

REGISTRATION OF RESIDENCE “Meldezettel”

For every person, who is living in Austria, there is a statutory obligation to register with the responsible reporting authority after entering Austria or after a change of residence.

All students have to register with the relevant reporting authority **within the first three days after the accommodation has been received.**



The following documents are required:

- Passport**
- The **form "Meldezettel"** (this must be signed by the landlord / accommodation provider as well as by the tenant)
- If applicable, a birth certificate – *not obligatory*
- If applicable, a certificate of marriage and / or proof of academic degree(s)

Please proceed as follows:

- ✓ Fill out the form completely, sign it and let it be signed by the accommodation provider/ landlord
- ✓ Take the documents listed above and submit the form personally to the relevant reporting authority, e.g.:

... for Graz:

“Zentrale Meldebehörde“

Service Center Schmiedgasse 26, 8010 Graz

T: +43 316 872 6666 | E: servicestelle@stadt.graz.at

Office hours: by appointment only! Further information can be found [here](#).

You can also sign in and sign out your residence in Graz at any of the following **service centers** (regardless of your residential area):

- Andritzer Reichsstraße 38
- Bahnhofgürtel 85
- Conrad-von-Hötzendorf-Straße 104
- Kärntner Straße 411
- St.-Peter-Hauptstraße 85
- Stiftingtalstraße 3

Opening hours of these service centers: see on the [website of the city of Graz](#) (or at the point “Information of Stadt Graz“ on the next page!)

... for Oberschützen:

Community Office (“Gemeindeamt“) Oberschützen

Hauptplatz 1

7432 Oberschützen

T: +43 3353 7524

E: post@oberschuetzen.bgld.gv.at

<http://www.oberschuetzen.at/>

After the submission of the required documents, you will receive a written registration confirmation from the Central Reporting Authority (“Zentraler Melderegister“ aka “ZMR”) – your “Meldezettel”.

FURTHER INFORMATION

- [Information of “Stadt Graz”](#) (here you will find the form as well as foreign-language samples!)
- [Information of OeAD](#)
- [Information of oesterreich.gv.at](#)

ATTENTION: EU/EEA as well as Swiss nationals, who will stay longer than 3 months in Austria, have to apply for a registration certificate (“Anmeldebescheinigung“) within the first 4 months of their stay in Austria, in addition! See also the respective information sheet by the Welcome Center!



Status: August 2023

WELCOME CENTER
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