



Information for Incoming Trainees

We are very happy that you have decided to apply to FH JOANNEUM as incoming trainees. Please read this information carefully and contact us via international@fh-joanneum.at if you have any questions.

General information

Though the main purpose of your stay is to complete a traineeship, you will be enrolled as a student at FH JOANNEUM. This is mandatory for all incoming trainees. Incoming trainees must pay the Austrian student's union fee of approximately 20 Euro per semester at the start of the traineeship. As students at FH JOANNEUM, you have the right to get an enrollment document which shows your student status and gives you access to various student discounts. You also have access to the FH JOANNEUM computer systems and to the libraries. The student's union fee covers an [accident and liability insurance](#) for students. Trainees in the health sector (nursing, physiotherapy, dietetics etc.) must purchase a liability insurance for working purposes ("Berufshaftpflichtversicherung") via the FH JOANNEUM. The insurance approximately 42 Euro and is to be paid before the start of the traineeship.

All incoming trainees must apply via our online application system Mobility Online and upload the Learning Agreement for Traineeships there before the start of the traineeship.

You can find more information for incoming students and trainees on our [website](#).



Visa, entry, and residence

All incoming trainees must register their residence in Austria within three days after arrival by filling out a “Meldezettel” (residence registration sheet) and handing it in at the municipality. You can find further information on the procedure [here](#). You need to de-register your accommodation during the last three days of your stay.

Nationals of EU/EEA countries or Switzerland do not need a visa and enjoy the freedom of domicile (“Niederlassungsfreiheit”). If you have sufficient financial means to finance your stay in Austria and valid health insurance covering all the necessary costs, you only need a valid travel document (passport or ID card) to enter and reside in Austria. Please note that all EU/EEA citizens are required to obtain a confirmation of registration for EU and EEA citizens (“Anmeldebescheinigung”) within the first four months of their stay in Austria.

Nationals of non-EU/EEA countries staying in Austria for up to six months must file an application for a residence visa (Visa D) with the competent Austrian representative authority in their home country. American and Canadian citizens are eligible to apply for a visa in one of Austria’s neighboring countries upon arrival. It is not possible to apply for or renew your visa in Austria. Nationals of non-EU/EEA countries staying in Austria for more than six months must file an application for a residence permit. If you are entitled to enter Austria without a visa you can file this application in Austria. If you are not entitled to enter Austria without a visa the application will be processed by the Austrian representative authority in your home country. As this procedure may take some time you should submit your application to the relevant authority at least three months prior to your planned entry to Austria. You will find all relevant information about entry and residence requirements on the [website of the Austrian Exchange Service \(OeAD\)](#).



Housing

All incoming trainees are expected to organize their housing by themselves. We do not offer on-campus housing.

Accommodation in Graz

Housing Office OeAD (recommended)

Accommodation in student residences is allocated by the OeAD (Österreichischer Austauschdienst – Austrian Exchange Service) on a semester basis. To receive a room allocation, please register on the [website of the OeAD housing services](#).

You are also free to look for your own apartment or flat share in Graz.

The following links may help with your search: [Accommodation in Graz](#), [Dormy.at](#), [Campusboard](#), [WG gesucht](#)

Accommodation in Kapfenberg

The department for International Relations will help you with your accommodation search at the Kapfenberg campus. Please email the contact on-site: international-kbg@fh-joanneum.at

- [Accommodation in Kapfenberg](#)

Accommodation in Bad Gleichenberg

The department for International Relations will help you with your accommodation search at the Bad Gleichenberg campus. Please email the contact on-site: international-bgb@fh-joanneum.at

- [Accommodation in Bad Gleichenberg](#)



Transportation

Students under the age of 27 can purchase the Styrian top-ticket, which gives unlimited access to all public transportation (bus, tram, train) in Styria for a full semester. The ticket costs 156 Euro per semester and can be purchased at all train stations. To purchase the Top Ticket, you need:

- A valid ID (passport or ID card)
- A filled Top Ticket [order form](#)
- A confirmation of enrollment from FH JOANNEUM

Alternatively, you can purchase single tickets, weekly tickets or monthly tickets for the trams and buses. You can buy the tickets in the tram as well as from the “Trafik” (small convenience shops).

Train tickets are available [online](#) and at the train station. If you plan to travel by train regularly, you can buy the discount pass [Vorteilscard](#), which gives you a 50% discount on all train rides in Austria.

Services

Psychological counseling for students (free of charge): psych.ber@uni-graz.at or +43316814748

Equality and Diversity Office: [Equality and Diversity » FH JOANNEUM \(fh-joanneum.at\)](#) offers support for students with special needs.



Insurance

All incoming trainees must be covered by sufficient health insurance throughout their stay.

Students from EU/EEA countries usually are covered by national health insurance in their home country and are entitled to receive medical treatment in Austria upon presentation of the European Health Insurance Card (EHIC).

Students from non-EU/EEA countries are free to take out their own insurance for their stay in Austria, though we recommend taking out an Austrian insurance plan. If taking out insurance in your home country, you must prove that the amount covered by the contract is at least € 100.000,-- (hundred thousand Euro) and that bills exceeding € 1000 (thousand Euro) will be paid directly to the relevant hospital or doctor. Please note that not all foreign insurance plans are accepted for the residence permit. Based on our long-standing experience with foreign insurance providers, we recommend taking out the [FeelSafe insurance](#). FeelSafe is accepted by the government for the C-Visa, D-Visa, and Residence Permit.

Orientation Program

We offer four different orientation packages to help you prepare for your stay and assist you with the various administrative issues involved. The Orientation Program is voluntary for trainees, though we encourage everyone to participate if the work schedule allows it. The programs take place at our campus in Graz before the start of each semester (September and February). You can find further information and sign up [here](#).