GUIDE TO A SUCCESSFUL ONLINE PRE-REGISTRATION AT THE UNIVERSITY OF VIENNA

(FOR ERASMUS STUDENTS)

Link to the pre-registration:
http://preregistration.univie.ac.at/

Please note: If you have difficulties in entering some of your data correctly, please complete the pre-registration by selecting any choice provided and send a message including the wrong entry to the following e-mail address:
erasmus.incoming@univie.ac.at

The data can later be changed manually by us.

In case of problems when clicking on an option, please try again. Most failure notices appear due to temporary problems.
Please state your e-mail address here. If you are using an address different from the one you received our information e-mail after your nomination to, please let us know (erasmus.incoming@univie.ac.at), so that we can prepare your enrolment successfully.

Please memorise your password (min. 5 characters), as you will need it later for activating your u:net account.

Pre-registration at the University of Vienna

To apply for a study programme at the University of Vienna it is necessary to complete the following pre-registration. Please be aware of the following:

- Your individually chosen registration data also will be valid for using future online services of the University of Vienna. Please do not forget your password!
- Your e-mail address which you are going to choose now, is used during the complete enrolment process.
- It is recommended to have the following documents at hand in order to complete the pre-registration successfully (except for students within a mobility programme):
  - your school leaving certificate (if applicable)
  - certificate(s) of completed studies (if applicable)

In case you do not complete the pre-registration within 30 minutes, the system automatically will log you out.

Valid email address *

Password *

Confirm password *

Validity of your e-mail address

I confirm my chosen e-mail address is valid and I acknowledge that important information regarding my registration and enrolment will be sent to this address.

→ Cancel pre-registration

Proceed to pre-registration

For which offer of the University of Vienna do you want to pre-register?

Choice of degree programme. Please select one of the following programmes:

- Pre-registration for a degree programme
- Pre-registration for a non-degree programme
- Pre-registration for co-registration
- Pre-registration for a mobility programme

→ Cancel pre-registration

Proceed to pre-registration

Please select the option „Pre-registration for a mobility programme“. 
Please choose „University qualification according to cooperation treaty“ as type of secondary school leaving certificate. Due to your status as an ERASMUS student no further details on your secondary school leaving certificate are required, please just choose the country of your home university that nominated you for the ERASMUS stay as „Country of completion“. 
Now we ask for some information on your study at your home university.

**Data regarding your study at your home university**

- In which country do you study? 🇨🇿 Czech Republic
- Home university 🍃 Charles University in Prague
- Type of degree programme 📚 1st Austrian Bachelor degree
- Semesters already completed 🕒 4

"Home university" means the university which nominated you. Please insert data about your current studies at your home university.

- Cancel pre-registration
- Proceed to Selection of study programme
Since as an ERASMUS student you can complete the pre-registration all year round, a wrong beginn semester may be mentioned in the section „Selection of study programme“. In this case, please inform us about the matter by e-mail (erasmus.incoming@univie.ac.at) after completing the pre-registration for manual modification.

Furthermore, you are now requested to select the study programme at the University of Vienna you were nominated for.

PLEASE NOTE: For exchange students it is possible to select only one field of study according to the arranged bilateral agreement. In case the study programme you have been nominated does not appear, please complete the pre-registration by choosing any of the available programmes and inform us about this afterwards.

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**Selection of study programmes - your pre-registration for the Summer semester 2012**

Select a study programme *: please choose the field of study you are nominated for.

- Select study programme

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**Personal details**

Please enter your personal data

First name *: Person: 
Last name *: Schild
Sex: *
- Female

Date of birth: Day: 19 Month: 04 Year: 1974

Austrian social security number:

Nationality *

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* You can leave this field empty, unless you have an Austrian social security number.
A couple of questions for the statistics:

If possible, please also mention a phone number so that we can reach you in urgent matters as quickly as possible.
In the summary you have the possibility to edit your data, where necessary, once more before completing the online pre-registration and also to upload your ERASMUS Certificate in the bottom section of the page, in case it is already available but not sent to us yet.
Congratulations on completing the online pre-registration as an ERASMUS student at the University of Vienna successfully!

You will now receive an automatically generated e-mail with the PDF mentioned to the aforementioned e-mail address. (If you don’t receive this e-mail, please let us know. For ERASMUS students it is not necessary to sign the summary nor to send it to us as an application form for admission, as opposed to what is mentioned in the PDF.)

For further ERASMUS Incoming related information, please take a look at our website:

http://international.univie.ac.at/en/home/  
( -> Incoming Students -> ERASMUS)

We will now prepare your enrolment and, not later than beginning of August (winter semester) or beginning of February (summer semester), you will receive an e-mail including your student ID number as well as further information.

Best wishes,

Your ERASMUS Incoming Team
at the Student Mobility Office of the University of Vienna