

## Welcome

Dear students,

This brochure is an orientation guide for your stay at the University of Graz.

We will be happy to help you with your questions personally during opening hours, as well as by phone or e-mail.

We wish you an unforgettable stay in Austria's second biggest city and here on the campus.

Your team at the Office of International Relations



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## Registration with the City of Graz

**ALL students** must register with the City of Graz within the first three days of their stay. Registration, de- and re-registration is **free of charge**.

1. The **registration form** is available at the Service Center or as download. The Service Center also offers instructions on how to complete the form in various languages.
2. Required **documents for the registration process**
  - "Meldezettel" (= registration form) completed and signed by the student as well as the landlord/landlady or dorm
  - Photo ID card indicating your nationality
  - Certificates of any academic titles
  - Passport, for non-Austrian citizen
3. The documents are to be handed in at the **Service Center der Stadt Graz**.
4. At the completion of the registration process, students receive the **"Meldebestätigung"** (Confirmation of registration with the City of Graz).



**Change of address:** In case of a change of address during your stay, you need to register the new address following the same procedure. Once you have done so, hand in a copy of the confirmation of registration for the new address to your contact person in the Office of International Relations. In case you have signed up for GKK insurance, make sure you also provide GKK central office with a copy of your new confirmation.

**BEFORE LEAVING – Deregistration:** All students must deregister before leaving Graz!

**How to find >> Service Center der Stadt Graz (Amtshaus)**

### **Service Center der Stadt Graz (Amtshaus)**

Schmiedgasse 26, Parterre, 8011 Graz

[servicestelle@stadt.graz.at](mailto:servicestelle@stadt.graz.at), Tel.: +43/316/872-6666,

Mon + Wed 07.00–18:00 ■ Tue, Thu, Fri 07.00–13:00

**Closing date: 30 minutes before the end of opening hours!**

## EU/EEA students – Anmeldebescheinigung

**EU/EEA students** staying in Austria for more than 3 months must apply for the “Anmeldebescheinigung” at Steiermärkische Landesregierung, Abteilung 3. **Cost: € 15 federal fee** (other additional fees may incur).

**The following documents must be handed in:**

- Application form
- Passport or personal identity card (original + copy)
- Registration at the University of Graz (Record of Studies + Confirmation of Registration)
- Proof of accommodation (“Meldebestätigung” + housing contract)
- Proof of sufficient health insurance
- Proof of sufficient financial means (e.g. Erasmus+ grant + bank statements or copy of a savings book)



**In case of non-compliance with this regulation (application within the first 4 months of your stay) a fine of up to € 250 may be imposed!**

**Before departure, the “Anmeldebescheinigung” must be returned to Steiermärkische Landesregierung, Abteilung 3.**

## Non-EU/EEA students < 6 months

**Non-EU/EEA students** staying in Austria for up to 6 months enter Austria with a visa issued by the Austrian embassy in their country of residence. Visas cannot be applied for or extended in Austria!

Exception: Students holding a US or Canadian passport and studying at US or Canadian universities coming to the University of Graz for their mobility semester in the context of a mobility programme, can apply for the visa after arrival at the Austrian embassy in Ljubljana (SI). In this case trips must be arranged for the students to enter the Schengen Area in Austria (Vienna or Graz)! The process must be completed **within the first 90 days of entry** into the Schengen Area.

## Non-EU/EEA students > 6 months

**Non-EU/EEA students** staying in Austria for more than 6 months need a residence permit.

### Application in the country of residence – Pick-up in Graz

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Students, who have applied for the residence permit via the Austrian embassy in their country of residence and have entered Austria with a visa, now need to **pick-up their residence permit card** from Steiermärkische Landesregierung, Abteilung 3.

