

## Field Studies – Checklist

*For APPEAR scholarship holders only*

This checklist provides information on important issues that have to be considered before and during your field studies in order to avoid problems and / or delays:

- **Accommodation**
- **Insurance**
- **Registration (Meldezettel)**
- **Residence title**
- **Scholarship**
- **Enrolment at the Austrian university**
- **Flight ticket and boarding passes**
- **Reporting**

We strongly recommend clarifying and settling these issues in time with the competent institutions and persons (OeAD Regional Office, OeAD Housing Office, scientific supervisor, etc.). In case of any problems or delays please notify your OeAD Regional Office, the OeAD Housing Office (if you have booked accommodation with the OeAD) as well as your scientific supervisor immediately. Furthermore it is important to keep your scientific supervisor informed about your activities during your field studies. All the required forms and information concerning field studies can be found on the [APPEAR website](#).

### Before leaving Austria for field studies

#### 1. Accommodation

In case of a longer absence cancel your accommodation contract with the OeAD Housing Office two months in advance (e.g. if you plan to go on field studies in July, cancel accommodation in April at the latest). Enquire whether or not it is possible to make a provisional accommodation booking for the time of your planned return to Austria.

#### 2. Insurance

During a longer absence you can interrupt your self-insurance with the health insurance carrier. Please note that in order to interrupt the insurance it is absolutely necessary to submit the cancellation of your registration (Meldezettel, see above) to the health insurance carrier. Please note that the insurance ends on the same day on which the cancellation of the *Meldezettel* becomes effective. If you need assistance in

this matter, especially if you leave during a weekend, please contact your OeAD Regional Office.

### **3. Registration (Meldezettel)**

If you cancel your accommodation, you are required by law to cancel your registration (Meldezettel) with the registration office (e.g. municipal district offices) at the latest 3 days after having moved out of your accommodation.

### **4. Residence title**

Check the validity of your residence title and enquire at your OeAD Regional Office in time about the procedure as there are several options in case your residence title expires during your field studies (e.g. renewal before leaving Austria, new application in your country of origin, entry visa and renewal after returning to Austria).

### **5. Monthly scholarship**

Check the duration period of your scholarship and enquire at your OeAD Regional Office by which date you have to apply for an extension of your scholarship. Also inform your scientific supervisor about that date and that the regional office will send a form for your study progress. Application forms for extensions will be sent to you by e-mail by the OeAD Regional Office upon request.

### **6. Enrolment at the Austrian university**

Bear in mind the enrolment deadlines and paying deadlines (e.g. student union fees) of your university. Should you be absent during the enrolment period, request a colleague to carry out the enrolment on your behalf.

### **7. Flight ticket and boarding passes**

Please inform the OeAD Regional Office about your flight dates before leaving Austria. Keep your ticket as well as all boarding passes safe. You will have to submit these documents to the OeAD Regional Office after you return from your field studies.

## **During your field studies**

### **1. Monthly scholarship**

If your scholarship expires during your field studies, you have to apply for an extension of your scholarship in time (depending on your residence title 4-6 months before travelling to Austria). Only after the extension of the scholarship has been granted, you will receive an official scholarship award letter, which you will need for accommodation booking and for the application for the residence title. It is highly recommended to clarify the extension of the scholarship before starting your field studies.

### **2. Residence title**

If your residence title expires during your field studies, you have to contact your OeAD Regional Office in

time in order to take the necessary steps. The procedure should be clarified before leaving Austria.

### **3. Accommodation**

In case you have cancelled your housing contract but accommodation is needed again after returning to Austria make a reservation with the OeAD Housing Office [housing4scholars@oead.at](mailto:housing4scholars@oead.at). Only confirm your booking when you know the exact arrival date (after receipt of your residence title and after booking your flight) in order to avoid paying unnecessary reservation fees.

### **4. Reporting**

If your field studies last longer than 6 months you will receive a maximum amount of 6 scholarship instalments before departure. In order to receive the next payment you have to submit an interim report to the OeAD Regional Office (via e-mail) including a confirmation of your supervisor that you are performing well and that you are in line with your work schedule and timetable.

After your return you have to submit a final report about your field studies to the OeAD Regional Office. (The reporting form and further information can be found on the [APPEAR website](#).)

### **5. Extension of field studies**

Only in exceptional cases your field studies may be extended. A complete application (application form, approval by your scientific supervisor and your home institution) has to be submitted to the respective Regional Office at least one month before the end of your field studies. (The application form and further form and information can be found on the [APPEAR website](#)). The decision whether or not an extension is granted will be communicated by the APPEAR Office.

### **6. Flight ticket**

Notify your supervisor and the OeAD Regional Office about your exact return date to Austria.

As soon as your return date to Austria has been fixed please contact the APPEAR office at [appear@oead.at](mailto:appear@oead.at) in order to book the flight. If required, your flight to Austria will be booked on your behalf.

**We wish you successful field studies!**