### IMPORTANT Information for incoming students

**Name of University**: FH JOANNEUM University of Applied Sciences  
**Website**: www.fh-joanneum.at; www.fh-joanneum.at/int  
**E-Mail (third countries)**: Britta.feigl2@fh-joanneum.at  
**E-Mail (Europe)**: Veronika.wolf@fh-joanneum.at

### 1. Visa Requirements (THIRD COUNTRIES only!)

In order to apply for a visa you will need an acceptance letter as well as a confirmation on housing and insurance, which you will get along with your acceptance letter from FH JOANNEUM. We will send the letters via email as well as via post to your home university.

**1 semester**: Students need to apply for a visa D at an Austrian Embassy before coming to Austria. If you are studying for only one semester at FH JOANNEUM, a residence permit won’t be issued (even if you are planning to travel after your studies).

**2 semesters**: Students need to apply for a residence permit either before or upon their arrival in Austria. You can find a list of countries who can apply for a residence permit in Austria here: [http://www.oead.at/index.php?id=574&L=1](http://www.oead.at/index.php?id=574&L=1).

**Traveling**: We can’t confirm your stay after your period of studies or internship. So in case you want to travel after your visa has expired, you need to make sure you have an additional tourist visa for the time you are travelling. For some countries it’s possible to stay up to 3 months in Austria without a visa after your visa has expired (you can find a list of countries here: [http://www.oead.at/index.php?id=574&L=1](http://www.oead.at/index.php?id=574&L=1)).

Please make sure to inform yourself early enough about visa and residence permit requirements in your country, it often takes a few months!

You can find more information about entry to Austria here: [http://www.oead.at/index.php?id=537&L=1](http://www.oead.at/index.php?id=537&L=1)

### 2. Health Insurance (THIRD COUNTRIES only!)

Students from third countries are obliged to register with the local health insurance GKK (Gebietskrankenkasse). The registration will be made with the International Office upon your arrival. The costs are 51.55 Euro per month. The health insurance covers medical treatment, transportation, certain remedies, and hospitalisation and is valid throughout the European Union.

**Please register for additional travel insurance for the first few weeks** – we will try to register you as soon as possible with the GKK health insurance but this will take a few days. You don’t need any additional health insurance during your stay. Once you leave Austria, you will be deregistered from the GKK health insurance.

**Internships**: 1) Students who are doing an internship at FH JOANNEUM will be provided with health insurance. 2) Students who are doing an internship at an employer other than FH JOANNEUM are likely to be provided with health insurance by the employer. This should be clarified with the employer as it varies from case to case (if you are below the marginal earnings threshold of 386.80€/month you won’t have health insurance from your employer).

### 3. Housing

**Graz**: Please login via [http://housing.oead.at/](http://housing.oead.at/). The OEAD is the Austrian Exchange Agency (Österreichischer Austauschdienst) and will provide you with a room in a student dormitory if you register until 15 June (winter term) or 15 November (summer term). The prices are between 280-450 Euro. You will need to pay a 750 Euro deposit in order to register. This is necessary for the room reservation. Without a deposit no reservation will be made. This concerns all students who are staying for one or two semesters. For students or interns who are...
staying less than one semester, please contact your international coordinator from FH JOANNEUM or the International Office.

Kapfenberg: Please contact Silke Glatzer for housing providers for Kapfenberg: silke.glatzer@fh-joanneum.at

Bad Gleichenberg: Please contact Jim Miller for housing providers in Bad Gleichenberg: james.miller@fh-joanneum.at

Internships: You can find a list of housing providers at our homepage www.fh-joanneum.at/int - Downloads - Incoming Students – Before Arrival – Info: Housing for exchange students in Graz (http://www.fh-joanneum.at/aw/home/leitbild/organisation/Zentrale_Services/INT/Downloads/~baip/studierende/?lan=en)

Ernst Mach: Ernst Mach scholarship holders don’t need to register – you will be contacted by the OEAD and will have to pay a deposit of 250 Euro.

4. Online Registration

Please follow the online registration link we send to your email address after we got your official nomination from your University. In order to issue all your documents for your studies, you need to finish the online registration on time (before your arrival). You need to fill out some general information and upload the following documents:

- Photo for your student ID card
- Transcript of records from your university
- Signed Learning Agreement (you will find this on our homepage)

Please make sure that your data (especially name, gender and home address) is filled out correctly – if not, this will be wrong on all your student documents.

5. Student union fee

The student union fee is 18 Euro and has to be payed upon your arrival. Through the student union fee you have accident and liability insurance regarding university issues.

6. Buddies

To make your stay as comfortable and exciting as possible, we offer free participation in the “FH JOANNEUM Buddy Programme”. Buddies are Austrian students who are very much interested in meeting new people from foreign countries and who are happy to help you adjusting to Austrian student life! Right at your arrival, they pick you up from the airport/train station and provide you with valuable information about living in Austria. It is a good way to get to know Austrian culture and to find new friends at the same time.

Graz: To sign in for the buddy programme please e-mail your exact arrival data (date, time, place, flight number, etc.) as well as your hobbies, interests and expectations to britta.feigl2@fh-joanneum.at

Bad Gleichenberg/Kapfenberg: A Buddy will be assigned to you. If you are attending the Orientation Program in Graz(see below) and you want to have a Buddy for Graz, please e-mail to Britta.feigl2@fh-joanneum.at

7. Orientation Program

In order to prepare you best for your stay and your studies here at FH JOANNEUM and to process administration as quickly as possible, we offer a German Intensive Course (220€) and an Orientation Programme (60€*). Incoming exchange and international students can take advantage of these offers taking place in Graz:

If you don't take the German Intensive Course you should participate at least in our Orientation Programme (OP). During the OP all administrative matters concerning your studies at FH JOANNEUM will be settled. Moreover we will show you the city of Graz and the region of Styria. A detailed schedule and the registration of the Orientation programme can be found at our homepage www.fh-joanneum.at/int

*subject to change