



# CHECKLIST for incoming exchange students

## Abbreviations used in the checklist

- ✓ UGO - UNIGRAZonline
- ✓ MO - Mobility-Online
- ✓ ESN - Erasmus Student Network

## Application at University of Graz

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Applicants' Sessions, online</b>	<b>Several sessions during application phase</b>	Check inbox & spam folder for invites	
<b>Application instructions</b>	<b>After confirmation of nomination</b>	Check inbox & spam folder for instructions	
<b>Application for admission</b> MO	<b>Application Deadlines</b> <b>1 June</b> - for mobility start in fall <b>1 November</b> - for mobility start in spring	<ul style="list-style-type: none"> <li>• Online in Mobility-Online</li> <li>• Helptexts provided in the system</li> <li>• Read &amp; follow instructions provided</li> </ul>	
<b>Application check</b>	<b>Once application is completed</b> <i>Due to the number of students this will take time!</i>	Check inbox & spam folder for feedback	
<b>Agreement</b> MO	<b>Once application is confirmed</b>	<ul style="list-style-type: none"> <li>• Download, read, sign, upload</li> <li>• Confirm the complete upload!</li> </ul>	
<b>Agreement check</b>	<b>When agreement is completed</b> <i>Due to the number of students this will take time!</i>	Check inbox & spam folder for feedback	
<b>Learning Agreement</b> Erasmus+ students	<b>As soon as possible</b> <i>Mandatory for Erasmus+ students</i>	<u>How to - Learning Agreement</u> <ul style="list-style-type: none"> <li>• Deadline → check with home university</li> <li>• Keep in mind that professors at Uni Graz are not available to sign during holidays.</li> </ul>	
<b>Acceptance Letter</b> MO	<b>Once agreement is confirmed</b>	<ul style="list-style-type: none"> <li>• Download, save &amp; print</li> <li>• Non-EU/EEA nationals → visa / residence permit letter is also included</li> </ul>	
<b>Uni Graz Student ID nr &amp; study field(s)</b>	<b>By end of August / January</b>	Mobility-Online → Registration at Uni Graz	

## Preparing your arrival

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Entry &amp; Residence Requirements</b>	<b>As soon as possible</b>	<u>Entry &amp; Residence Requirements Questions? → Austrian Embassy</u> Comply with entry and residence requirements!	
<b>Health insurance</b>	<b>As soon as possible</b>	<u>Health Insurance</u> Arrange for adequate insurance	
<b>Special Needs &amp; counselling</b> (if applicable)	<b>As soon as possible</b>	<ul style="list-style-type: none"> <li>• <u>Integriert Studieren</u> reach out well ahead of arrival</li> <li>• <u>Counselling Center for students</u> reach out 2-3 months before arrival</li> </ul>	
<b>Accommodation</b> ISEP / Hendrix / HighPoint	<b>As soon as possible</b>	Uni Graz will provide housing instructions specific to your program	
<b>Accommodation</b> all other students	<b>As soon as possible</b>	<u>Accommodation</u> Make housing arrangements by yourself	
<b>Travel arrangements</b>	<b>Latest arrival date</b> <ul style="list-style-type: none"> <li>• by Mid-September in fall</li> <li>• by Mid-February in spring</li> </ul>	<u>Academic Calendar</u> <ul style="list-style-type: none"> <li>• Consider dorm opening hours for key-pick-up</li> <li>• Go for flex return trip - exam dates will not be available before semester start</li> </ul>	
<b>Course updates</b> fall / full year students	<b>End of July</b>	<u>Courses</u> - double check intended courses	
<b>German Intensive Course</b> optional, recommended	<b>As soon as registration opens</b> July / December	<u>German Courses</u> - check details	
<b>ESN Buddy Program</b> optional, recommended	<b>As soon as registration opens</b> Mid-August / Mid-January	<u>Buddy Program</u> - check details	
<b>ESN membership card</b> optional, recommended	<b>Before travelling to Graz</b>	<u>ESN Card</u> <ul style="list-style-type: none"> <li>• Preregister before heading to Graz</li> <li>• Pick-up after arrival</li> </ul>	

<b>ESN newsletter &amp; Insta</b> optional, recommended	<b>Before travelling to Graz</b>	<i>ESN Newsletter</i> , @esngraz Register to be up to date on news and events of the ESN network	
<b>Stuff to take along</b>	<b>Before travelling to Graz</b>	<i>Stuff to take along</i>	

### Admission to University of Graz

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Student union fee</b>	<b>August / January</b> Mandatory for ALL students	Check inbox & spam folder for instructions	
Successful payment and activation of UNIGRAZonline student account must be taken care of in time for course registration in September / February! No activated student account = no course registration!			
<b>Upload payment proof</b> MO	<b>Immediately after payment</b>	<u>Upload must include</u> : name, sum, payment reference, account details of sender and receiver	
<b>UNIGRAZonline student account</b> activation & set-up	<b>Immediately when PIN code is sent</b>	Check inbox & spam folder for PIN Instructions in payment email → step 3	
<b>Enrollment documents</b> UGO	<b>After account activation</b>	Download, save & print for later use Instructions in payment email → step 3	
<b>Upload photo &amp; order UNIGRAZcard</b> UGO	<b>After account activation</b>	Take step now - pick up card after arrival Instructions in payment email → step 3	

