

Checklist for international Joint Programme students

1: Admission to studies

The Joint Programmes (JP) team in the Office of International Relations is in charge of the admission to studies for Joint Programme students. Please contact them directly in case of questions: jointdegrees@uni-graz.at

Documents (to be uploaded/completed in online system Mobility-Online)

- Application for enrollment (to be completed in the online system Mobility-Online)
- Copy of ID/passport
- Original language certificate proving your knowledge of English according to your programme's requirements
- Original or certified copies of bachelor's degree: diploma, transcript of records, diploma supplement

After uploading the documents into the online system Mobility-Online, the JP team will check the correctness of the documents. After verification, the JP team will issue the admission letter and the visa letter (if applicable). You will receive an email once the letter(s) has/have been uploaded to the Mobility-Online system. You must then present the hard copies (originals or officially certified copies) to the JP team in the Office of International Relations when you arrive in Graz and when you hand in the originally data sheet (*Stammdatenblatt*).

Authentication of educational documents: full diplomatic legalisation

If your documents were issued in a country that requires the full diplomatic legalisation, you need to complete the following steps:

- Step 1: Authentication of original documents by the ministry/ministries of the country, in which the document was issued (e.g. Ministry of Education and Foreign Affairs)
- Step 2: Authentication of the legalisation by Austrian representative authority in charge of in this country, see: <https://www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/>

Translation of educational documents

Documents that were not originally issued in English or German need a translation. The translation should be attached to the original or a certified copy. The translation has to be issued by a sworn translator in Austria or abroad.

Enrollment for studies

In order to complete the admission procedure, you will need to enroll for your studies via the Mobility-Online system. You will get an email with instructions and you will be guided through the entire procedure. After having paid the fee you will get access to the UNIGRAZonline system for course registration and to registration documents confirming your student status. **Please visit the JP team in person to finalize your enrollment process.**

2: Planning your semester & arrival

Academic calendar & course registration:

- Winter semester starts October 1st, summer semester starts March 1st
- Online course guide/information management system called UNIGRAZonline: <https://online.uni-graz.at> for information how to navigate the system please see: orientation.uni-graz.at
- Course registration: mid-September/mid-February via UNIGRAZonline after successful completion of enrollment; in case of a late arrival, please get in touch with your academic coordinator. You can discuss the course selection with the academic coordinator of your master's programme in advance

German courses:

If you are interested, you can participate in an intensive German language course before the semester starts (September or February). During the semester, the University of Graz also offers weekly German courses. Please see this website for further information and registration: treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/

Entry requirements/immigration

- Non-EU/EEA nationals: contact Welcome Center to receive information about visa/residence title requirements and see: orientation.uni-graz.at
- EU/EEA/Swiss nationals: you can study in Austria visa-free but need to complete a registration after the arrival
- Collect and prepare general documents you should bring to Austria: welcome.uni-graz.at/en

Accommodation

We do not recommend to make bookings before your arrival dates are set.

- See list of dorms: www.uni-graz.at/en/studies/studying-at-the-university-of-graz/accommodation/
- Contact Welcome Center in case of further questions about accommodation

3: Upon arrival

We recommend arriving in **September** or **February** to ensure a smooth start into the semester.

Orientation for new international students

In our virtual orientation guide, new international students can find information about the following topics:

- course registration
- student services at Uni Graz (library, sports, language courses...)
- administrative steps after the arrival
- campus tour

and much more. You can access the guide here: orientation.uni-graz.at

Entry requirements (non-EU/EEA citizens)

- Apply for / collect residence title at the immigration office in Graz (Amt der Steiermärkischen Landesregierung, Abteilung 3, address: Paulustorgasse 4, 8010 Graz)

Health insurance

- EU/EEA/Swiss nationals: check if insurance from home country is valid in Austria
- Non-EU/EEA nationals: a health insurance covering all risks is necessary for the residence permit - a Schengen travel health insurance does not fulfill these requirements. Please join the orientation days for international students, we will provide you with more details about the procedure and requirements.

Contact points for further questions

Joint Programme Team

Universitätsplatz 3, ground floor, 8010 Graz

jointdegrees@uni-graz.at

Regular office hours:

Monday - Friday from 9.30 am - 12 noon, Wednesday additionally from 1 - 3 pm, as well as on appointment

Office hours during course-free times:

Monday - Thursday from 10 am - 12 noon, as well as on appointment

Welcome Center

Universitätsplatz 3, 1st floor, 8010 Graz

welcome@uni-graz.at

Office hours for personal questions: Monday - Friday from 10 am - 12 noon, as well as on appointment