

# Immigration information for exchange students

## Full-year stays of non-EU/EEA nationals



Due to COVID-19 application procedures for residence permits/visas and entry requirements are currently subject to continuous change. Students are therefore strongly advised to regularly check [COVID-19 international arrivals information](#) and also 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.

## General information

All non-EU/EEA nationals, who plan to study in Austria for 6+ months have to hold a residence permit for study purposes.

### "Aufenthaltsbewilligung - Student"

- a type of residence title specifically for students
- you are only eligible for it when you are admitted to studies in Austria
- issued for up to 12 months
- touristic stays in other Schengen countries possible for up to 90 days

## Application procedure

### Option 1 or option 2?

- Nationals, who need a visa to enter Austria have to apply in their country of residence = option 1
- Nationals, who can enter Austria visa-free can decide if they choose option 1 or 2  
See list of countries that can enter Austria visa-free here: [click](#)

### Option 1: application in country of residence

#### Step 1: Application at Austrian embassy

You can submit your application at the [Austrian representative authority](#) in the country of your residence. If you submitted your application through an Austrian embassy, you need to collect your residence permit after the arrival in Graz. Nationals of countries, who need a visa to enter Austria, are eligible for an entry visa once their residence permit has been approved.

#### Important to know

- It is highly recommended to submit your application 3 months prior to your arrival
- Schedule an appointment with the Austrian embassy well in advance
- Contact the embassy in your country of residence for specific information about the required documents

#### Step 2: Collecting your residence permit

- **With entry visa:** you must collect your residence permit within the validity of your entry visa - otherwise you are in Austria illegally!
- **Visa-free entry:** you must collect your residence permit within your visa-free time (90 days) - otherwise you are in Austria illegally!

You have to submit additional documents at the immigration office in Graz when you want to collect your residence permit - see checklist of documents below. You will receive further information within the Welcome Week after your arrival. The residence permit will be issued in credit card format and serves as photo-ID. You should have it with you at all times.

### Option 2: application in Graz

#### Step 1: Submitting the application in Graz

Prepare all necessary documents for the application while still at home. After your arrival in Graz, you must submit a complete application at the immigration office within 1 month after entering the Schengen Area. You will receive further information within the Welcome Week.

#### Important to know

- We recommend entering Austria as first country in the Schengen area (=without layover in other Schengen countries) to avoid misunderstandings at the immigration desk due to your long stay
- You must complete the entire process (step 1 and 2) within the visa-free period, otherwise you are in Austria illegally!



## Step 2: Collecting your residence permit

You have to collect your residence permit during your visa-free stay! It usually takes 3 weeks until you can collect the residence permit after submitting the complete application at the immigration office. You will receive further information within the Welcome Week after your arrival. The residence permit will be issued in credit card format and serves as photo-ID. You should have it with you at all times.

## Verification/legalisation & translation of personal documents

**If necessary, you have to verify/legalise and translate your documents depending on country and origin of documents!**

- Documents have to be verified/legalised in the country that issued it. Ensure you bring the original documents, which were verified/legalised and translated accordingly **before** coming to Austria.
- Translation: documents that were not originally issued in German or English have to be translated by a sworn translator
- Verification/legalisation of documents:
  - Apostille: see this website <https://www.hcch.net/en/>
  - Full diplomatic legalization: contact Austrian embassy in country of residence for further details

## Checklist of documents

**Make sure you contact the Austrian embassy to find out about the country-specific documents and verification/legalisation requirements!**

- filled out & signed application form: ["Aufenthaltsbewilligung – Student"](#)  
*The application forms are available in German only. If necessary, we can send you a translation help to understand the form.*
- 1-2 passport-sized photographs 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) **! verification/legalisation required !**
- Police clearance certificate/criminal record, not older than 3 months, issued by the country of your current residence **! verification/legalisation required !**
- Proof of sufficient financial means to finance your stay in Austria 2020:
  - <24 years: 533,85 Euro per month (total: 6.406,20 Euro per year)
  - >24 years: 966,65 Euro per month (total: 11.599,80 Euro per year)*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 - please contact the embassy if you have questions. The amount of money has to be proven on a bank or savings account in your name that is accessible from Austria. The source of money has to be transparent, additional documents to prove this can be requested from the authority!*
- Proof of a travel health insurance valid in the Schengen Area for the period between entering the Schengen Area and the start of a health insurance covering all risks in Austria  
*Please note that this insurance must be valid in Austria and provide sufficient cover for various health issues (insurance cover well over 30,000 Euro including guarantee to cover possible recovery and repatriation costs)*
- Proof of health insurance covering all risks in Austria **(after arrival)**  
*You will receive further information within the Welcome Week*
- Confirmation of residence registration (Meldebestätigung) **(after arrival)**  
*You receive this when you register with the City of Graz as resident*
- Rental agreement or similar (original + copy)  
*The monthly accommodation costs need to be mentioned on this contract or agreement*
- Total approximate costs 200 Euro: 160 Euro for residence title, 30-40 Euro administration fee for documents. Only cash or debit cards accepted at the immigration office!

**After arrival =**  
you need to complete additional steps after arriving in Austria to get the document

### Study-related documents:

- Acceptance letter from Office of International Relations as confirmation of your mobility  
*Can be downloaded via Mobility-Online*
- Record of studies **(after arrival)**  
*Can be downloaded via online platform UNIGRAZonline after completing the personal enrolment procedure in Graz*
- Confirmation of registration at Uni Graz **(after arrival)**  
*Can be downloaded via online platform UNIGRAZonline after completing the personal enrolment procedure in Graz*

## After the arrival in Graz

At the Welcome Week, there will be a session offering support with completing the application / further information about collecting the residence permit in Graz.

### **Immigration office Graz**

Amt der Steiermärkischen Landesregierung

Abteilung 3 Verfassung und Inneres, Referat Aufenthalts- und Sicherheitswesen

Paulustorgasse 4, 8010 Graz

#### **Opening Hours:**

Mon-Fri: 8-12.30, Tuesday additionally: 12.30-14.00