



CHECKLIST & ORIENTATION GUIDE

CHECKLIST

This checklist is intended as a first orientation guide for planning your studies at KUG and it also provides important information about what has to be done before and after the entry to Austria. Detailed information can be found on the following pages.

For a better orientation see:

- ◆ Refers to Austrian citizens
- Refers to other EU/EEA as well as Swiss citizens
- Refers to nationals of Third Countries

BEFORE YOUR STAY | BEFORE THE ENTRANCE EXAM

- ◆ ● ■ Inform yourself about the **fields of study** at KUG, the **respective admission requirements** as well as about the required **German language competency**
- ◆ ● ■ Please note the respective **application deadlines** and the respective **entrance exam dates** and **apply online** in due time
- Inform yourself about the **visa requirements** for your entry to / stay in Austria
- ■ Clarify your **insurance coverage**
- ◆ ● ■ Search for an **accommodation**, if applicable
- ◆ ● ■ Clarify the **financing** of your stay




DURING YOUR STAY | AFTER THE ENTRANCE EXAM

- ◆ ● ■ Get a **confirmation about passing the entrance exam**, if applicable
- ◆ ● ■ Register for the **Welcome Information Day** (*in Winter Term only*)
- ◆ ● ■ Register for the **Welcome Week** (*in Winter Term only, starting for the first time in 2023*)
- ◆ ● ■ **Enrol** in time
- ◆ ● ■ Pay the **Student fee ("ÖH-Beitrag")** and, if applicable, the **Tuition fee**
- ◆ ● ■ **Register for your courses** in due time
- ◆ ● ■ Use your **KUG e-mail account** on a regular basis
- ◆ ● ■ Sign your **rental contract** or accommodation agreement, if applicable
- ◆ ● ■ Get your **registration form** ("Meldezettel")
- Get your **residence permit "Student"**
- Get your **registration certificate** ("Anmeldebescheinigung")

THIS MAY ALSO BE REQUIRED/POSSIBLE

- ■ Open a **bank account**
- (◆ ●) Apply for **Self-Insurance for students** at the health insurance company "ÖGK"
- ■ Sign up for the **German language course** at the "VGUH"
- ■ Conclude a contract (or get a prepaid card) with an Austrian **mobile phone** provider
- ◆ ● ■ Report your **TV and/or radio receivers** to „GIS“, if applicable
- ◆ ● ■ Get your **Top Ticket** (or another ticket) **for Public Transport**, if necessary
- Inform yourself about a required **Employment Permit**, if applicable
- ◆ (● ■) Apply for **Study Grant** ("Studienbeihilfe") and/or other grants
- ◆ ● ■ Apply for **Housing Benefit**, if applicable
- ◆ ● ■ Inform yourself about further **options of insurances** (e.g. household insurance, liability insurance, insurance for instruments etc.)




BEFORE YOUR STAY (before the entrance exam)

   Inform yourself about the **fields of study at KUG** as well as about the **respective admission requirements** and, if applicable, about the required documents.¹


- All important information can be found here: [study.kug.ac.at](https://www.kug.ac.at/study)
- Information about the official [legalization and translation](#) of foreign documents can be found [here](#).
- Here you can also find information about the [required German language competency](#) for studies at KUG.

It is also essential to note the [decree of the Rectorate](#) concerning the required proof of language skills for admission to studies by 9 January 2019 (this can be found here: www.kug.ac.at/en/studying/before-studying/knowledge-of-german-language/).

- For further information, please contact the [Welcome Center](#) of KUG (E: welcome@kug.ac.at, T: +43 316 389 1234)!

   Please note the respective **application deadlines** and the respective **entrance exam dates** and apply online in due time (online.kug.ac.at).

- You can find an [instruction](#) for the **online application** as well as online [tutorials](#) on: www.kug.ac.at (see Studying > Before Studying > Admission Requirements)
- You can also find the current [entrance exam dates](#) on: www.kug.ac.at (see Studying > Before Studying > Admission Requirements as well as at the website of the respective degree programme)
- Please mind: Not every field of study offers several entrance exam dates during the academic year!

