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	☑
Applicants' Sessions, online	**Several sessions during application phase**	Check inbox & spam folder for invites	
Application instructions	**After confirmation of nomination**	Check inbox & spam folder for instructions	
Application for admission MO	**Application Deadlines** **1 June** – for mobility start in fall **1 November** – for mobility start in spring	• Online in Mobility-Online • Helptexts provided in the system • Read & follow instructions provided	
Application check	**Once application is completed** *Due to the number of students this will take time!*	Check inbox & spam folder for feedback	
Agreement MO	**Once application is confirmed**	• Download, read, sign, upload • Confirm the complete upload!	
Agreement check	**When agreement is completed** *Due to the number of students this will take time!*	Check inbox & spam folder for feedback	
Learning Agreement Erasmus+ students	**As soon as possible** *Mandatory for Erasmus+ students*	*How to - Learning Agreement* • Deadline → check with home university • *Keep in mind that professors at Uni Graz are not available to sign during holidays.*	
Acceptance Letter MO	**Once agreement is confirmed**	• Download, save & print • Non-EU/EEA nationals → visa / residence permit letter is also included	
Uni Graz Student ID nr & study field(s)	**By end of August / January**	Mobility-Online → Registration at Uni Graz	

Preparing your arrival

Step by step	When	How	☑
Entry & Residence Requirements	**As soon as possible**	*Entry & Residence Requirements* *Questions? → Austrian Embassy* Comply with entry and residence requirements!	
Health insurance	**As soon as possible**	*Health Insurance* Arrange for adequate insurance	
Special Needs & counselling (if applicable)	**As soon as possible**	• *Integriert Studieren* reach out well ahead of arrival • *Counselling Center for students* reach out 2-3 months before arrival	
Accommodation ISEP / Hendrix / HighPoint	**As soon as possible**	Uni Graz will provide housing instructions specific to your program	
Accommodation all other students	**As soon as possible**	*Accommodation* Make housing arrangements by yourself	
Travel arrangements	***Latest arrival date*** • by Mid-September in fall • by Mid-February in spring	*Academic Calendar* • Consider dorm opening hours for key-pick-up • Go for flex return trip - exam dates will not be available before semester start	
Course updates fall / full year students	**End of July**	*Courses* - double check intended courses	
German Intensive Course optional, recommended	**As soon as registration opens** July / December	*German Courses* - check details	
ESN Buddy Program optional, recommended	**As soon as registration opens** Mid-August / Mid-January	*Buddy Program* - check details	
ESN membership card optional, recommended	**Before travelling to Graz**	*ESN Card* • Preregister before heading to Graz • Pick-up after arrival	

Last update: October 2022. © 2022, University of Graz, Office of International Relations.No claim for correctness and completeness of the content. Icons: © flaticon.com

ESN newsletter & Insta optional, recommended	**Before travelling to Graz**	*ESN Newsletter*, @esngraz Register to be up to date on news and events of the ESN network	
Stuff to take along	**Before travelling to Graz**	*Stuff to take along*	

Admission to University of Graz

Step by step	When	How	☑
Student union fee	**August / January** 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!			
Upload payment proof MO	**Immediately after payment**	Upload must include: name, sum, payment reference, account details of sender and receiver	
UNIGRAZonline student account activation & set-up	**Immediately when PIN code is sent**	Check inbox & spam folder for PIN Instructions in payment email → step 3	
Enrollment documents UGO	**After account activation**	Download, save & print for later use Instructions in payment email → step 3	
Upload photo & order UNIGRAZcard UGO	**After account activation**	Take step now – pick up card after arrival Instructions in payment email → step 3	

