



ADMIN PACKAGE

Preliminary Program

When?	What?	Where?
MONDAY (week 1)		
09:00 – 09:30	Registration We are very happy to have you! Come and get your Welcome Packages and get sorted into your Language courses. Exchange students: Please bring EUR 19,70 to pay the student's union fee! Degree seeking students: Please bring your documents for enrolment!	Room 011
09:30 – 11:00	Welcome Presentation Find out the most important details about life in Graz and studying at FH JOANNEUM!	Room 011
11:00 – 12:30	Administration Session for EU students	Room 011
11:00 – 12:30	Administration Session for non - EU students We will help you fill out important forms like registration forms, EU-registration certificate, residence permit, health insurance, etc.	Room 014
TUESDAY (week 1)		
09:00 – 10:30	Computer Systems Activate your FH student's account and learn how to take advantage of some useful tools, like online timetables.	Room 101
10:30 – 12:00	ESN Presentation ESN is a non-profit international student organization. They will inform you about their events for international students and distribute ESNcards as well as free sim cards.	Room 011
12:00 – 13:15	German Placement Test	Room 101
THURSDAY (week 1)		
Only for GRZ students (KBG/BGB students will have separate sessions on their campus)		
09:00 – 10:30	German Course Enrolment Enrol for the German Courses you are planning to take during the semester.	Room 356
tba	GBP/MEM course enrolment Only for students of the Global Business Programme and Business in Emerging Markets!	tba
tba	Meeting with International Coordinators For your specific study programme!	tba
tba	Introduction to Library Services (optional) Find out how to use all the services our library has to offer!	Library

Timetable may be subject to change.