**The following documents must to be presented when picking-up the card:**

- Passport
- Registration at the University of Graz (Record of Studies + Confirmation of Registration)
- Proof of health insurance coverage accepted in the context of the residence permit
- Copy of “Meldebestätigung” and housing contract
- **€ 160** (if payment for part of the sum has been made at the Austrian embassy in the country of residence, this relevant sum will be deducted from the total cost)
- additional fees may apply

**The residence permit must be picked up within the first 90 days after your arrival in the Schengen Area. If you fail to do that, you are in Austria illegally and will have to leave early! The card must be sent back to Steiermärkische Landesregierung, Abteilung 3, immediately after the end of your stay.**

### Application in Graz

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Students who can apply for the residence permit at Steiermärkische Landesregierung, Abteilung 3, in Graz have consulted the Austrian embassy in their country of residence about the necessary documents and have brought them along (incl. if requested any certifications and translations of documents in languages neither than German nor English). The application process is part of the welcome week.

**The following documents must be handed in:**

- Application form
- Passport (original + copy)
- Passport photo [3,5 x 4,5 cm to 4 x 5 cm]
- Copy of the “Meldebestätigung”
- Birth certificate + relevant legalisation as per country of origin + Translation
- Certificate of Good Conduct/Criminal Record (not older than three months) + relevant legalisation as per country of origin + Translation, if available in your country
- Registration at the University of Graz (Record of Studies + Confirmation of Registration)
- Housing confirmation (copy of contract)
- Proof of health insurance coverage accepted in the context of the residence permit
- Proof of sufficient financial means (e.g. scholarship + bank statement)  
<24 years: € 6.183,60 ■ >24 years: € 11.196,72 (as of January 2019)
- Additional documents requested by embassy – if any.
- **€ 160**, zusätzliche Gebühren möglich ■ additional fees may apply

**The residence permit must be picked up within the first 90 days after your arrival in the Schengen Area. If you fail to do so, you are in Austria illegally and will have to leave early! The card must be sent back to Steiermärkische Landesregierung, Abteilung 3, immediately after the end of your stay.**

**How to find >> Steiermärkische Landesregierung, Abteilung 3**

**Paulustorgasse 4, 8010 Graz**

**Mon to Fri 08:00-12:30 ■ Tue 08:00–14:00**

It is advisable to hand in applications in the morning to avoid long waiting periods.

## Opening a bank account

Students are advised to open an Austrian bank account to make their payments to the dorm and any other payments. **All students receiving a scholarship from the University of Graz must open an Austrian bank account.** Scholarship transfers to bank accounts in other countries are **NOT** possible.

### Step 1: Opening a bank account

It is up to each student to decide at which Bank in Austria they open a bank account.

#### **Documents necessary to open a bank account:**

- „Meldebestätigung“
- Passport
- Students are advised to also take along a copy of their acceptance letter + visa/residence permit letter.

Note that some banks might require additional documents for opening a bank account (e.g. for NON-EU/EEA students: visa/residence permit).

Once you have opened your account, ask the bank to provide you with a print-out of ALL important account details (name of the bank, IBAN, SWIFT/BIC).

### Step 2: Account details for the Office of International Relations:

Students who receive a scholarship from University of Graz are required to hand in the following documents to get the scholarship payments started:

- Complete account details (name of the bank, IBAN, SWIFT/BIC). Depending on the mobility program, there might also be a form to complete and sign.
- “Meldebestätigung” (copy)

## Co-enrollment at other universities\*

\* Subject to alterations.

### At Graz University of Technology

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1. **Pre-registration online**

- Enter **F 990** as field of study (“Studienrichtung”).



