

CHECKLIST - WELCOME TO AUSTRIA (NEWCOMERS FROM EU, EEA, SWITZERLAND)



EMPLOYEE

Contact immediately the employer and request confirmation of registration for Health Insurance.



ADDRESS, REGISTRATION (MELDEZETTEL)

Register with the 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](#).



REGISTRATION CERTIFICATE (ANMELDEBESCHEINIGUNG)

Submit your registration certificate to the administrative authority (Bezirkshauptmannschaft, Magistrat), within **4 months** of the day of your first Meldezettel. Please click [here](#).



SOCIAL INSURANCE AND E-CARD

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 [link](#) to make the appointment.



JOB SEEKER

Report to the regional office of the AMS within **7 days** and deliver the "Portable Document U1" if you were entitled to unemployment benefits in the country you come from (only if EU, EEA, Switzerland). On the Austrian Public Employment Service ([AMS](#)) website you can find permanent jobs, but also apprenticeships, holiday employment and seasonal work offers. The CIC offers a Dual Career Couples Program to assist you and your relatives in the job search. More info [here](#).

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BANK ACCOUNT

Necessary documents to open a bank account: passport or identity card 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

EU or EEA driving licences are recognised in Austria, but can be transferred on a voluntary basis.



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. Requirements documents: ID, Address Registration (Meldezettel), Rental contract.

