



Checklists for Incoming Exchange Students

| When you start planning to go abroad | | | |
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| ✓ | What? | Who? When? | How? |
| | Look up general information about FH JOANNEUM | All exchange students Before the nomination | See FH JOANNEUM website |
| | Find information about your exchange at FH JOANNEUM | All exchange students Before the nomination | See Incoming students |
| | Research if you can study at FH JOANNEUM | All exchange students Before the nomination | Get in contact with the International Office at your home university. Find out, if there is an agreement with your field of study. |
| | Language requirements | All exchange students Before the nomination | German taught programmes: minimum B2 English taught programmes: minimum B2 |
| | Other requirements | Applicants for certain study programmes (e. g. Industrial Design, Architecture, Automotive Engineering, etc.) Before the nomination | CV, portfolio, motivation letter required for some study programmes. Enquire with home university. |
| | Study programmes in English | Before the nomination | See Study programmes for Incoming students ; Many other programmes at FH JOANNEUM also offer enough ECTS to fill a semester workload. Enquire with home university. |
| | Nomination by your home university | All exchange students By June 1 st for fall semester By November 1 st for spring semester | See Application |



| After your nomination | | | |
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| ✓ | What? | Who? When? | How? |
| | Online Registration: Fill personal information | All exchange students By July 1st By December 1st | See STEPbySTEP guide |
| | Issue your Learning Agreement | All exchange students By July 1st By December 1st | Choose the courses you plan to take at FH JOANNEUM and have your home university sign the agreement. Use the form your home university provides or download it from our website . |
| | Get a transcript of records from your home university | All exchange students By July 1st By December 1st | A transcript of records shows all the courses you have successfully completed in the course of your studies. Enquire with home university. |
| | Online Registration: Upload Learning Agreement, Transcript of records, foto | All exchange students By July 1st By December 1st | See STEPbySTEP guide |
| | Entry and residence requirements | Non EU-students as early as possible | Check regulations applicable for your country. See OeAD - website |
| | Get appointment with responsible embassy, get visa/residence permit | Non EU-students As early as possible. | See OeAD - website Processing time can take up to 3 months. |
| | Accommodation in Graz | GRZ students The earlier the better | Register for student housing OR organize private accomodation See preparations |
| | Accommodation in Kapfenberg | KBG students After receiving information (June/November) | Register via e-mail; See preparations |
| | Accommodation in Bad Gleichenberg | KBG students After receiving information (June/November) | Register via e-mail; See preparations |
| | Register for the Buddy Programme | Optional, recommended By July/December | See Buddy programme |
| | Register for Orientation Package | All exchange students By August/January | See Orientation Packages |
| | Register for Excursions | Optional Consult deadlines | See Vienna excursion See Prague excursion See Budapest excursion |
| | Save a copy of all your important documents online | Optional, recommended | Passport, ID, Acceptance Letter from FHJ, plane tickets, Health insurance, vaccination verificates, possible prescription medicine, etc. |



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| Make sure your European Insurance Card is valid during your stay in Austria | EU students | Enquire with health insurance provider of your home country |
| Travel insurance for your first weeks | Non EU-students | All exchange students need to be insured during their whole stay. See Your stay in Austria If you choose to get Austrian insurance after your arrival, be sure, to have travel insurance covering you during your first two weeks in Austria. |
| Receive official Letter of acceptance | All exchange students After you finish Online Registration | Will be sent via e-mail. |
| Do you need any additional assistance during your stay at FH JOANNEUM? | Students with physical or psychological impairments | Please contact: alice.greiner@fh-joanneum.at |
| Prepare for International Fair at FH JOANNEUM | All exchange students | You will be representing your home country/university at our International Fair. Bring promotional material. |



| Upon arrival | | | |
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| ✓ | What? | Who? When? | How? |
| | Join your chosen Orientation Package | All exchange students | See Orientation Packages |
| | Pay student union fee (EUR 19,70) | All exchange students First day of orientation | All students enrolled in an Austrian university have to pay this fee each semester. See ÖH-website |
| | Pay for Orientation Package, Excursion etc. | If you did not pay before arrival Within 1 week | International Office (room 318) |
| | Register for Whatsapp Service | All exchange students | We will keep you informed during your stay. See registration link |
| | ERASMUS+ confirmation of arrival | If required by your home university Within three days | Use form provided by your home university. International Office (room 314) |
| | Code of conduct: Read carefully and hand in signed version | All exchange students Within 1 week | Our code of conduct shows the rights and responsibilities you have as an exchange student at FH JOANNEUM. Hand in signed version at the International Office (room 314) |
| | Get your student ID card | All exchange students Within 1 week | See Useful Downloads – Administration Session |
| | Do Residence Registration | All exchange students Within 3 days | See Useful Downloads |
| | Do EU-Registration | EU students staying more than 3 months Within 3 months | See Useful Downloads |
| | Finish paperwork for Residence permit | Non EU students staying more than 6 months As soon as possible | See Useful Downloads |
| | Organize/Register for Visa trip | Non EU students with permission to apply for visa after entry As soon as possible | ESN offers one trip at the beginning of each semester. See ESN website OR make your own appointment with the embassy |
| | Get Health insurance with GKK <u>OR</u> feelsafe.at | Non EU students not otherwise ensured As soon as possible | See Your stay in Austria |

