

CHECKLIST

First steps after arriving in Salzburg

Health and accident insurance	✓
A valid health and accident insurance is necessary for your scholarship stay in Austria. <ul style="list-style-type: none"> • Insurance options: European Insurance Card, private insurance, UNIQA insurance via OeAD. • “Regular degree programme students” (ordentliche Studierende) can take out insurance with ÖGK. 	
Registration of place of residence	✓
You have to register your place of residence at the registry office within 3 working days. Please note that fees may apply.	
Residence permit	✓
<ul style="list-style-type: none"> • Nationals of third countries who stay in Austria for more than 6 months need a residence permit. • The residence permit must be collected from the competent authority before the entry visa expires. Please note that fees may apply. 	
Registration certificate	✓
EU, EEA and Swiss nationals who stay in Austria for more than 3 months need a registration certificate (“Anmeldebescheinigung”). The application must be submitted within 4 months.	
Scholarship instalments	✓
<ul style="list-style-type: none"> • First scholarship instalment: By bank transfer or cheque after arrival in Austria. • Ongoing scholarship instalments: By bank transfer at the beginning of each month or by cheque between the 5th and 15th of each month. • Last scholarship instalment: <u>As of the 16th</u> (if the scholarship runs until end of month) or <u>5th</u> (if it ends mid-month), by bank transfer or cheque, upon successful upload of the final report to STIP-Online. <p>Please note that a permanent presence at the place of study in Austria is required to receive your scholarship instalments!</p>	
Bank account	✓
For a bank transfer of your scholarship instalments, a bank account within the SEPA-area is necessary. Please provide your bank account details (IBAN) in STIP-Online.	
Enrolment at your institution	✓
If you complete (part of) your studies in Austria, please adhere to the registration deadlines. Enrolment is not necessary for short-term teaching or research visits.	

Please note that all documents must be uploaded to STIP-Online.

You can find instructions and FAQs [here](#).

For more information, please visit the website of the [OeAD Regional Office Salzburg](#) or book an appointment for an in-person meeting.