

Registration as EU/EEA/Swiss national („Anmeldebescheinigung“)

! Important

Registration:

Within 3 working days of moving into your accommodation, you must register your residence with the city or municipality („Meldezettel“). In addition, EU/EEA/Swiss citizens are required to register with another authority („foreigners' registration office“). This information sheet provides instructions and additional documents for this process. **If you fail to register within the 4-month deadline, you may be fined between 50 and 250 euros!**

Obtaining your health insurance card:

To receive the Austrian health insurance card (E-Card), you must register a photo with the police. However, you must first apply for the EU registration certificate. The application does not need to be fully completed at the time of submission; you can submit missing documents for the EU registration certificate later via email.

Family members who are non-EU/EEA/Swiss citizens:

If your family members are not EU/EEA/Swiss citizens (e.g., a non-EU spouse or minor children), they must apply for a „Residence Card for Family Members.“

Costs:

The cost of the EU registration certificate is approximately 40-50 euros in total (one-time fee). If you move within Austria, the certificate remains valid.

The residence card for family members costs approximately 100 euros and is valid for 5 years.

How to fill out the form

📄 [Form in German](#) | 📄 [Form in English](#)

You can fill out and hand in the English form, if you are not a proficient German speaker.

Step 1: Choose the correct documentation to be issued

Application for a documentation

4 ☐ registration certificate

6 ☐ residence card for relatives of EEA nationals

8 ☐ permanent residence card for relatives of EEA nationals

5 ☐ photo identity card for EEA nationals

7 ☐ certificate of permanent residence

EU/EEA nationals have to select #4: registration certificate

Step 2: enter your personal data into section A

Use the English version of the form to understand what information is required. You can leave blank the section on an „authorized representative“.

Step 3: provide your reason of stay in section B

B. My residence in Austria		
34 Residence in Austria since _____		
Reason for my residence		
35 ☐ Employee	38 ☐ Pupil/student (education)	
36 ☐ Self-employed	39 ☐ Family member	
37 ☐ Private individual / non-employed person		
If you have checked the box for family member, please enter the data of your family member:		
40 surname(s) _____	41 first name _____	
42 former surnames _____		
43 sex ☐ male ☐ female ☐ divers ☐ inter ☐ open ☐ not specified		
44 date of birth _____	45 nationality(s) _____	46 reference number of the EEA citizen (if known) _____

EU/EEA/Swiss nationals studying at Uni Graz have to tick "pupil/student" (#38). You can leave blank #40-46. This section is for family members of EU/EEA nationals, who have a non-EU/EEA nationality.

Step 4: Collect documents

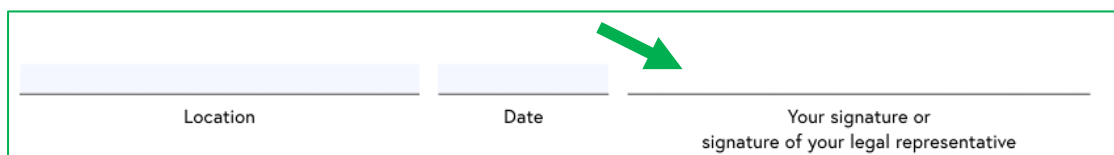
You have to present a selection of documents depending on the reason of your stay:

- Valid passport / national ID
- Confirmation of health insurance (e.g. Austrian e-card or e-card substitute)
- Confirmation of residence registration ("Meldezettel")
- Confirmations of enrolment (download "enrolment documents" in UGO, print out and submit all three available documents)
- Confirmation of financial means for your stay (no fixed amount stated, you have to show the immigration office how you finance your stay in Austria)

Step 5: Understand your legal responsibilities (pages 2 and 3)

Please carefully read and understand your legal responsibilities on page 2 and 3 of the form.

Step 6: personally sign the form on page 3



Step 7: fill out survey

The survey is available in German and English, you can find it at the end of the form. Please fill it out, it is a mandatory, statistical part of the registration.

How & where to hand in the application

You can go the immigration office without appointment with all documents during their office times:

Amt der Steiermärkischen Landesregierung

Abteilung 3 – Referat Aufenthalts- und Sicherheitswesen

Paulustorgasse 4, 8010 Graz

Office times: Monday – Friday, 08:00-12:30

Website: <https://www.verwaltung.steiermark.at/cms/beitrag/11679890/75852120/>

When you leave

When leaving Austria permanently, please inform the immigration office by email that you have left: abteilung3@stmk.gv.at You also have to de-register your residence ("Meldezettel").