 Inform yourself in time, if you are allowed to enter Austria **without visa** or if you have to apply for a **residence permit "Student"** as well as for a **visa D** in further consequence already **before** your entry

- Important information about entry and residence can be found on www.kug.ac.at (see Studying > Before Studying > Study Internationally > Entry, Visa & Residence > Information for regular students).
- **PLEASE MIND:** Do **not** apply for a **visa C**, if procurable!

¹ You can enquire about the fields of study and the admission requirements also at the [Welcome Center](#) as well as at information fairs, where the team of the Welcome Center is represented. Furthermore, every year (normally after Easter), the Open House Day of the universities of Graz takes place at KUG. All important information can be found here: www.kug.ac.at/visitandmeetkug/en.

☐ ●● Please clarify your **insurance** coverage and take out a travel-/health insurance, if necessary.

- EU/EEA citizens with current health insurance coverage in their home country only need an European Health Insurance Card ("[EKVK](#)"), which has to be completed on the back, in order to be valid abroad.²
- Third-country nationals³ require a "travel health insurance" from entry until the beginning of studies in Austria and until the registration for student self-insurance. The registration for the student self-insurance at the Health insurance company ("[Österreichische Gesundheitskasse - ÖGK](#)") has to be proved on request at the authority for residence permit.

ATTENTION: Third-country nationals will only receive a residence permit if a proof of a "health insurance covering all risks" can be provided. On the one hand, you must provide proof of the completed travel health insurance (covering a sum of more than € 30 000, with a guarantee of the possible recovery costs and costs for treatment of the COVID-19 disease, valid for at least 3 months) and, moreover, the probability that you will take a health insurance here (for example through a preliminary contract).

☐ ◆●● Search for an **accommodation**.

- You can find useful hints for searching for [accommodation options](#) during the period of taking part at the entrance exam on www.kug.ac.at (see Studying > Before Studying > Campus Life > Living in Graz & Oberschützen).
- There you can also find information about [living options](#) in Graz or Oberschützen.

☐ ◆●● Please clarify the **financing** of your stay in time.




- For **third-country nationals** the following applies concerning their application for residence permit: Students up to the age of 24: 613,16 EUR/month; students aged 24 and above: 1.110,26 EUR/month (for a maximum of 12 months in advance) e.g. by means of a bank or savings account that can be accessed from Austria, or a declaration of liability of a person living in Austria, or proof of purchase of travellers' cheques in the necessary amount, or a confirmation of the award of a scholarship/grant. If the accommodation fees exceed 327,91 EUR/month, additional funds must be proven [Status: [2023](#)].

General information about the [costs of living in Graz \(as well as financial support options\)](#) can be found on www.kug.ac.at (see Studying > Before Studying > Studying & Costs).

² The "EKVK" is valid in most European countries, currently in all EU member states, EEA countries, Switzerland, Macedonia, Montenegro, Serbia, and Bosnia & Herzegovina. In the case of Montenegro, Serbia and Bosnia & Herzegovina, it should be noted that the "EKVK" has to be submitted to the social insurance authorities, which is eligible for the place of residence, and must be exchanged for a valid entitlement certificate.

³ Mind: Social insurance agreements exist with Bosnia & Herzegovina, Macedonia, Montenegro, Serbia, and Turkey (submission of respective form required!).

DURING YOUR STAY (after the entrance exam)




   After passing the entrance exam, you will receive a **confirmation** about the passed entrance exam (on request only!) from the Registrar's Office.

- **HINT:** At the beginning of each Winter Term the **Welcome Information Day** for all first-year-students of KUG takes place. Further information can be found here in time: www.kug.ac.at/WID_Programme. Furthermore, the **Welcome Week** for new students will start for the first time in Winter Term 2023/24 (further information available in time here: www.kug.ac.at/welcomeweek).

Both will already take place in September, so please make a note of this period in time!




   Carry out the **enrolment in time** via **e-mail**.

- If necessary, please submit all your copies of the original documents (including diplomatic legalizations/official translations, if applicable) as well as your German language certificate, if applicable.
- If you have uploaded a photo to your KUGonline account, you can also write an **e-mail** to the Registrar's Office and arrange an appointment, in order to pick up your **KUGcard**.

