



## My first steps in Innsbruck

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>> I notify my family and friends of my successful arrival in Innsbruck.

>> **Within 3 work days** after arrival I **must** register as a resident of Innsbruck at the Residents Registration Office (Referat Melde- und Einwohnerwesen, Maria-Theresien-Strasse 18, Rathaus, 1<sup>st</sup> floor, Monday-Thursday 8.00-15.00; Friday 8.00-12.00). I need a registration form "Meldezettel" with the signature of my landlord and my passport (or identity card).

> If I am from an EU/EFTA country or Switzerland and staying for **more than 4 months** I must also get a residence permit. I need a valid passport, proof of health insurance (e-card), evidence that at least € 400 monthly are paid into my account (e.g. bank statement or grant confirmation) and proof of registration at Innsbruck University .

This permit costs € 15 and **is compulsory**. € 726 fine is possible!

>> I register as a student:

a) I go to the Erasmus desk in the University Admission Department (Studienabteilung) on the ground floor (left side) of the "Geiwi-Turm" with my Letter of Admission "Mitteilung" from Innsbruck University and everything asked for in the letter.

b) I receive a form *Meldungsblatt* which I must fill in at the Admission Department. It is important to state my exact postal address in Innsbruck. Then I receive a pay-in slip for the compulsory Students Union membership of € 19,20. I pay the membership using my cash card at one of the service points in the university buildings. I can also pay the membership by using the pay slip or I can do it online. Once my student ID-card is active I can print my "Studienbestätigung" (proof of registration) using LFU:online (LFU is the abbreviation for Leopold-Franzens Universität).

([www.uibk.ac.at](http://www.uibk.ac.at) > LFU:online > Meine Studien > Studienbestätigung)

c) Afterwards I am photographed for my student ID-card.

>> I contact my Erasmus Coordinator in Innsbruck.

>> I inform myself about the courses in Innsbruck (chosen in advance with the Erasmus-Coordinator at my home University) - place and time? Enrolment? This is done best by using the online course catalogue <http://www.uibk.ac.at> (>Vorlesungsverzeichnis), looking at the notice boards of the institutes, by asking the institute secretary or the Erasmus Coordinator.

>> I find out when and where the German courses are held - if improvement of my language knowledge is necessary. See the information paper.