

## Field Studies – Checklist

*For APPEAR scholarship holders only*

The APPEAR team recommends to consider the following issues before and during your field studies in order to avoid problems and / or delays. It is important to clarify and settle these matters 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.

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

### 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. Registration (“Meldezettel”)

If you cancel your accommodation, you are required by law to cancel your registration (“Meldezettel”) with the registration office (e.g. Municipal Districts Offices) at the latest 3 days after having moved out of your accommodation.

#### 3. Insurance

During a longer absence you can interrupt your self-insurance at 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 - Abmeldung”, see above) to the Health Insurance Carrier. Please note that the insurance ends on the same day the cancellation of the “Meldezettel” is effective.

If you need assistance in this matter, especially if you leave during a weekend, please contact the respective Regional Office.

#### 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 if 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 the extension of your scholarship. Also inform your scientific supervisor about that date. Application forms for extension will be sent to you by e-mail upon request by the OeAD Regional Office.

## 6. Enrolment at the Austrian university

Bear in mind the enrolment deadlines 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 safely. 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 the 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's highly recommended, to clarify the extension of the scholarship before starting the 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 you will need accommodation 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. Flight ticket

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

### 5. Scientific supervisor / Report

Also inform your scientific supervisor about your activities during your field studies.

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

In case of a longer absence during your field studies please do not forget to send an interim report to the OeAD Regional Office every six months. After your return you have to submit a final report about your field studies to the OeAD Regional Office.

**We wish you successful field studies!**