

**universität  
für musik und  
darstellende  
kunst graz**



**Welcome!**



**Department of International Relations**  
**Abteilung für Internationale Beziehungen**  
**AIB**

**Leonhardstraße 15**  
**Palais Meran / II. floor**  
**8010 Graz**

**Opening hours:**

<b>Michaela Ritter</b>	<b>Mo – Do / 9:30 - 13:00 / 13:30 - 14:30</b>
<b>Nermina Murtic</b>	<b>Mo – Do / 8:30 - 12:30</b>

# Department of International Relations

## Abteilung für Internationale Beziehungen

### AIB

**Michaela Ritter, room 207, [michaela.ritter@kug.ac.at](mailto:michaela.ritter@kug.ac.at)**

- KUG Outgoing students

**Nermina Murtic, room 207, [nermina.murtic@kug.ac.at](mailto:nermina.murtic@kug.ac.at)**

- Incoming students at the KUG

**Irene Hofmann-Wellenhof, room 210, [irene.hofmann-wellenhof@kug.ac.at](mailto:irene.hofmann-wellenhof@kug.ac.at)**

- agreements, staff mobility, budget

**Christina Kwon, [christina.kwon@kug.ac.at](mailto:christina.kwon@kug.ac.at)**

- student assistant

**Department of International Relations**  
**Abteilung für Internationale Beziehungen**  
**AIB**

**Main Task:**

**Advisory service**

- for students from abroad
- for KUG students who would like to go abroad
- Erasmus mobility for students and teachers

# How to find our website:

**www.kug.ac.at**



**Studies and Further Education**



**International**

<http://www.kug.ac.at/en/studies-further-education/studies/international.html>



Quelle: <http://www.europakarte.org/europakarte-eu/>

# Department of International Relations

## Abteilung für Internationale Beziehungen

### AIB

#### **Checklist for Incoming Exchange Students after Arrival:**

- enrollment at the KUG (Health insurance, ÖH fee)
- register with the Registration Office (Meldeamt) at your place of residence
- register your KUG courses online
- open your bank account (if necessary)
- German language course?
- Confirmation of Registration (Anmeldebescheinigung)



# Enrollment at the Kunstuniversität Graz



## First Steps for Your Enrollment

- Online Pre-Registration for Incoming Erasmus students
- Pick up the Green folder at the ÖH
- Do the final enrollment at the Registrar's Office
- Pay the ÖH fee
- Register in courses after your ÖH fee arrived at the KUG according to your Learning Agreement

# Registration Office - Meldeamt



## All Incoming Students

- Within 3 working days of your arrival in Austria, you have to register with the Registration Office (Meldeamt) at your place of residence.
- Service Centers: <http://www.graz.at/cms/beitrag/10023603/413791>

# Registration Office - Meldeamt

## Registration form (Meldeamt)

- **Form German:**

[http://www.graz.at/cms/dokumente/10022850\\_313359/9a2024b2/meldezettel\\_neu.pdf](http://www.graz.at/cms/dokumente/10022850_313359/9a2024b2/meldezettel_neu.pdf)

- **Example form in English:**

[http://www.graz.at/cms/dokumente/10022850\\_313359/fff60861/meldezettel-hilfe\\_eng%20 2 .pdf](http://www.graz.at/cms/dokumente/10022850_313359/fff60861/meldezettel-hilfe_eng%202.pdf)

# Confirmation of Registration

## „Anmeldebescheinigung“ for all EU/EEA Citizens

**If you intend to stay longer than 3 months you have to get your Confirmation of Registration**

**Office of the Steiermärkische Landesregierung, A3**

**Referat Aufenthalts- und Sicherheitswesen**

**Paulustorgasse 4**

**A-8010 Graz/Austria**

**Opening hours: Mo-Fr 8:00am to 12:30pm**

**Phone: (0316) 877-2072**

**<http://www.verwaltung.steiermark.at/cms/ziel/74966259/DE/>**

# Confirmation of Registration „Anmeldebescheinigung“ for all EU/EEA Citizens

## More detailed information:

- EU/EEA Citizens

„Anmeldebescheinigung“ - Confirmation of Registration

[https://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/entry\\_into\\_austria/eu\\_eea\\_switzerland/EN/?type=0%27A%3D0](https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/eu_eea_switzerland/EN/?type=0%27A%3D0)

