

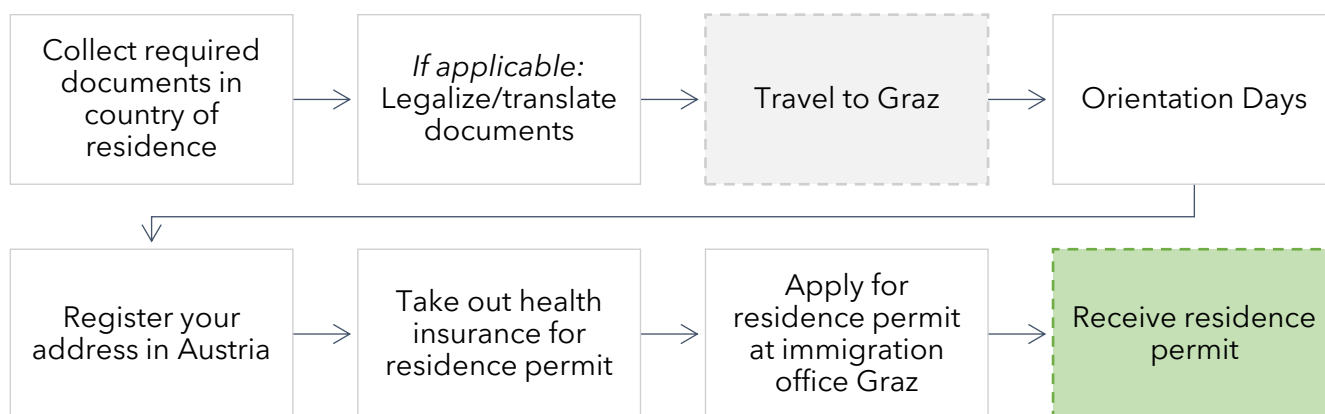
Residence permit for students **("Aufenthaltsbewilligung - Student")**

Important information (read carefully!)

- Students are strongly advised to contact the *Austrian embassy in their country of residence* for information on the current options for residence permit / visa application procedures as well as entry requirements for Austria.
- You must apply for and collect your residence permit during your visa free stay!
- You must inform the immigration office about important changes (e.g. change of name) immediately.
- You can visit other Schengen countries as tourist for up to 90 days in 180 days.
- Renewal of the card: the residence title card will be issued in cheque card format and is valid for the duration of your exchange, max. 12 months
- When leaving Austria permanently, you must return the card to the immigration office.

Overview of the application process

Students who can travel to Austria visa free (→ *please check with Austrian embassy in charge*), can apply for the residence permit in Graz. Note that you must prepare all documents for the residence permit application while still in your home country / country of residence!



Step 1: Collect, legalize & translate documents

Please make sure you have the required documents for the residence permit application with you when travelling to Austria. You can find a checklist of documents below. Your personal documents (birth certificate, police clearance certificate) must be legalized and translated

properly **before leaving your country of residence**. You can contact the Austrian embassy in charge of your application to find out about the legalization and translation requirements.

Examples: Police clearance from Germany requires no legalization, from USA require an Apostille, from Canada require the full diplomatic legalization

Step 2: Welcome Week & registration at Uni Graz

After arriving in Graz, you have to attend 'Orientation Days'. There will be specific events for students who need a residence permit and need to sign up for Austrian health insurance.

Step 3: Register your address, take out health insurance

You need a confirmation of your registered residential address ("Meldezettel"), health insurance covering all risks in Austria as well as a proof of sufficient financial means to complete your residence permit application at the local immigration office. To get these documents, you have to be personally present in Graz.

Step 4: Submitting your residence permit application

You have to apply for and collect the residence permit during your visa free stay, make sure not to apply on short notice.

You have to request an appointment by email: aufenthalt@stmk.gv.at to get a personal appointment with an immigration officer. We recommend you do so immediately after arrival including the following information/documents in your email:

- Request a personal appointment
- Full name according to passport
- Scan of passport (data page)
- Nomination letter of Uni Graz
- Digitally filled-out application form (unsigned)

During your appointment, ask the immigration officer when and how you can receive your residence permit card.

Be aware that it takes around 2-3 weeks until your residence permit is ready – the maximum processing time is 90 days.

You must have obtained the residence permit card BEFORE the end of your visa-free stay.

Checklist of documents

- ☐ filled out & signed application form: "Aufenthaltsbewilligung - Student" | Explanation of the form in EN
- ☐ 1 passport-sized photograph according to the ICAO criteria (colour photographs, size 3.5 x 4.5 cm) not older than 6 months
- ☐ Valid passport (original + copy)
- ☐ Birth certificate (original + copy) *incl. legalization/translation (see p.2) only upon request of the immigration office*
- ☐ Police clearance certificate/criminal record, not older than 3 months, issued by the country of your current residence verification required, *incl. legalization/translation (see p.2)*
- ☐ Proof of sufficient financial means to finance your stay in Austria as of 2025:
<24 years: 703,58 Euro per month (total: 8,442.96 Euro per year)
>24 years: 1,273.99 Euro per month (total: 15,287.88 Euro per year)
The total amount of money per year has to be proven on a bank or savings account that is accessible from Austria, or by submitting a scholarship confirmation. The amount of money you have to prove increases if you come with family members. Other factors (i.e. expensive apartment) may also increase the required funds. The source of money has to be transparent, additional documents to prove this can be requested from the authority!
- ☐ Rental agreement or similar (original + copy)
The monthly accommodation costs need to be mentioned on this contract or agreement.
- ☐ Letter of nomination for your exchange
After arrival:
- ☐ Record of studies ("Studienblatt")
You can download it from UNIGRAZonline after completing the personal enrollment procedure
- ☐ Confirmation of enrolment ("Studienbestätigung")
You can download it from UNIGRAZonline after completing the personal enrollment procedure
- ☐ Confirmation of insurance covering all risks
- ☐ Confirmation of residence registration (Meldezettel)
You receive this when you register your residential address in Graz ("Meldezettel")

Contact immigration office

Amt der Steiermärkischen Landesregierung
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