2. Go to *Studienservice - Technische Universität Graz, Rechbauerstrasse 12, 8010 Graz* and hand in the **Record of Studies** (print-out from your UNIGRAZonline account)

### At the University of Music and Performing Arts Graz (KUG)

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1. **Pre-registration online**

2. Go to *Welcome Center - Universität für Musik und Darstellende Kunst Graz, Lichtenfelsgasse 21, EG/ground floor, 8010 Graz* and pick up the **green folder**



3. Go to *Studien- und Prüfungsabteilung > Inskription/Mitbelegung, Universität für Musik und Darstellende Kunst Graz, Leonhardstraße 15, Palais Meran, EG/ground floor, Zi. 16/room 16, 8010 Graz*

### At the Medical University of Graz

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1. **Pre-registration online**

2. Go to *Abteilung Studium – Medizinische Universität Graz, Harrachgasse 21, 2. Stock/2nd floor, 8010 Graz* and present **Record of Studies** (print-out from your UNIGRAZonline account) and **UNIGRAZcard**.





## Continuation of enrollment for the second semester

ONLY relevant for students staying for **two semesters!**

### **Student Union fee (“ÖH-Beitrag”)**

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**Students staying for more than 1 semester** need to pay the **student union fee for the 2<sup>nd</sup>/each following semester** in order to guarantee the continuation of their enrollment.

The following options for making the payment are available:

- Via online payment (credit card or direct payment [= “Sofortüberweisung”]) – payment information available in your UNIGRAZonline account > Tuition Fees
- Payment at a bank using the payment slip available at the *Academic Affairs Office / Studien- und Prüfungsabteilung, University main building, 1<sup>st</sup> floor*.

You will be able to activate your UNIGRAZCard for the second semester at one of the service points on campus approximately one week after making the payment.

**ISEP / Hendrix / HighPoint students** – the student union fee will be paid in by the Office of International Relations.

**NOTE** that you will not be enrolled for 2<sup>nd</sup>/each following semester in case the relevant payment is not made. Thus, you are not allowed to take any exams and none of the courses you take during that semester will be shown on your transcript. You will be automatically de-registered as student.

### **Deadline for payment:**

- 30<sup>th</sup> of November (winter semester)
- 30<sup>th</sup> of April (summer semester)

## Continuing your co-enrollment at KUG/TU Graz/MedUni

If you were co-enrolled at University of Music and Performing Arts Graz, Graz University of Technology or Medical University of Graz during the first semester of your stay, you need to take care of continuing that co-enrollment for the second semester as well.



## Course Registration & Academic Advising

At the beginning of the second semester you need to register for all courses online, as you did in the first semester. If you need academic advice concerning your course selection, make sure you contact the academic advisor of the relevant field of study.

*Walking through the snowy parks to get to the majestic library;  
Drinking a punch at the Christmas markets while listening to the local music;  
Studying on the riverbank while chatting with students coming from different  
parts of the world, which I did not even know, existed;  
Tasting the typical Styrian dishes wearing a dirndl;  
These are just some of the most beautiful memories I have and I owe them to  
the city of Graz and to its efficient university, where I saw, heard, did, learned  
things that will be part of me forever.*

*Raffaella de Santis, Università degli Studi di Modena e Reggio Emilia,  
Erasmus+ incoming student*

## Transcripts and Learning Agreements

Note that the University of Graz does not issue paper transcripts.

Most likely, not all grades will be listed in your transcript before you leave Graz as it takes some time for all grades to be entered into the system. The transcript will be **electronically signed** via UNIGRAZonline. More information can be found on the following website (German only).



Students regularly check their UNIGRAZonline account after leaving Graz. The UNIGRAZonline account will be valid until the end of April (for winter semester students) or end of November (for summer semester students). It is important to keep your account active by changing password when requested to do so by the system.

As soon as all grades have been entered, students download their **electronically signed** transcript from their UNIGRAZonline account and forward the transcript as well as the Transcript Cover Letter to the International Office at their home university (ISEP students also forward it to the ISEP central office).

Detailed instructions as well as the Transcript Cover Letter can be accessed at on our website.



Please make sure that you have got a completely filled in and signed **learning agreement** before leaving Graz. It is your academic advisor who will sign as the “responsible person at receiving institution”. Should you need an additional signature for the “institutional coordinator” section, please hand in the learning agreement to your contact person in the Office of International Relations after your academic advisor has signed it.