and

[http://www.bmi.gv.at/cms/BMI\\_Niederlassung/Formulare\\_2014/Anmeldebescheinigung\\_Aufenthaltskarte\\_Formular.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Formulare_2014/Anmeldebescheinigung_Aufenthaltskarte_Formular.pdf)

and

[https://www.oead.at/fileadmin/oead\\_zentrale/willkommen\\_in\\_oe/Recht/Leitfaden\\_fuer\\_internationale\\_Studierende\\_en.pdf](https://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Recht/Leitfaden_fuer_internationale_Studierende_en.pdf)

# Confirmation of Registration „Anmeldebescheinigung“ for all EU/EEA Citizens

**All Erasmus students have to deliver the filled in form on**

**October 11, 2016 from 2pm to 5pm**

**Office of the Steiermärkische Landesregierung, A3**

**Referat Aufenthalts- und Sicherheitswesen**

**Paulustorgasse 4**

**A-8010 Graz/Austria**

# Confirmation of Registration

## „Anmeldebescheinigung“ for all EU/EEA Citizens

### Please bring:

- the completed and signed application form:  
[http://www.bmi.gv.at/cms/BMI\\_Niederlassung/Formulare\\_2014/Anmeldebescheinigung\\_Aufenthaltskarte\\_Formular.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Formulare_2014/Anmeldebescheinigung_Aufenthaltskarte_Formular.pdf)
- a valid identity card or passport and a copy of it
- a copy of your confirmation of admission by the university
- proof of a health insurance covering all the necessary costs, e.g. European Health Insurance Card, insurance policy, ... make also a copy
- a copy of the so called „Meldezettel“
- proof of sufficient financial support, e.g. by means of a saving account or a bank account, traveller's cheques,...

# Confirmation of Registration

## „Anmeldebescheinigung“ for all EU/EEA Citizens

### Bitte bringen Sie mit:

- das ausgefüllte und unterschriebene Antragsformular:  
[http://www.bmi.gv.at/cms/BMI\\_Niederlassung/Formulare\\_2014/Anmeldebescheinigung\\_Aufenthaltskarte\\_Formular.pdf](http://www.bmi.gv.at/cms/BMI_Niederlassung/Formulare_2014/Anmeldebescheinigung_Aufenthaltskarte_Formular.pdf)
- Ihren gültigen Pass oder Personalausweis, sowie eine Kopie davon
- die Bestätigung über die Inskription (Ausdruck der Zulassung an der Kunstuniversität Graz)
- den Nachweis der studentischen Krankenversicherung, z.B. europ. Versicherungskarte, bitte ebenfalls eine Kopie davon machen
- Meldezettel und eine Kopie
- eine Erklärung, dass Sie über ausreichende Geldmittel verfügen



# Residence Permit for Nationals of Third Countries

## More detailed information:

- Entering Austria without a Visa

„Aufenthaltsbewilligung“ - Residence Permit

[https://www.oead.at/welcome\\_to\\_austria/legal\\_practical\\_issues/entry\\_into\\_austria/nationals\\_of\\_third\\_countries/EN/?type=0%27A%3D0](https://www.oead.at/welcome_to_austria/legal_practical_issues/entry_into_austria/nationals_of_third_countries/EN/?type=0%27A%3D0)

and

[https://www.oead.at/fileadmin/oead\\_zentrale/willkommen\\_in\\_oe/Recht/Leitfaden\\_fuer\\_internationale\\_Studierende\\_en.pdf](https://www.oead.at/fileadmin/oead_zentrale/willkommen_in_oe/Recht/Leitfaden_fuer_internationale_Studierende_en.pdf)

# Next Steps after the Enrollment

## KUG online

- How can I register for courses?

