

Checklist: before and after your arrival in Austria

for OeAD scholars from non-EU/EEA countries: stays up to 6 months

Even if you can enter Austria without a visa you still have to follow the guidelines below.

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/en/scholars .	
Fill in and sign Letter of Acceptance and send it to your OeAD Regional Office via e-mail	As soon as you have returned the signed Letter of Acceptance, we will send an OeAD Confirmation about your scholarship to the respective Austrian representative and to you. This document has to be attached to your application for a visa.	
Organize health insurance	For your entry to and stay in Austria, you need a valid health insurance. 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. Please ask for a confirmation about your reserved accommodation for your residence permit application. Further information can be found here . If you do not use the services of the OeAD Student Housing, you need to prove that you have other accommodation (e.g. a rental contract, an accommodation contract with a students' hall of residence or a private accommodation agreement).	
Prepare visa application for a "Visa C or D for Gainful Employment"	Stays of up to 90 days → "Visa C – Gainful Employment" Stays of up to 6 months → "Visa D – Gainful Employment" Please read all information provided on the visa information website and complete either the form for	

Action	Comments	✓
	<p>Visa C or Visa D, depending on the length of your stay. Please remember to obtain all necessary documents in your home country and to legalise them if necessary. Bring all documents that are listed on the visa information website to your appointment at the Austrian representative authority as well as to Austria.</p>	
<p>Copy or scan your visa application</p>	<p>Please copy or scan your entire visa application. This may help in case of delays or problems.</p>	
<p>Get an appointment with the Austrian representative authority to apply for a "Visa C or D for Gainful Employment"</p>	<p>Since it can take some time for your visa to be issued, your appointment with the Austrian representative authority should be at the latest 4 weeks before you plan on arriving in Austria. You should also plan your trip according to the time frame set by the Austrian representative authority. Please mention that you are an OeAD scholar and that you have already prepared an application. Again, make sure to bring all necessary documents to your appointment.</p>	
<p>Plan your trip to Austria in detail</p>	<p>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.</p>	
<p>Receive visa and travel to Austria</p>	<p>The address to your OeAD Regional Office is available here on the website.</p>	
<p>Visit your OeAD Regional Office within 3 workdays</p>	<p>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.</p>	
<p>Visit your university/supervisor within 3 workdays</p>	<p>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.</p>	
<p>Visit registration office within 3 workdays</p>	<p>You will receive further information at your first visit to your OeAD Regional Office or from the OeAD student housing when picking up your keys.</p>	