

<b>Checklist – Welcome to Austria (newcomers from EU, EEA, Switzerland)</b>	
<b>Employee</b>	Contact immediately the employer and request confirmation of registration for Health Insurance.
<b>Address Registration Meldezettel</b>	Register with the competent registration office (i.e. the Town Hall or the Magistrat (in the larger cities) upon <b>3 days</b> from arrival. The Meldezettel form can be downloaded at this <a href="#">Link</a>
<b>Registration certificate Anmeldebescheinigung</b>	Submit your registration certificate to the administrative authority (Bezirkshauptmannschaft, Magistrat), within <b>3 months</b> of first Meldezettel. Please click <a href="#">here</a> .
<b>Social insurance and E-Card</b>	Employees have to request their social security number to their employer. Marginally employed persons, new self-employed persons and employee family members have to register with the competent social insurance institution. In order to apply for the E-card take a passport photo and your Meldezettel to the nearest police station (by appointment). Here is the <a href="#">link</a> to make the appointment
<b>Job seeker</b>	Report to the regional office of the AMS within <b>7 days</b> and deliver it the <i>Portable Document U2</i> if you were entitled to unemployment benefits in the country you come from (only if EU, EEA, Switzerland) On the Austrian Public Employment Service ( <a href="#">AMS</a> ) website can be found permanent jobs, but also apprenticeships, holiday employment and seasonal work offers. The CIC offers a <i>Dual Career Service</i> to assist you and your relatives in the job search. More info <a href="#">here</a> .
<b>Bank account</b>	Necessary documents to open a bank account: passport or identity card and Meldezettel.
<b>Vehicle registration</b>	Register your foreign vehicle within <b>1 month</b> of entry. If you import a vehicle, you will have to pay NoVA tax at the Tax Office/Finanzamt. If you do not re-register your vehicle, you will be punished with heavy fines. Please follow this link <a href="#">here</a> .
<b>Drivers licence</b>	EU or EEA driving licences are recognised in Austria, but can be transferred on a voluntary basis.
<b>Tax office</b>	Register at the responsible tax office (taxes, family allowance). Here is the <a href="#">link</a> .
<b>Registration</b>	Necessary for gas and electricity, telephone, internet, television and radio



<b>Schools</b>	Register your children with the appropriate school (contact school/kindergarten). If you need assistance please contact the <i>CIC Schooling consultant</i> : maria.guerrero@cic-network.at
----------------	---