## Health Insurance


### Insurance Options

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- **EU/EEA students** take along their European Health Insurance Card and make sure they are aware of their insurance provider's coverage and regulations concerning their stay in Graz.
- **Non-EU/EEA-students nominated for 1 Semester** are covered by an insurance in accordance with Austrian visa regulations and are aware of their insurance provider's coverage and regulations concerning their stay in Graz.
- **Non-EU/EEA students nominated for 2 semesters** register for GKK student insurance.
- **SPECIAL REGULATIONS:** ISEP students **1 or 2 semester** register for GKK student insurance.

### When you are ill/injured

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- **Doctor's appointment – searching for doctors:** [www.aekstmk.or.at](http://www.aekstmk.or.at) > für Patienten > Ärztesuche. Instructions in English on how to navigate the German site are available on our website. Students insured at GKK must ensure the doctors they select have a contract with GKK (restrict the search to GKK) or go to a doctor at the GKK central office. 
- **Hospitals:** two public hospitals are located in Graz - „Landeskrankenhaus (LKH)“ & „Unfallkrankenhaus“ (UKH)
- **Doctor's Emergency Service:** Tel. 141 (at night & on weekends)

### Pharmacy

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- At pharmacies both prescription medication (medication only available on a doctor's prescription) and over the counter medicine is available.
- Pharmacies on-call duty (at night & on weekends)



### Psychological Counseling Center for students Graz

Dreihackengasse 1, 8020 Graz

by appointment: Tel:+43/(0)316/81 47 48, [psych.ber@uni-graz.at](mailto:psych.ber@uni-graz.at)

### Emergency Services

Fire department	122
Police	133
Ambulance	144



## Academic Calendar

Winter semester	
Semester dates	beginning of October – end of January
Welcome Weeks I + II	beginning of September + mid-September
Summer semester	
Semester dates	beginning of March – end of June
Welcome Week	mid-February

**Participation in one of the Welcome Weeks is MANDATORY!**

Make **NO other appointments** during the Welcome Weeks sessions!

The detailed **academic calendar** as well as overview of the **welcome events** can be found on our website.



*Graz is a magical city that brings students together from all over the world; this experience changed my life in so many ways.*

*Dana Uzana, Sapir College, Erasmus Mundus Action 2 incoming student*



## University facilities for students

Please be aware that exchange students have the **same rights and duties** as local students. The **Studienrechtliche Bestimmungen** [study-law regulations] apply to all students registered at University of Graz alike.

### University Library

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The University Library is one of the largest cultural and educational institutions in Styria and offers with its over 3.5 million information carriers excellent working conditions. It is **free of charge** to borrow books. You need to **order** the books you want **online** and you can pick them up at the issue desk. **The loan period is 30 days:**



- Orders until 13:00 are available at the issue desk from 14:00 onwards and for the whole next workday.
- Orders after 13:00 are available at the issue desk from 10:00 on the next workday plus one additional workday.

With your student ID (UNIGRAZCard) you are also able to use the services of the University Library; no additional registration is needed. However, you have to activate your personal Uni Graz e-mail account first.

In addition to the main library, you can make use of the libraries of the University's departments and faculties, as well as of the Library of the Province of Styria ("Landesbibliothek").

Each semester, the University Library offers an introduction session to the uni=kat system as well as into the literature research in English. For further information on dates please click on "Kursangebote der UB Graz" in your business card of your UNIGRAZonline account.





## Computer Labs & E-Mail Accounts

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Information on computer labs of the University of Graz can be found on the following website. The operating time ends at 10:00 p.m. At this time, all computers will be automatically shut down.



After registration you will receive a PIN code with which you can set up your UNIGRAZonline account. Most of the student dorms have free internet access in the rooms.