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| Hand in copies of your documents at the International Office | All exchange students Within 1 week | Documents required <ul style="list-style-type: none"> - Passport/ID - Code of conduct - Proof of Health insurance - Residence registration - Copy of visa/residence permit (non EU students) Hand in copies at International Office (room 314). |
| Get in contact with International coordinator of your study programme | All exchange students Within 1 week | Every study programme has an International coordinator. They are in charge of all academic issues during your exchange. You received their contact address in the Online Registration process. |
| Welcome Day Kapfenberg | KBG students Mandatory | All exchange students from campus Kapfenberg are required to participate. Invitation via e-mail. |
| Changes in your Learning Agreement | If necessary Within 3 weeks | Contact your International Coordinator |
| Sign housing contract | If you rented with OeAD Within 1 week | Stop by OeAD-Wohnraumverwaltungs GmbH personally |
| Open Austrian bank account | non EU grant holders as soon as possible | Many banks offer free student accounts: BAWAG, Sparkasse, Raiffeisen Bank Required documents: <ul style="list-style-type: none"> - Residence registration (Meldezettel) - Enrolment certificate |
| Get tick vaccination | Optional, recommended | Especially during the warm months there are a lot of ticks in Austria. Ticks can carry Lyme disease and encephalitis (TBE). We recommend to get vaccinated. See GKK-website |
| Register for German courses | Optional | See German as a foreign language |
| Register for Intercultural courses | Optional | See Intercultural focus R.U.D.I. |
| Register for sports courses at the University Sport Institute (USI) | Optional | See USI-website |
| Student ticket for public transport | Optional | See Student Pass ; See Useful Downloads – Administration Session |



| During the semester | | | |
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| ✓ | What? | Who? When? | How? |
| | Register for Tandem Programme | Optional First week of semester | See Tandem programme |
| | Register for Sports programme | Optional First week of semester | Registration link will be sent via e-mail |
| | Participate in Intercultural Events | Optional | |
| | Pass by OeAD once a month to confirm you are still here | ERNST MACH scholarship holders | See OeAD scholarship conditions Scholarship holders of Campus Kapfenberg/Bad Gleichenberg can report at the International Offices on Campus. You do not need to pass by the OeAD-office in Graz |
| | Inform the International Office, if you have an emergency | All exchange students | |
| | Traveling: Activate your traveling insurance (Urlaubskrankenschein) online | Students insured with GKK 7 days before you travel | See: GKK website |
| | Report absences that take more than 7 days | ERNST MACH scholarship holders | See OeAD scholarship conditions |
| | Check the academic calendar for holidays | | See: Academic Calendar |
| | Extension of your stay | Optional Two months before planned departure | If you want to extend your stay, please contact your International Coordinator. |
| | Participate at the International Fair | All exchange students Campus KBG – November 2018 Campus Graz – April 2019 | You will have your very own booth at our International Fair: you will be representing your home university and motivate Austrian students/staff to do an exchange themselves |
| | Check your FH mail account | All exchange students Daily | Teachers and FH officials will only use your official student account |



| Before you leave | | | |
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| ✓ | What? | Who? When? | How? |
| | De-register your residence at the registration office/municipality | All exchange students Within three days of departure | Bring „Meldezettel“ to registration office. Go through de-registration procedure. Receive de-registratin sheet. |
| | De-register for health insurance Note: the insurance will be cancelled with the day that you de-registered at the municipality. | Students insured with GKK | Bring de-registration sheet (Meldezettel) to the International Office. We will cancel your health insurance. |
| | Close bank account | | Make sure all payments are made, before you close your account (health insurance...) |
| | Get signature for ERNST MACH final report, hand in copy to the International Office | ERNST MACH scholarship holders 1 week before departure | See: OeAD scholarship conditions |
| | Arrange departure with housing providers; | All exchange students | Make sure all payments are done, hand in keys etc. |
| | Transcript of records | GBP/MEM students | Your ToR will be sent to your home university. This will take aprox. 3 weeks. |
| | Transcript of records | All other students | Arrange how to get your ToR with your International Coordinator. |
| | Return all library books | All exchange students | |
| | ERASMUS+ departure confirmation | If required by your home university Within three days of departure | Use the form provided by your home university. Get signature at International Office (room 314). If your university does not provide a form request the confirmation at International Office. |
| | EU survey | All ERASMUS+ students | You will receive this survey via e-mail form ERASMUS+; it is mandatory to receive the rest of your grant |
| | Rate FH JOANNEUM on Stexx | All exchange students | Please describe your experience at FHJ to help future exchange students; See stexx |
| | Rate the International Office of FH JOANNEUM on facebook | All exchange students | Please describe your experience with the International Office to help future exchange students; facebook |
| | Leave a message in the guestbooks in our offices | All exchange students | We appreciate your messages so much |
| | Personal de-registration at International office. | Not earlier than 5 days before the end of your study period. | Only possible in person! If you are required to fill in a particular form provided by your home university, bring it along. |
| | Send us a postcard | Optional, highly appreciated | The maps on our Campuses should be filled with postcards from all over the world. See Information & Contact |