   Pay your **Student fee** ("ÖH-Beitrag") in due time and if necessary, also pay your **tuition fee**, in order to be able to register in time for your courses (please mind: The banking operations will take 3-5 working days).




- **Information** about the student and tuition fee can be found on: www.kug.ac.at.
- After the arriving of the amount, you will be informed automatically. Then you can login on KUGonline with your PIN code⁴ and assign a personal password (user name: s + registration number). In KUGonline you can also find information about the payment instructions.
- If applicable, please also take note about the exemption of the tuition fee due to the focus on Eastern/Southeastern European countries of KUG (the exemption for the first 3 semesters is taken into account automatically. After this period, it is necessary to apply for exemption under indicated conditions. Application deadline for Summer Term: 15 Nov - 15 Dec, Winter Term: 15 Apr - 15 May).
- **NOTE:** Each student must report the continuation of his*her studies (by paying the "ÖH-Beitrag") each semester.

⁴ You will receive your PIN Code (as well as the registration number) during your admission via e-mail from the Registrar's Office.


   Use your **KUG email-address** and **read your emails** on a regular basis

- Please use your personal KUG e-mail account regularly - all important information will be sent to this address.

   Sign your **rental contract** or accommodation agreement.


   For all those residing in Austria, the obligation to notify (registration form: **“Meldezettel”**) is required.

- Contact Point in Graz: e.g. Service Center Schmiedgasse 26, 8010 Graz
- Further information can be found here: www.kug.ac.at (see Studying > Before Studying > Study Internationally > Entry, Visa & Residence).

 For third-country nationals domiciled in Graz, the Styrian Local Government (“Amt der Steiermärkischen Landesregierung, Dep. 3 - Verfassung und Inneres, Referat Aufenthalts- und Sicherheitswesen”, Paulustorgasse 4, 8010 Graz) is the competent authority for the application for the **residence permit “Student”**

- Further information can be found here: www.kug.ac.at (see Studying > Before Studying > Study Internationally > Entry, Visa & Residence).
- Note that the application for renewal of your residence permit must be submitted in due time before expiry of the current residence permit! Please take note of the required documents, which must be submitted for this, as well as the 8 semester hours or 16 ECTS / academic year.

PLEASE MIND: An application for a residence permit does not entitle applicants to overstay their lawful residence time, please necessarily apply during the duration of your visa-free stay or the period of the validity of your visa!

 As an EU/EEA or Swiss citizen, who intends to stay longer than three months in Austria, you will need a registration certificate (**“Anmeldebescheinigung”**) in addition to the registration form (“Meldezettel”).

- Contact Point in Graz: Local Styrian Government (“Amt der Steiermärkischen Landesregierung, Dep. 3 - Verfassung und Inneres, Referat Aufenthalts- und Sicherheitswesen”), Paulustorgasse 4, 8010 Graz
- Further information can be found here: www.kug.ac.at (see Studying > Before Studying > Study Internationally > Entry, Visa & Residence).

THIS MAY ALSO BE REQUIRED/POSSIBLE:

● ● Open a [bank account](#) in Austria.

● (◆ ●) Apply for **Self-Insurance for students** at the competent Health Insurance Company (“ÖGK”).

- Further information can be found here: www.kug.ac.at/en/versicherung
- Contact Point in Graz: „ÖGK“ Josef-Pongratz-Platz 1, 8010 Graz, T: +43 5 0766-154000
E: selbstversicherung-15@oegk.at | www.gesundheitskasse.at
- Alternative option for insurance for Non-EU/EEA-students, e.g.: www.feelsafe.at.
- Further information about private health insurance options will be provided in the [Welcome Center](#)!
- Please note the prerequisites for self-insurance for students!

● ● Sign up for the **German language course** at the Preparation Programme of the Graz Universities (“VGUH”). Note the required online registration (on: public.vguh.at) and the respective dates and deadlines.

