

## Checklist and Responsibilities – Incoming Exchange Students

The following tables show the tasks and responsibilities of an incoming student mobility in a chronological order. We ask that you read the information carefully and pass the information on to your nominated students. Feel free to contact us ([international@fh-joanneum.at](mailto:international@fh-joanneum.at)) if any questions arise. We look forward to receiving your students at FH JOANNEUM!

### Before the mobility

Home university	Incoming student	FH JOANNEUM
Nominate student by 01.06 (winter semester) or 01.11 (summer semester).		
		Send information on Mobility Online registration to student, support with technical issues.
	Register and upload all documents in Mobility Online by 15.06 (winter semester) or 15.11 (summer semester).	
		Accept/reject application.
		Send information about courses and assist with course choice and Learning Agreement.
Approve course selection/Learning Agreement and ensure prospective accreditation.	Submit course list and Learning Agreement.	Provide third signature (receiving institution) to Learning Agreement.
		Send out Acceptance Letter and information on Orientation program.
	Take care of visa arrangements: contact Austrian embassy in home country in due time, set up	Support if questions or difficulties arise.

	appointment, submit visa application with all accompanying documents.	
If necessary: assist students with travel, and housing.	Sign up for orientation program, make travel and housing arrangements.	Support if questions or difficulties arise. <b>We cannot book accommodation nor take care of students' travel arrangements.</b>

### During the mobility

Incoming student	FH JOANNEUM
Obtain Austrian health insurance (for example via <a href="http://www.feelsafe.at">www.feelsafe.at</a> ) or ensure that insurance from home country is valid in Austria.	Support with obtaining Austrian health insurance.
Travel from home country to FHJ/dormitory. Only @Campus Kapfenberg & Bad Gleichenberg: If you booked your dormitory through the International Office, a buddy will be assigned. You must contact your buddy before travelling to Austria.	Answer questions on beforehand. <b>No pick-up service from the airport available.</b> Pick-up service from Kapfenberg or Feldbach train stations available for students in Kapfenberg or Bad Gleichenberg (through the buddy system).
Attend Orientation Program, pay student's union fee and register residence in Austria. <b>Students who miss the Orientation Program must catch up on the information by themselves.</b>	Welcome students through the Orientation Program in Graz. Advise students on residence registration, public transportation ticket etc.
	Support with timetable, course changes and computer account.
If needed: submit changes to the original Learning Agreement.	
	Offer a broad cultural and social program for students during the semester.

After the mobility

Home university	Incoming student	FH JOANNEUM
	De-register residence in Graz, end accommodation contract.	
		Sign confirmation of stay.
		Issue Transcript of Records as soon as all grades are in.
Accredit courses taken at FHJ.		