



Checklists for Incoming Exchange Students

When you start planning to go abroad			
✓	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 No formal certificates required
	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			
✓	What?	Who? When?	How?
	Online Registration: Fill personal information	All exchange students By June 15th By November 15th	See STEPbySTEP guide
	Issue your Learning Agreement	All exchange students By June 15th By November 15th	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 June 15th By November 15th	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 June 15th By November 15th	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 accommodation 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
	Pay for Orientation Package, Excursion etc.	All exchange students Within 2 weeks	See Online registration/payment



Save a copy of all your important documents online	Optional, recommended	Passport, ID, Acceptance Letter from FHJ, plane tickets, Health insurance, vaccination certificates, possible prescription medicine, etc.
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			
✓	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
	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 OR feelsafe.at	Non EU students not otherwise ensured As soon as possible	See Your stay in Austria
	Hand in copies of your documents at the International Office (room 314)	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)



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: - 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			
✓	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	Information will be sent via e-mail, whatsapp etc.
	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			
✓	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 approx. 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

