

| Checklist – Welcome to Austria (newcomers from non-EU countries) | |
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| Employee | Contact immediately the employer and request confirmation of registration for Health Insurance. |
| Address Registration Meldezettel | Register with the competent registration office i.e. the Town Hall or the Magistrat (in the larger cities) upon 3 days from arrival. The Meldezettel form can be downloaded at this Link |
| Residence Permit Aufenthaltstitel | If you want to reside in Austria for more than 6 months , submit your residence permit to the administrative authority (Bezirkshauptmannschaft, Magistrat). More info here |
| Social insurance and E-Card | Marginally employed persons, new self-employed persons and employee family members have to register with the competent social insurance institution. Employees have to request their social security number to their employer. 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 link to make the appointment. |
| Job seeker | Report to the regional office of the AMS within 7 days and deliver it the <i>Portable Document U2</i> if you previously resided in a EU, EEA country or Switzerland and were there entitled to unemployment benefits. On the Austrian Public Employment Service (AMS) 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 here . |
| Bank account | Necessary documents to open a bank account: passport and Meldezettel. |
| Vehicle registration | Register your foreign vehicle within 1 month 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 here . |
| Drivers licence | Driving a motor vehicle with a non-EU driving licence is permitted 6 months after entry. After this point, have your driving licence changed. More info here |
| Tax office | Register at the responsible tax office (taxes, family allowance). Here is the link . |
| Registration | Necessary for gas and electricity, telephone, internet, television and radio |



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| Schools | 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 |
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