## 4students – Studien-Info-Service

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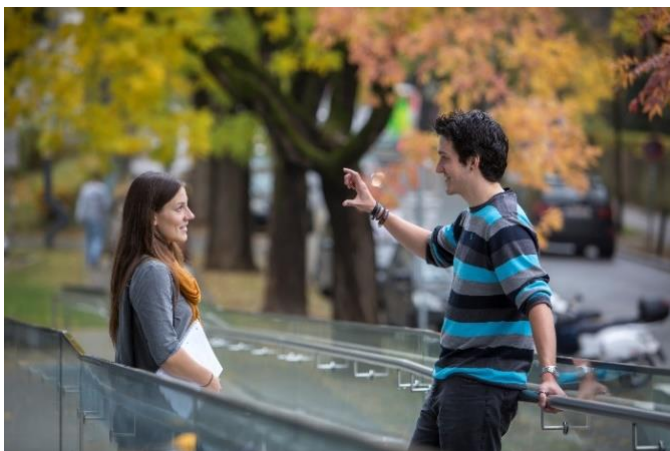
As an information hub for people who want to find out more about studying at our university, “4students – Studien Info Service” offers individual guidance and information for all students and prospective students via telephone, e-mail, skype and their website. All queries will be answered within 24 hours on workdays.

### Opening hours:

Monday to Friday: 09:00-12:00

Tuesday and Thursday: 13:00-15:00

Email: [4students@uni-graz.at](mailto:4students@uni-graz.at)



## Disability Resource Center (ZIS)

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The University of Graz supports equal accessibility for everyone, regardless of gender or physical disabilities and chronic diseases. The aim of the supporting institutions is to enable people with special needs to lead an independent life and to put them on the same level with others in all life situations. The barrier-free campus project intends to ensure that the university grounds and buildings are accessible without having to overcome barriers. The Integrated Studies Center is the central information and contact point. With its services, the Center primarily addresses people with special needs and/or chronic diseases who are already studying or planning to study at the University of Graz.



*I had an absolutely fantastic time in Graz – the support from the International Relations Office at the University went above and beyond, the university is beautiful and well-organized with loads of interesting courses, and the Erasmus Student Network do a great job organizing events for students. The city itself is vibrant and fun, filled with fascinating people and brimming with students – I highly recommend a semester (or more!) in Graz, which is such a beautiful part of the world based on my own brilliant experience there!*

*Alison Jade Byam, University of Bristol, Erasmus+ incoming trainee*

## Student Union Service Center

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The student union "ÖH" (Österreichische HochschülerInnenschaft) is the legal representative body of all students in Austria. All regular and non-degree students at Austrian universities are its members. It is a public body organized by students. The student union center offers advice and support regarding studying at Austrian universities. In addition, students can ask for legal advice.

### Consultation hours & contact



## Career Center

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The University's career center represents an interface between University and economy by offering a professional programme, up-to-date information and individual advice.

The career center advises students and graduates on "how to apply for a job" and career choice individually and free of charge. In addition, its comprehensive range of events supports students and graduates in the start into the working life. Moreover, the career center invites students and graduates to firm presentations as well as networking events with the aim of facilitating them the opportunity to communicate with potential employers.

Opening hours: Mon-Fri by appointment

Speed consulting: Mo from 09.00-12.00 without appointment

Email: [careercenter@uni-graz.at](mailto:careercenter@uni-graz.at)



## University Sports Institute (USI)

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The University Sports Institute (USI) offers a huge range of different sport courses at a very economic price. From A for aerobics to Z for Zumba and everything in-between.

Additionally, the USI organizes the annual “USI-Kleeblattlauf“ in which students, graduates and university staff of all four universities in Graz take part.

