

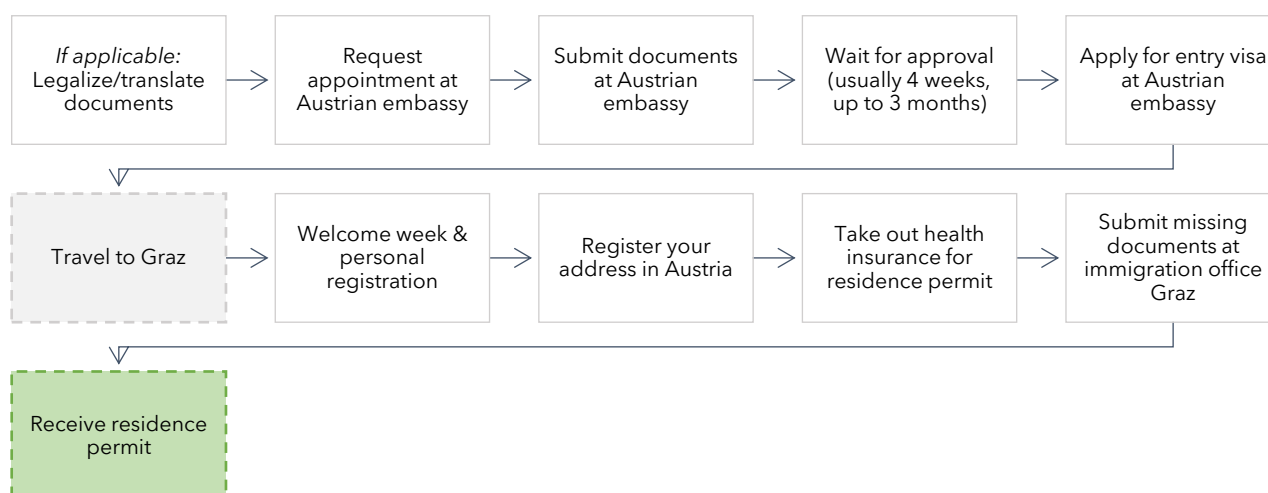
Residence permit for students **("Aufenthaltsbewilligung - Student")**

Important information (read carefully!)

- Students are strongly advised to contact the *Austrian embassy in their country of residence* for information on the residence permit / visa application procedures as well as entry requirements for Austria.
- The residence title is granted because your studies require you to be personally present in Austria. Your place of studies is in Austria/Graz - please be aware that you must have a registered residence and valid health insurance to remain eligible for the Austrian residence permit, amongst other documents/proofs. If you have questions, please contact the Welcome Center.
- You must inform the immigration office about important changes (e.g. change of name) immediately.
- You can visit other Schengen countries as tourist for up to 90 days in 180 days.
- Renewal of the card: the residence title card will be issued in cheque card format and is valid for the duration of your exchange, max. 12 months
- When leaving Austria permanently, you must return the card to the immigration office.

Overview of the application process

Note that the requirement for starting the application process is your **acceptance & residence permit letter**. This is the letter that you can download from Mobility-Online stating that you are an exchange student. You can find a list of required documents for the application below.



Legalization & translation of documents

Please make sure your personal documents (birth certificate, police clearance certificate) have been legalized and translated properly before submitting your application. Documents have to

be legalized in the country they were issued according to country-specific requirements. For detailed information on your individual documents contact the Austrian Embassy.

Examples: Police clearance from Germany requires no legalization, from USA require an Apostille, from Canada require the full diplomatic legalization

Step 1: Request appointment & submit documents at Austrian embassy

Please contact the Austrian embassy in charge (see: www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/) for an appointment well in advance, the waiting time for appointments can be long and may cause a delay in obtaining a visa and respectively also delay your start. You can find a list of required documents below, please note that the embassy may request additional documents.

Step 2: Wait for approval (up to 3 months)

The Austrian embassy will forward your application to the immigration office in Graz, where it will be processed. It can take up to 4 weeks until the immigration office receives your documents. Your documents are usually processed quite fast, but it can take up to 3 months until you get the approval. The immigration officer will authorize the embassy to issue an entry visa when you fulfill the requirements for the residence permit.

Step 3: Entry visa

The Austrian embassy will inform you about the approval of your residence permit and guide you through the process of obtaining an entry visa to collect your residence permit in Graz, Austria. You will not receive the residence permit from the Austrian embassy. Within the validity of your visa, you have to complete steps 4-6 described below.

Step 4: Welcome Week & personal registration

After arriving in Graz with the entry visa, you have to attend 'Welcome Week'. There will be specific events for students who need a residence permit and need to sign up for Austrian health insurance. See: orientation.uni-graz.at/de/immediately-after-arrival/enrollment-at-uni-graz/

Step 5: Register your address, take out health insurance

You need a confirmation of your registered residential address ("Meldezettel"), health insurance covering all risks in Austria as well as a proof of sufficient financial means to complete your residence permit application at the local immigration office. To get these documents, you have to be personally present in Graz. You can find more information how to complete these steps online at: orientation.uni-graz.at/de/immediately-after-arrival/

Step 6: Receiving your residence permit

Once you have completed all of the above stated steps, you can contact the immigration office in Graz by email: abteilung3@stmk.gv.at to inform them of your arrival and ask if you have to personally appear at their office to pick up your residence permit card or whether it is possible to submit missing documents by email and to receive your residence permit by post to your

Austrian address. You need to receive the residence permit card before the expiry of your visa (for students who received an entry visa) or within the visa -free period (for students who have basic visa-free entry of 90 days).

Checklist of documents

- ☐ filled out & signed application form: "Aufenthaltsbewilligung - Student" | Explanation of the form in EN
- ☐ 1 passport-sized photograph according to the ICAO criteria (colour photographs, size 3.5 x 4.5 cm) not older than 6 months
- ☐ Valid passport (original + copy)
- ☐ Birth certificate (original + copy) *incl. legalization/translation (see p.2) only upon request of the immigration office*
- ☐ Police clearance certificate/criminal record*, not older than 3 months, issued by the country of your current residence verification required, *incl. legalization/translation (see p.2)*
- ☐ Proof of sufficient financial means to finance your stay in Austria as of 2024:
<24 years: 672,64 Euro per month (total: 8,071.68 Euro per year)
>24 years: 1,217.72 Euro per month (total: 14,612.64 Euro per year)
The total amount of money per year has to be proven on a bank or savings account that is accessible from Austria, or by submitting a scholarship confirmation. The amount of money you have to prove increases if you come with family members. Other factors (i.e. expensive apartment) may also increase the required funds. The source of money has to be transparent, additional documents to prove this can be requested from the authority!
- ☐ Rental agreement or similar (original + copy)
The monthly accommodation costs need to be mentioned on this contract or agreement.
- ☐ Letter of nomination for your exchange

After arrival:

- ☐ Record of studies ("Studienblatt")
You can download it from UNIGRAZonline after completing the personal enrollment procedure
- ☐ Confirmation of enrolment ("Studienbestätigung")
You can download it from UNIGRAZonline after completing the personal enrollment procedure
- ☐ Confirmation of insurance covering all risks
- ☐ Confirmation of residence registration (Meldezettel)
You receive this when you register your residential address in Graz ("Meldezettel")

* usually, the immigration office does not ask for a new police report, if yours expired after arriving in Austria.

Contact

Immigration office Graz

Amt der Steiermärkischen Landesregierung

Abteilung 3 Verfassung und Inneres, Referat Aufenthalts- und Sicherheitswesen

Paulustorgasse 4, 8010 Graz

abteilung3@stmk.gv.at | [Website \(click\)](#)