

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

Important:

- EU/EEA/Swiss nationals moving to Austria for more than 3 months must apply for this registration in addition to the residence registration “Meldezettel” within 4 months. It is mandatory, a fine of 50-250 euros has to be paid if you fail to register in time.
- The EU/EEA registration costs around 30 euros and is valid in Austria. Therefore, if you move within Austria, you do not have to apply for this certificate again.

↘ German application form | ↘ English application form

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

How to fill out the form

Step 1: Choose the correct documentation to be issued

Antrag auf Ausstellung einer Dokumentation

- | | |
|--|---|
| 4 <input type="checkbox"/> Anmeldebescheinigung | 7 <input type="checkbox"/> Bescheinigung des Daueraufenthalts |
| 5 <input type="checkbox"/> Lichtbildausweis für EWR-Bürger | 8 <input type="checkbox"/> Daueraufenthaltskarte |
| 6 <input type="checkbox"/> Aufenthaltskarte | |

EU/EEA nationals have to select #4
Anmeldebescheinigung / 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 <input type="checkbox"/> Employee		
36 <input type="checkbox"/> Self-employed		
37 <input type="checkbox"/> Private individual / non-employed person		
38 <input type="checkbox"/> Pupil/student (education)		
39 <input type="checkbox"/> Family member		
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		
<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> divers <input type="checkbox"/> inter <input type="checkbox"/> open <input type="checkbox"/> 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 ignore #40-46, unless you have non-EU/EEA/Swiss family members (=wife/husband, underaged children) moving with you to Austria permanently, or if you a non-EU/EEA/Swiss national, who is a family member of an EU/EEA national staying in Austria together.

Step 4: Collect documents

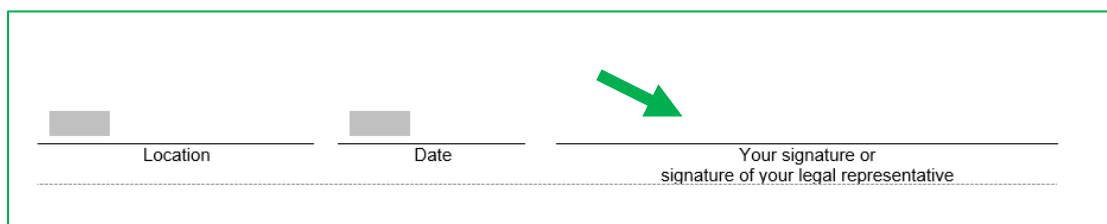
You have to present a selection of documents depending on the reason of your stay:

- 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



The diagram shows a form with three fields: "Location", "Date", and "Your signature or signature of your legal representative". A green arrow points to the signature line.

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”).