Opening hours: Mon-Fri 08:00-12:00

During lecture period additionally Tue and Thu 13:00 to 15:00

Email: [usigraz@uni-graz.at](mailto:usigraz@uni-graz.at)



## UniGrazMobile

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The Uni Graz app “UniGrazMobile“, which standardizes information and data from UNIGRAZonline, was developed by information specialists of the University of Graz. This app was designed to meet the needs of employees and students of the University of Graz. Users can search for information on lecture halls – reservation, accessibility and facilities – as well as on uniFLOW printers by using the QR-Code-Reader. Registered users will also be able to deposit at and to tune their requested features with the development team as well as to compile their communication channels.

The app is available for iOS and android via App Store and Google Play.

<http://apps.uni-graz.at/ios>

<http://apps.uni-graz.at/android>



## CampusApp

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You may want to explore the University campus and its remarkable buildings on your own with the CampusApp.

The app accompanies you through nineteen chapters on your visiting tour starting at the main building and the university square, by visiting the RESOWI building and leading you to the “Meerscheinschlössl”, Botanic Garden and the “Wall-Zentrum”. Not only special architectural and artistic designs of the University buildings and numerous artworks will be explained, but also insider information will be revealed: Why did they immure the heart of the Romance scholar Hugo Schuchardt on the first



floor of the Villa Malwine in the 1920s? What did they produce in the former company on the terrain of the Wall-Zentrum? Since when has the Botanic Garden been located in Schuberstraße?

The free app is available in German and English, for iOS and Android. You can download it from the App Store or Google Play Store. You may also download the free version from this website:

<http://hearonymus.com/?tag=uni+graz>

### **Buddy Programm & ESN (Erasmus Student Network)**

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The International Section of the Austrian Student Union at the University of Graz works closely with the International Exchange Erasmus Network to organize the “buddy program”. Buddies are Austrian students interested in supporting international exchange students during their time in Graz (pick-up service, support in practical matters, etc.).

Please be aware that all buddies are unpaid volunteers interested in intercultural exchange using their limited free time supporting incoming students.

Furthermore, ESN organizes an extensive program of events and trips. Signing up for the ESN membership card does not only come with discounts for ESN events but also opens up a large number of additional discounts at various locations.



## **Student travel card (semester ticket)**

Students can apply for a student pass ('Studienkarte'), which is issued for four, five or six months each semester. As a full-value combi-ticket, it is valid for all public transportation in the purchased fare zones between the student's residence and the university. Students save approx. 38.5 % in comparison to the regular monthly pass.

The student ticket is available for all regular students under 26.

Price for fare zone 1 (as of 11.02.2019): € 121.80 (4 months), € 152.20 (5 months), € 182.70 (6 months). The City of Graz additionally offers a mobility cheque, worth up to € 40. It can be used to purchase a student pass or a half-year/yearly pass.

### **More information**

(please scroll down for the English version)



## **ISiC – International Student Identity Card**

The International Student Identity Card (ISiC) is the biggest internationally accepted student ID. An ISiC card is your passport to more than 42.000 national and international discounts and benefits, such as travelling, shopping, lifestyle, food & drinks and even more.

Students can apply online for the ISiC card or in person in the STA Travel center in Raubergasse 20, 8010 Graz. You have to show a currently valid confirmation of registration at the University of Graz.

Your ISiC card is valid for one year from the date of issue and costs € 15.



### **Online application**





## Cafeterias and shopping

- Uni Graz Mensa, Sonnenfelsplatz 1 (also open during holidays, full meal approx. € 5.40)
- RESOWI-Zentrum
- KHG Mensa, Leechgasse 24
- libresso – the coffee shop in the main building



Herrengasse is the main shopping street in Graz. There are also several shopping malls in Graz and on the outskirts, all of which can be reached by public transportation.

