

Checklist: before and after your arrival in Austria

for OeAD scholars from EU/EEA countries

Action	Comments	✓
Read all information in detail	Read the scholarship documents (Letter of Award, Scholarship Details, Letter of Acceptance, Scholarship Conditions , Information on Travel Expenses if applicable, Information about Accommodation) and all texts at oead.at/scholars .	
Fill in and sign Letter of Acceptance and send to OeAD Regional Office via e-mail	Please send your signed Letter of Acceptance to your OeAD Regional Office . Note that your scholarship only becomes effective once we have received your Letter of Acceptance.	
Organize health insurance	You need a valid health insurance for the length of your stay in Austria and may have to show proof at the OeAD or the Austrian authorities. Further information about health insurance is available here .	
Organize accommodation either with the OeAD student housing or individually	If you have chosen in your Letter of Acceptance to book accommodation with the OeAD student housing , the link to their system will be sent to you via e-mail. Complete your data and select an accommodation option there. Take note of the conditions of cancellation. If necessary, you can ask for a confirmation about your reserved accommodation . Further information can be found here .	
Plan your trip to Austria in detail	Please plan your trip so that you can pick up your keys at the dormitory or the OeAD student housing during opening hours . Please note that the office is only open on workdays and closed on Saturdays/Sundays/holidays.	
Receive visa and travel to Austria	The address to your OeAD Regional Office is available here on the website.	
Visit your OeAD Regional Office within 3 workdays	Please report at your OeAD Regional Office during opening hours within 3 workdays after your arrival in order to receive your first scholarship rate. Make sure to bring your travel documents and proof of health insurance.	

Action	Comments	✓
Visit your university/supervisor within 3 workdays	Please inform your academic supervisor that you have arrived in Austria and introduce yourself in person so that you can start your study or research visit.	
Visit registration office within 3 workdays	You will get more information at your first visit to your OeAD Regional Office or from the OeAD student housing , when picking up your keys.	
Registration of EU citizens in Austria for stays longer than 3 months	If your stay in Austria is longer than 3 months, you have to register with the competent Austrian authority (Magistrat, Bezirkshauptmannschaft) and will receive a registration confirmation. More information is available at your OeAD Regional Office and on our website .	