### After arrival in Graz

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Register Graz address</b>	<b>Within 3 days of arrival</b> Mandatory for ALL students	<u>Registration of Residence</u>	
<b>EU-Anmeldebescheinigung</b>	<b>Within 4 months of arrival</b> Mandatory for EU/EEA/Swiss nationals	<u>EU-Anmeldebescheinigung</u> Mandatory if stay is longer than 3 months	
<b>ÖGK Insurance sign-up</b>	<b>Within first week of arrival</b> Mandatory for non-EU/EEA full year students	Follow instructions in Mobility-Online	
<b>Residence Permit</b>	<b>Within 90 days of arrival in Schengen Area</b> Mandatory for non-EU/EEA full year students	Attend relevant Orientation Days Session	
<b>Visa</b> US/CA nationals, semester stay	<b>Within 90 days of arrival in Schengen Area</b>	<u>Visa Checklist</u> US/CA nationals applying for visa after arrival	
<b>Bank Account</b>	<b>As soon as possible after arrival</b> Mandatory for students receiving a scholarship from Uni Graz	<u>Opening a bank account</u>	
<b>Getting scholarship payment started</b>	<b>As soon as possible after opening of bank account</b> Mandatory for students receiving a scholarship from Uni Graz	<ul style="list-style-type: none"> <li>Follow instructions in Mobility-Online</li> <li>1<sup>st</sup> transfer takes ~ 3 weeks</li> </ul>	
<b>Public transport ticket</b> advisable	<b>After arrival</b>	<u>Public transport</u>	
<b>USI sports classes</b> optional	<b>September/February</b>	<u>USI courses</u> - check registration timeline Non-academic sports courses NOT carrying ECTS, not included on transcript	

### Orientation Days - Course registration - Academic Advising

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Prepare for course registration</b>	<b>Before Sept / Feb</b>	Prerequisite <ul style="list-style-type: none"> <li>Student union fee has arrived at Uni Graz</li> <li>UNIGRAZonline student account is activated</li> </ul>	
<b>Course registration</b> UGO	<b>Early Sept / Feb</b>	<ul style="list-style-type: none"> <li>Attend intro to course registration session</li> <li>Follow instructions of academic advisors</li> </ul>	
<b>ECTS requirements:</b> Erasmus+ ICM – 3 ECTS per month of stay Best of South-East – 16 ECTS/year (trainees), 30 ECTS/year (interns) Go Styria, Erasmus+ traineeship – no ECTS requirement All other students – follow requirements of home university			

<b>Academic Advising Sessions</b>	<b>September/February</b> Mandatory for ALL students	Details will be announced shortly before September / January	
<b>Orientation Days</b>	<b>September / February</b> Mandatory for ALL students	<a href="#">Academic Calendar</a>	
<b>Certificates of arrival</b> <b>MO</b>	<b>After arrival</b>	In Mobility-Online <ul style="list-style-type: none"> <li>enter date of physical arrival</li> <li>upload proof of physical arrival</li> </ul>	
<b>Certificates of arrival</b> Template of home university	<b>After arrival</b>	<ul style="list-style-type: none"> <li>only if required by your home university</li> <li>provide <u>printed</u> template &amp; proof of arrival</li> <li>come to office during office hours</li> </ul>	
<b>First session of class</b>	<b>Beginning of semester</b>	<a href="#">Academic Calendar</a> <ul style="list-style-type: none"> <li>Make sure you attend</li> <li>Enquire about exam dates</li> </ul>	

### During the stay

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Extension of stay for additional semester</b> <b>MO</b>	<b>By extension deadlines</b> Check extensions deadlines in your mobility agreement	<ul style="list-style-type: none"> <li>Respect extension deadlines</li> <li>Apply for extension in Mobility-Online</li> <li>Provide confirmation for extension by home university</li> <li>CEEPUS: also present extension by OeAD</li> </ul>	
<b>Full year students</b> Enrollment for 2 <sup>nd</sup> semester	<b>Prior to second semester</b>	<a href="#">Reregistration for studies</a> <ul style="list-style-type: none"> <li>if 2<sup>nd</sup> semester = winter semester hand in winter sem. enrollment confirmation to ÖGK</li> <li>Register for courses</li> </ul>	
<b>Learning Agreement changes</b> Erasmus+ students	<b>Once course schedule is fixed</b> <b>By your home university's deadlines</b>	<a href="#">Academic Advisors</a> <a href="#">CEEPUS / Joint Degree Advisors</a> <i>Tipp: bring along your original learning agreement + changes when asking for signature on changes</i>	
<b>Exam registration - Exams</b> <b>UGO</b>	<b>As soon as exam registration is open</b>	register for exams in time questions → check with professors in class	

### Departure

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Certificates of stay / departure</b> <b>MO</b>	<b>Before departure</b> Confirmations will be provided 5 days before departure date the earliest	<ul style="list-style-type: none"> <li>Come in during office hours</li> <li>Confirmation then provided in Mobility-Online</li> </ul>	
<b>Certificates of stay/departure</b> Template of home university	<b>Before departure</b> <i>Confirmations will be provided 5 days before departure date the earliest</i>	<ul style="list-style-type: none"> <li>Come in during office hours</li> <li>Bring printed template along</li> </ul>	
<b>Follow pre-departure process</b>	<b>Before departure</b>	<a href="#">Departure information</a>	

### After return home

Step by step	When	How	<input checked="" type="checkbox"/>
<b>Residence Permit Card</b>	<b>As soon as possible after return</b> Only non-EU/EEA full year students	<a href="#">Departure information</a> Return card to immigration office	
<b>Transcript of Records</b> <b>UGO</b>	<b>As soon as all grades are in</b> Access ends <ul style="list-style-type: none"> <li>31 March - winter semester</li> <li>31 October - summer sem. / full year</li> </ul>	<a href="#">Transcript instructions</a>	

### Contact: International Relations Office

Mail-Address  
Regular office hours  
Office hours during course-free times

Universitätsplatz 3, ground floor, 8010 Graz  
Mon - Fri from 9.30 am - 12 noon, Wed also from 1 - 3 pm  
Mon - Thu from 10 am - 12 noon

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