austria to the local Styrian Government. Attention: the residence permit is required to begin the employment at TU Graz.

Third country nationals who came to Austria visa-free, must apply for and collect the residence permit at the local Styrian Government.

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After the arrival in Austria, the registration for the doctoral program must be completed at the registration office.

The candidate must sign the employment contract at the personnel department on the first day of the employment. All originals of the previously submitted documents have to be presented.

The educational agreement for the doctoral program must be designed in cooperation with the supervisor. The agreement is handled by the dean’s office of each field of specialization.

*If you do not hold a EU/EEA or Swiss passport, you are a national of a third country.