[http://www.kug.ac.at/fileadmin/media/intbez\\_40/Dokumente/2015\\_16/Info\\_fuer\\_auslaendische\\_Studierende/HowToFindCoursesAtTheKUG.pdf](http://www.kug.ac.at/fileadmin/media/intbez_40/Dokumente/2015_16/Info_fuer_auslaendische_Studierende/HowToFindCoursesAtTheKUG.pdf)

# Orchestra Courses



## Office of Orchestra Management / Büro für Orchestermanagement

Christina M. Ziegerhofer

Neubau, room E.24/EG

Mo – Th 9.00 am to 12.00 pm

<http://studieren.kug.ac.at/index.php?id=13346&L=2>

# Department of International Relations

## Abteilung für Internationale Beziehungen

### AIB

#### **Checklist for Incoming Exchange Students before Your Departure:**

- say goodbye to the colleagues at the Registrar's office and
- get your Transcript of Records (ToR)
- say goodbye to us and
- receive your Confirmation of Stay
- please deregister with the Registration Office (Meldeamt) at your place of residence within three days before your departure
- close your bank account in case you opened one

# Transcript of Record and Confirmation of Stay for Exchange Students

**Get all your certificates before you leave:**

- **Transcript of Record – printed version**  
mark or confirmation of participation  
→ “Einzelzeugnisformular”
- **Confirmation of your Erasmus stay**

# Information from our Event Department (Veranstaltungsabteilung)

- **Events at the KUG**

Event Calendar – Veranstaltungskalender

<http://www.kug.ac.at/news-veranstaltungen/veranstaltungen/alle-veranstaltungen.html>

- **Orchestra concerts subscription „Hauptabo“**
- **abo@mumuth**
- **Concerts for children**

# Next Event for Exchange Students

**Reception of the mayor of  
the city of Graz**

„Bürgermeisterempfang“

November 7, 2016, 6pm

Minoriten

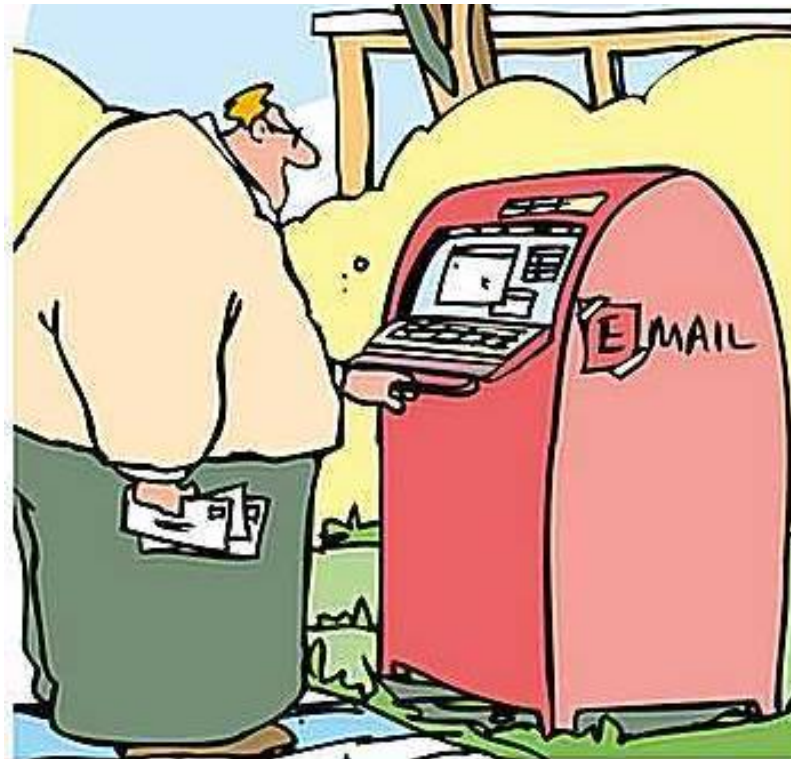


# Leisure Time

- **Universalmuseum Joanneum:**  
<https://www.museum-joanneum.at/>
- **Musikverein für Steiermark**  
<http://musikverein-graz.at>
- **Oper Graz**  
<http://www.oper-graz.com>
- **Schauspielhaus Graz:**  
<http://www.schauspielhaus-graz.com/>
- **Recreation – Großes Orchester Graz:**  
<http://www.recre.at/>



# Please Check Your KUG E-Mail Account!!



# Next Important Event for all Exchange Students

## Guided sight-seeing tour

- Wednesday, 28.09.2016
- 2pm

Meeting point: in front of the library



Department of International Relations  
Abteilung für Internationale Beziehungen  
AIB

**Thank you for coming  
and have a marvellous  
time at the KUG.**