



**UNI
GRAZ**

**Büro für Internationale Beziehungen
Office of International Relations**

Before you leave

1. Transcript

Check your UNIGRAZonline account regularly for your grades (log in > Visitenkarte > Prüfungsergebnisse). Don't forget to keep your account active by changing your password when requested.

Only when **all** your grades are registered download the transcript verification form on our website (services > forms > incoming > Joint Study/ISEP etc.). Fill in the **English** course title, the teacher's name, the course number, the semester credits, the ECTS credits (click on the course title and choose the highest ECTS number) and the grade. Send the form to christa.grassauer@uni-graz.at.

Bear in mind that grades for courses that require seminar papers will take longer.

Please mark SUNY courses > course number: SUNY

No transcript will be issued unless you send us the transcript verification form!

2. Housing

Let **the central housing office and us** know **NOW** when you are planning to depart and arrange a time for a room-check, otherwise you won't get the deposit back. Let them know how you want the deposit back (cash, on your account ...)

- Contact WIST: Fr. Prepeluh, Moserhofgasse 34, Tel: 0316-836666, verwaltung@wist.vc-graz.ac.at
- Contact Billrothgasse: Hr. Germovsek, Tel: 0316 321067
- Contact VAÖ: Fr. Edelsbrunner, Tel: 0316-384861, office@graz-vaoe.at
- Contact ÖAD: Fr. Arnez, Tel: 0316-318784, claudia.arnez@oead.at
- Contact Elisabethheim: Fr. Purgaj, Tel: 0316-322-158, r.purgaj@akademikerhilfe.at
- Contact home4students: Hr. Walter, Tel: 0699-18128872, a.walter@home4students.at

3. De-registering and GKK (insurance)

- a. The day before you leave Graz you need to de-register at the **Meldeamt** at Schmiedgasse 26, Parterre (**take your passport along!**). Fill in the form you find here <http://www.graz.at/cms/dokumente/10024916/e05a999a/Meldezettel.pdf> (ZMR-Zahl = number on your Meldezettel, "Abmeldung in der Unterkunft in..." "Sie verziehen ins Ausland" – ja!)

Opening hours: Monday and Wednesday 7:30 am to 6 pm

Tuesday and Thursday 7:30 am to 4 pm

Friday 7:30 am to 1 pm

!Be there at least 30 minutes before they close!

- b. On the same day you need to de-register from the insurance: Please write a note giving them the date when you would like to cancel the insurance. It is best if you take the note to the insurance company yourself (**GKK**, Josef-Pongratz-Platz 1).

4. Return **books** to the library

5. Return **bed linen**, if you borrowed it from the dorm at the beginning of the semester

6. Close your **bank account**

7. Cancel the contract of your **mobile phone** well in advance – otherwise you have to pay for it even when you are not here.