- **Citypark**, Lazarettgürtel 55, A-8020 Graz. To get there take bus #35 from Jakominiplatz.
- **Kastner & Öhler**, Sackstraße 7–13 (next to Hauptplatz) is the only department store downtown. Prices range from reasonable to exorbitant, of course, depending on what you buy.
- **Murpark**, Ostbahnstraße 3, 8041 Graz. To get there take tram #4 to the final stop (Liebenau – Murpark).
- **Shopping Nord**, Wiener Straße 365, 8051 Graz. To get there take bus #52 from the main station to Shopping Nord.
- **Shopping Center West and IKEA**, Weblingergürtel 25, A-8054 Graz. To get there take tram #5 to the final stop (Puntigam Bahnhof). From there either take bus #65 or walk up to the shopping center and IKEA.
- **Shopping City Seiersberg**, Shopping City Seiersberg 1-9, 8055 Seiersberg. To get there take tram # 5 to the final stop (Puntigam Bahnhof). Bus #78 then takes you to the shopping center.

**DM** (“Drogeriemarkt”) and **BIPA** sell toiletries and cosmetics at inexpensive prices.

**LIBRO** and **PAGRO** are chain stores specialized on office supplies and books.

**SPAR** and **BILLA** are grocery stores; **HOFER**, **LIDL** and **PENNY MARKT** are grocery (discount) stores with weekly specials. Very popular places to shop for fruits and vegetables are the **local farmers’ markets**, most of which are open all morning six days a week. The two largest ones are on Kaiser-Joseph-Platz (opposite the opera house) and on Lendplatz.

**Opening hours:**

Generally, stores are open Monday to Friday between 9 a.m. and 6 p.m. or 7 p.m., on Saturday between 9 a.m. and 5 p.m. or 6 p.m. and closed on Sundays. If you urgently need something outside the opening hours you can go to the stores listed below:

- **Spar**, at Hauptbahnhof (main station); open daily until 10 p.m.
- **Spar**, at Graz Airport; open daily until 9 p.m.
- **Spar**, Hans-Sachs-Gasse 14; open Mon–Sat until 9 p.m.
- **SPAR**, Lendplatz 31-33, open Mon-Fri until 9 p.m.



## Bicycles

Graz is a bicycle-friendly city with bike lanes etc. Almost all students use their bike to get around. There are a number of stores in Graz selling used bikes. Ask for offers.

**Attention: Don't drink and drive!** – Min. € 800 fine for riding your bike while intoxicated. Riding your bike without holding on to the handle bars as well as giving somebody a ride on your handle bars or rack is prohibited. Exercise caution when crossing tram lines! No turns on red light!



## Travelling within Austria

### **Trains**

The “Österreichische Bundesbahnen” (ÖBB; Federal Railway – [www.oebb.at/en](http://www.oebb.at/en)) provides an efficient means of transportation; you can reach most parts of the country by train. From Graz, there are well-developed connections to Vienna, Klagenfurt, Linz, Salzburg and Innsbruck. If you are under the age of 26, you can purchase the “Vorteilscard Jugend”. With this card, you can travel by train throughout Austria at discounted rates of up to 50 %. The Vorteilscard is valid for one year.



**Busses:** Both the “Österreichischen Bundesbahnen” and the “Österreichische Post” offer bus services to many of the smaller towns and villages that are not, or not efficiently, served by trains. There are no fare reductions offered. You can find more information at:

- <https://verbundlinie.at/en/>
  - <https://www.postbus.at/en/>
  - <https://www.verbundlinie.at/mobilzentral> (German only)
- or call +43-(0)50-67 89 10 (Mon–Fri 7 a.m.–7 p.m., Sat 9 a.m.–1 p.m.)

## **Before leaving**

**Confirmation of Stay:** Please come to our office no earlier than 5 days before your departure and we will sign the respective confirmation.

**De-registering:**

1. At the City of Graz
2. EU/EAA students: at Steiermärkische Landesregierung, Abteilung 3
3. GKK Health Insurance (non-EU/EAA students nominated for 2 semesters and ISEP students)

**Housing:** Inform the dorm administration about your planned departure date **as early as possible** and arrange a time for a room-check with the dorm administration in order to get your deposit refunded.

**Re-Use Box:** Reusable items (e.g. tableware, linen) that you will not take home with you can be given away here.

