

Checklist: before and after your arrival in Austria

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

All OeAD scholars from non-EU/EEA countries staying in Austria longer than 6 months need a residence permit.

| Action | Comments | ✓ |
|---|--|---|
| Read all information in detail | Read the scholarship documents (Letter of Award, Scholarship Details, Letter of Acceptance, Scholarship Conditions , Information on Insurance , 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 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 you and to the Austrian embassy. This document has to be attached to your application for a residence permit. | |
| Organize health insurance | For your entry to and stay in Austria, you need a valid health insurance. In your Letter of Acceptance you can choose if you would like to take out a health insurance with a partner of the OeAD for your stay. 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 your accommodation with the OeAD student housing , the link to their booking system will be sent to you via email. Complete your data and select an accommodation option. Take note of the cancellation conditions. 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 another accommodation (e.g. a rental contract, an accommodation contract with a students' hall of residence or a private accommodation agreement). | |

| Action | Comments | ✓ |
|---|--|---|
| | | |
| <p>Calculate funds for your stay</p> | <p>Please calculate if you have sufficient means to get the residence permit. Information on how to calculate and what to consider can be found here. Please attach documents about the origin of your funds for the additional funds to your application documents, too.</p> | |
| <p>Prepare application for a "Residence Permit – Special Cases of Gainful Employment"</p> | <p>As an OeAD scholar you apply for the “Residence Permit – Special Cases of Gainful Employment” at your responsible Austrian representative authority. Please read all information provided on the residence permit information website and complete the application form for a Residence Permit – Special Cases of Gainful Employment (explanation of the application form). Please remember to collect all necessary documents in your home of residence and to legalise them, if necessary. Bring all documents listed above to your appointment at the Austrian representative authority. Attach only copies of the documents to the application and show the originals at the appointment, too.</p> | |
| <p>Copy or scan your residence permit application</p> | <p>Please copy or scan your entire residence permit application. This may help in case of delays or problems.</p> | |
| <p>Get an appointment with the Austrian representative authority to apply for a "Residence Permit – Special Cases of Gainful Employment"</p> | <p>If you can enter Austria without a visa, you do not need to follow this step. However, please note that you cannot receive the scholarship while you are in Austria without a visa. You need a residence permit for it. Please keep also in mind, not to overstay the visa-free time period, in case the residence permit will not be ready before your visa-free stay ends.</p> <p>If you cannot enter Austria visa-free, please book an appointment with the Austrian representative authority</p> | |

| Action | Comments | ✓ |
|---|--|---|
| | <p>for your application. Please mention that you are an OeAD scholarship holder and you have already prepared an application for a residence permit. Again, bring all documents listed on the residence permit information website to your appointment. Once the Austrian residence authority issues a positive decision about your application, it will inform the Austrian representative authority, too. Then you can apply for a special “Visa D” at the Austrian representative authority with which you can collect your residence title at the Austrian residence authority after your entry to Austria.</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 of the OeAD student housing during opening hours. Please note, that the office is only open on workdays and closed on Saturdays, Sundays and holidays.</p> | |
| <p>Receive visa and travel to Austria</p> | <p>The address of your OeAD Regional Office is available on our 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 or supervisor within 3 workdays</p> | <p>Please inform your academic supervisor about your arrival in Austria and introduce yourself in person at the beginning of 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> | |
| <p>Collect your residence permit</p> | <p>You will receive the address of the authority responsible for residence permits at your OeAD Regional Office.</p> | |