- [Here](#) you can find information about the required German language competency for studies at KUG: www.kug.ac.at (see Studying > Before Studying > Knowledge of German language)
- Information of “VGUH”: <https://vorstudienlehrgang.at/en/graz/>
Contact: “Vorstudienlehrgang VGUH“, Neubaugasse 10, 8020 Graz
- Contact point for students at KUG: deutschtutorium@kug.ac.at.
- **PLEASE NOTE: If you do not submit the required proof of the necessary German language skills in time, you will not be allowed to start / continue your studies (this also has negative consequences concerning your residence permit, insurance etc.)!!!**

● ● Conclude a contract with an Austrian **mobile phone provider** or get a prepaid card

- For further information see: www.kug.ac.at (see Studying > Before Studying > Campus Life > Communication).

◆ ● ● If applicable, report your TV and/or radio receivers to “GIS” (Fee Info Service):

- www.gis.at/fremdsprachen/english/ or
- Apply for an exemption: www.gis.at/faq/befreiungzuschuss/ (German language only).

◆ ● ■ If necessary, get your **Top Ticket** or **KlimaTicket for Public Transport**

- For further information see: www.kug.ac.at (see Studying > Before Studying > Campus Life > Public Transport & Co).
- Contact Point in Graz: e.g. Mobility and Sales Center, Jakoministraße 1, 8010 Graz

■ Inform yourself about a required **employment permit** (“Beschäftigungsbewilligung“)

- EU/EEA and Swiss citizens do not need an employment permit, while third-country nationals - due to the foreigners' employment act - are only allowed to work with an employment permit. This must be issued by the company of the Labour Market Service “Arbeitsmarktservice (AMS)”. Please also note the limited allowed working hours.
- Contact point at Arbeitsmarktservice (AMS): AMS Ausländer*innenfachzentrum
E: afz.steiermark@ams.at
- General information about working in Austria: www.migration.gv.at | www.ams.at

◆ (●■) If applicable, apply for study grant (“**Studienbeihilfe**“) and/or other grants

- Under certain conditions (social eligibility, study success, length of studies, etc.), Austrian citizens and “equated foreigners and stateless persons”⁵ (§ 4 StudFG) are allowed to apply for study grant
- Please mind the application deadlines: Winter Term: 20 Sep - 15 Dec | Summer Term: 20 Feb - 15 May
- Contact point in Graz: Stipendienstelle Graz, Metahofgasse 30, 8020 Graz, www.stipendium.at
- Further options for grants and allowances can also be found on the website of the Career Service Center of KUG (www.csc-kug.at) as well as on: www.grants.at and on: www.kug.ac.at (see Studying > Before Studying > Studying & Costs)

◆ ● ■ If applicable, apply for housing benefit (“**Wohnunterstützung**“)
(this does not apply for a room in a student’s residence)

- Contact point in Graz: Local Styrian Government (“Amt der Steiermärkischen Landesregierung, Dep. 11, Referat Beihilfen & Sozialservice, Burggasse 7-9, 8010 Graz), T: +43 316 877-3748, <http://www.soziales.steiermark.at/cms/beitrag/10363956/5361/>

◆ ● ■ Inform yourself about further options of insurances, e.g. “**Haushalts**“- und “**Haftpflichtversicherung**“ (household insurance, liability insurance) etc.

- For example see: www.durchblicker.at

⁵ Foreigners and stateless persons may, under certain conditions, be equated with Austrian citizens, e.g. migrant workers from an EEA country or students whose parents are migrant workers, third-country nationals who are entitled to permanent residence as well as refugees for conventions.

□ ◆ ● ■ Inform yourself about **medical care in Austria**

- For searching for a doctor, please see: <https://www.aekstmk.or.at/46>
- General information about the health care system can be found here: <https://www.gesundheit.gv.at/gesundheitsleistungen/gesundheitswesen.html>.
- Helpful information and hints about Illness & Emergency can be found here: www.kug.ac.at (see Studying > Before Studying > Campus Life > Illness & Health Care in Austria), please also mind KUG's offers!

>>> ATTENTION <<<

This checklist serves as an orientation and does not claim to be complete.
For the latest information, please consult the websites of the relevant contact points.

➔ For further information, please contact
the team of Welcome Center!

➔ After your enrolment please contact
the Students' Union "ÖH-KUG" (oehkug.at/en)!



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