

## REGISTRATION OF RESIDENCE “Meldezettel”

For every person, who is living in Austria, there is a statutory obligation to register with the responsible reporting authority after entering Austria or after a change of residence.

All students have to register with the relevant reporting authority within the first **three days** after the accommodation has been received.



**The following documents are required:**

- Passport**
- Birth Certificate**
- If applicable, a certificate of marriage and / or proof of academic degree
- The **form "Meldezettel"** (this must be signed by the landlord / accommodation provider as well as by the tenant)

**Please proceed as follows:**

- ✓ Fill out the form completely, sign it and let it be signed by the accommodation provider/ landlord
- ✓ Take the documents listed above and submit the form personally to the relevant reporting authority, e.g.

**For Graz:**

**“Zentrale Meldebehörde/Amtshaus“**

Service center Schmiedgasse 26, 8010 Graz

T: +43 316 872 6666 | E: [servicestelle@stadt.graz.at](mailto:servicestelle@stadt.graz.at)

**Office hours:** TUE - FRI: 7 a.m. - 1 p.m., MON: 07 a.m. – 6 p.m.

**ATTENTION:** Due to COVID19 the following opening times apply! Further information can be found [here](#)

You can also sign in and sign out your residence in Graz at any of the following **service centers** (regardless of your residential area):

- Andritzer Reichsstraße 38
- Bahnhofgürtel 85
- Conrad-von-Hötzendorf-Straße 104
- Kärntner Straße 411
- St.-Peter-Hauptstraße 85
- Stiftingtalstraße 3

Opening hours of these service centers: see on the [website of the city of Graz](#) (or at the point “Information of Stadt Graz“ below)

**For Oberschützen:**

Community Office (“Gemeindeamt”) Oberschützen

Hauptplatz 1

7432 Oberschützen

T: +43 3353 7524

E: [post@oberschuetzen.bgld.gv.at](mailto:post@oberschuetzen.bgld.gv.at)

<http://www.oberschuetzen.at/>

After the submission of the required documents, you will receive a written registration confirmation from the Central Reporting Authority (“Zentraler Melderegister” aka “ZMR”).

## FURTHER INFORMATION

- [Information of “Stadt Graz”](#) (Here you will find the form and also foreign-language samples!)
- [Information of OeAD](#)
- [Information of oesterreich.gv.at](#)

**ATTENTION: EU/EEA as well as Swiss nationals, who stay longer than 3 months in Austria, have to apply for a registration certificate (“Anmeldebescheinigung”) within the first 4 months of their stay in Austria, in addition! See also the respective information sheet by the Welcome Center!**



**Status: July 2021**

WELCOME CENTER  
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[facebook.com/KUGWelcomeCenter](https://facebook.com/KUGWelcomeCenter)  
[instagram.com/welcomecenterkug](https://instagram.com/welcomecenterkug)  
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