

**1. Before you come to Leoben**

- **Visa/ residence permit:** *Visitors from outside of the European Union / EER* : Make sure you get sufficient information about your legal s statues for your travels to and stay in Austria at the given Austrian consulate/ embassy for your country and collect all official document you will need for it!
- **Insurance:** Make sure you are sufficiently insured! *Visitors from outside of the European Union / EER* have to take out an additional insurance for Austria/Europe! We recommend [www.feelsafe.at](http://www.feelsafe.at)
- **Housing:** Find a place to live (→ <http://international.unileoben.ac.at/de/5128/>)

→ The following documents have to be handed in **BEFORE** you start your research stay at MUL at your host chair (supervisor or secretary):

Category A) Guest professors & lecturers: Post-docs, professors, guests from industry and similar:	
Document	✓ Check
1. Copy of passport	
2. Confirmation of HOME supervisor that he/she supports stay at MUL (email or letter)	
3. Confirmation of HOST supervision at MUL (e.g. email or letter from host professor/ supervisor at MUL)	
4. Confirmation of financial capacity (scholarship/grant, salary, savings etc.)	
<b>5. Letter of invitation (LoI)</b> from MUL <i>–only if we received documents 1-4 !</i>	
6. Confirmation of sufficient health & accident insurance <i>Citizens from outside the EU: should take on the insurance at <a href="http://www.feelsafe.at">www.feelsafe.at</a> from UNIQA; only with this insurance it is secured that you will not run into problems! Take on this insurance BEFORE you start your research stay in Leoben!</i>	
7. Copy of visa/ residence permit– <i>must be handed in at MIRO at the latest 2 weeks after your arrival in Leoben!</i>	
Category B) Guest students: MSc / PhD students on research stay	
Document	✓ Check
1. Copy of passport	
2. Master or PhD certificate	
3. Stammdatenblatt = Master data form (request at your host chair or <a href="mailto:incoming@unileoben.ac.at">incoming@unileoben.ac.at</a> )	
4. Confirmation of HOME supervisor that he/she supports stay at MUL (email or letter)	
5. Confirmation of HOST supervision at MUL (e.g. email or letter from host professor/ supervisor at MUL)	
6. Confirmation of financial capacity (scholarship/grant, salary, savings etc.)	
<b>7. Letter of invitation (LoI)</b> from MUL <i>–only if we received documents 1-6!</i>	
8. Confirmation of sufficient health & accident insurance <i>Citizens from outside the EU: should take on the insurance at <a href="http://www.feelsafe.at">www.feelsafe.at</a> from UNIQA; only with this insurance it is secured that you will not run into problems! Take on this insurance BEFORE you start your research stay in Leoben!</i>	
9. Copy of visa/ residence permit– <i>must be handed in at MIRO at the latest 2 weeks after your arrival in Leoben!</i>	
<b>10. Online Pre-Registration</b> for the admission as incoming guest student: <a href="http://starter.unileoben.ac.at/index.php?id=3435&amp;L=1">http://starter.unileoben.ac.at/index.php?id=3435&amp;L=1</a> (you will need a pass photo to upload!) → <i>complete before or shortly after you arrived in Leoben → necessary for the complete registration!</i> <sup>1</sup>	

**2. The first days and weeks after you arrived in Leoben**

- ✓ **Visit MIRO** to say hello, pick up your welcome bag, get essential further administrative information and hand in copy of visa/residence permit and insurance (if not yet done)
- ✓ **Sufficient insurance:** *Visitors from outside the Europe Union/EER* have to arrange a sufficient health and accident insurance for Austria! → **We recommend [www.feelsafe.at](http://www.feelsafe.at).** –It is easy, quick and accepted by all official ‘Magistrats’ in Austria  
**NOTE!** *If you prolong your residence permit in order to stay longer in Leoben, DON'T FORGET to prolong your health insurance!*

- ✓ **Residence Permit:** *For non-EU/EWR citizens who plan to stay longer than 6 months;*  
Bezirkshauptmannschaft Leoben – BH Leoben, in Peter-Tunner-Strasse 6
  
- ✓ **Registration residence with the city of Leoben** (i.o. to receive ‘Meldezettel’= confirmation of residence)  
EVERYBODY who takes up residence in Austria has to register their residence with the city of their residence. In Leoben you have to register at: **Rathaus Leoben**. Erzherzog Johann Strasse 2, Email:  
[stadtgemeinde@leoben.at](mailto:stadtgemeinde@leoben.at)
  
- ✓ **Registration with the Styrian Government** (15 €): *EU / EEA, Swiss citizens who stay longer than 3 months;*  
Office address: **Bezirkshauptmannschaft Leoben – BH Leoben**, Peter-Tunner-Strasse 6
  
- ✓ **Open an Austrian bank account** - recommended (e.g. with Steiermärkische Sparkasse, Erzherzog Johann-Straße 13)
  
- ✓ **Only for category B) Guest Students: MSc and PhD students on research stay:**  
**Official registration and admission at MUL:** Pick up your ‘green folder’ at MIRO (Peter-Tunner-Strasse 15, 3. Floor) and go to the **Registrar’s Office = MUL admission** (called in german *‘Studien& Lehrgänge’* in the main building, Franz-Josef-Strasse 18, 1st floor)
  - . You have to be pre-registered online!<sup>1</sup>
  - . You’ll have to pay 19,70€ Student Union fee – transfer details will be given to you at the Registrar’s Office
  - . 3 working days after payment you will be able to register at MUonline and enroll for courses

### 3. Before you leave Leoben for good

- **Deregister at city hall** (=‘Rathaus’)
- **Check out from your housing:** Make sure to terminate your lease agreement according to the resign period stated in your leasing agreement!
- **Austrian bank account:** close it if you opened one
- **Confirmation of stay:** pick it up at MIRO 3 days before you leave