After arrival in Graz

Step by step	When	How	☑
Register Graz address	**Within 3 days of arrival** Mandatory for ALL students	*Registration of Residence*	
EU-Anmelde-bescheinigung	**Within 4 months of arrival** Mandatory for EU/EEA/Swiss nationals	*EU-Anmeldebescheinigung* Mandatory if stay is longer than 3 months	
ÖGK Insurance sign-up	**Within first week of arrival** Mandatory for non-EU/EEA full year students	Follow instructions in Mobility-Online	
Residence Permit	**Within 90 days of arrival in Schengen Area** Mandatory for non-EU/EEA full year students	Attend relevant Orientation Days Session	
Visa US/CA nationals, semester stay	**Within 90 days of arrival in Schengen Area**	*Visa Checklist* US/CA nationals applying for visa after arrival	
Bank Account	**As soon as possible after arrival** Mandatory for students receiving a scholarship from Uni Graz	*Opening a bank account*	
Getting scholarship payment started	**As soon as possible after opening of bank account** Mandatory for students receiving a scholarship from Uni Graz	• Follow instructions in Mobility-Online • 1st transfer takes ~ 3 weeks	
Public transport ticket advisable	**After arrival**	*Public transport*	
USI sports classes optional	**September/February**	*USI courses* - 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	☑
Prepare for course registration	**Before Sept / Feb**	Prerequisite • Student union fee has arrived at Uni Graz • UNIGRAZonline student account is activated	
Course registration UGO	**Early Sept / Feb**	• Attend intro to course registration session • Follow instructions of academic advisors	
Academic Advising Sessions	**September/February** Mandatory for ALL students	Details will be announced shortly before September / January	
Orientation Days	**September / February** Mandatory for ALL students	*Academic Calendar*	
Certificates of arrival	**After arrival**	In Mobility-Online	

Last update: October 2022. © 2022, University of Graz, Office of International Relations.No claim for correctness and completeness of the content. Icons: © flaticon.com

MO		• enter date of physical arrival • upload proof of physical arrival	
First session of class	**Beginning of semester**	*Academic Calendar* • Make sure you attend • Enquire about exam dates	

During the stay

Step by step	When	How	☑
Extension of stay for additional semester MO	**By extension deadlines** Check extensions deadlines in your mobility agreement	• Respect extension deadlines • Apply for extension in Mobility-Online • Provide confirmation for extension by home university • CEEPUS: also present extension by OeAD	
Full year students Enrollment for 2nd semester	**Prior to second semester**	*Reregistration for studies* • if 2nd semester = winter semester hand in winter sem. enrollment confirmation to ÖGK • Register for courses	
Learning Agreement changes Erasmus+ students	**Once course schedule is fixed** **By your home university's deadlines**	*Academic Advisors* *CEEPUS / Joint Degree Advisors* *Tipp: bring along your original learning agreement + changes when asking for signature on changes*	
Exam registration – Exams UGO	**As soon as exam registration is open**	register for exams in time questions → check with professors in class	

Departure

Step by step	When	How	☑
Certificates of stay / departure MO	**Before departure** Confirmations will be provided 5 days before departure date the earliest	• Come in during office hours • Confirmation then provided in Mobility-Online	
Follow pre-departure process	**Before departure**	*Departure information*	

After return home

Step by step	When	How	☑
Residence Permit Card	**As soon as possible after return** Only non-EU/EEA full year students	*Departure information* Return card to immigration office	
Transcript of Records UGO	**As soon as all grades are in** Access ends • 31 March – winter semester • 31 October – summer sem. / full year	*Transcript instructions*	

Contact: International Relations Office

Mail-Address	Universitätsplatz 3, ground floor, 8010 Graz
Regular office hours	Mon - Fri from 9.30 am - 12 noon, Wed also from 1 - 3 pm
Office hours during course-free times	Mon - Thu from 10 am - 12 noon
Erasmus+ Europe, CEEPUS, SEMP	*erasmus.incoming@uni-graz.at* tel +43 316 380 1246
Erasmus+ ICT	*erasmusplus.intl.incoming@uni-graz.at* tel +43 316 380 1249
Best of South-East, Go Styria, ISEP, iStudy	*incoming.exchange@uni-graz.at* tel: +43 316 380 1254

Last update: October 2022. © 2022, University of Graz, Office of International Relations.No claim for correctness and completeness of the content. Icons: © flaticon.com