

# REGISTRATION CERTIFICATE ("ANMELDEBESCHEINIGUNG")

## FOR STUDENTS FROM EU/EEA COUNTRIES AND SWITZERLAND

Students from EU/EEA countries or from Switzerland with an **intended stay of more than three months** have to register **within the first four months since their arrival in Austria** at the [respective settlement authority](#) (e.g. "Amt der Steiermärkischen Landesregierung" in Graz), in order to apply for a so-called "Anmeldebescheinigung". The registration has to be done in addition to the registration of residence ("Meldezettel") and does not have to be renewed or extended then.

**It is recommended to do this application as soon as possible!**

**PLEASE MIND:** If you do not apply for your "Anmeldebescheinigung" in time, a **fine up to €250,-** may be charged.

**Cost of the application: ca. €15,-** (additional fees may arise)

### THE FOLLOWING DOCUMENTS ARE REQUIRED (in original as well as in copy)

- Valid **identity card** or **passport**
- Proof of admission to the educational institution ("**Studienbestätigung**")\*
- Proof of comprehensive **health insurance** (e.g. European Health Insurance Card, insurance policy, student insurance ("Studierendenselbstversicherung"))
- Explanation of your **financial situation** or proof of sufficient income (e.g. by funds on a bank account, traveller cheques, etc.)
- Your "**Meldezettel**"
- Completed [form](#) "**Antrag auf Ausstellung einer Anmeldebescheinigung für EU/EWR-Bürger\*innen**"
- €15,-** (additional fees may arise)

\*Confirmation of enrolment for self-printing via your own KUGonline account [online.kug.ac.at](https://online.kug.ac.at) >  
"Studienbestätigung/Enrolment Documents"

#### Please proceed as follows:

- ✓ Fill in the form completely (*for assistance ask the team of the Welcome Center or see the form for [description](#) in English language*)
- ✓ Take the documents listed above and submit the form personally at the respective authority, for example:

### ... in Graz

“Amt der Steiermärkischen Landesregierung“ (Local Styrian Government),

“Abteilung 3 – Verfassung und Inneres“

“Referat Aufenthalts- und Sicherheitswesen“

Paulustorgasse 4, 8010 Graz

T: +43 (316) 877-2084 | E: [abteilung3@stmk.gv.at](mailto:abteilung3@stmk.gv.at)

**Office hours:** MON - FRI: 8 a.m. - 12.30 p.m.

and by appointment

**Contact persons:** Gerald Nussbaum, Maria Janisch, Waltraud Stadler

### ... in Oberschützen

“Bezirkshauptmannschaft“ (District Administration) Oberwart

Hauptplatz 1, 7400 Oberwart

T: +43 57 600 4591 | E: [bh.oberwart@bgld.gv.at](mailto:bh.oberwart@bgld.gv.at)

After submitting the required documents and a fee of approx. €15,- you will receive a written certificate "Anmeldebescheinigung für EU/EWR Bürger\*innen" from the respective authority.

📌 **NOTE:** You can also apply for a photo ID card “[Lichtbildausweis für EWR-Bürger\\*innen](#)“ with a validity of five years (fee: €56,-; additional fees may arise), but this is not obligatory. The photo ID serves as an identity document in Austria.



#### FURTHER INFORMATION

- [Here](#) you can find the form (“Antrag auf Ausstellung einer Anmeldebescheinigung für EU/EWR-Bürger\*innen“)
- [Information of the Styrian Government](#)
- [Information of oesterreich.gv.at](http://oesterreich.gv.at)
- [Information of OeAD](http://OeAD)
- [Information of bmi.gv.at](http://bmi.gv.at)



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