

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.

The screenshot shows the 'Erstanmeldung ONLINE' page for the University of Vienna. The page is in German, with a 'Deutsch' button. It features a 'Pre-registration at the University of Vienna' heading and a 'Welcome to the pre-registration!' message. A list of options includes degree, non-degree, co-registration, and exchange programmes. A 'Period for registration' box states that pre-registration is possible between 9th and 31st January 2012. A 'Login' form is visible on the right. A red callout box points to the 'Pre-registration for a study programme' button, containing the text: 'Please click here to start the pre-registration. As an ERASMUS student you can complete the online pre-registration all year round.'

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.

The screenshot shows the 'Pre-registration at the University of Vienna' web form. At the top, there is a blue header with 'ONLINE' and the University of Vienna logo. Below the header, the title 'Pre-registration at the University of Vienna' is displayed in green. A legend on the right explains symbols: a star for mandatory fields and an 'i' icon for additional information. The main text explains the pre-registration process and lists requirements: individually chosen registration data, email address, and documents like school leaving certificates. Below this, there are three input fields: 'Valid email address' (containing 'roman.schett@univie.ac.at'), 'Password', and 'Confirm password'. A blue box titled 'Validity of your e-mail address' contains a warning icon and a checkbox for confirming the email address. At the bottom, there are two buttons: 'Cancel pre-registration' and 'Proceed to pre-registration'.

The screenshot shows the 'Erstanmeldung ONLINE' web form. At the top, there is a blue header with 'Erstanmeldung ONLINE' and the University of Vienna logo. Below the header, the title 'For which offer of the University of Vienna do you want to pre-register?' is displayed in green. A legend on the right explains symbols: an 'i' icon for additional information. The main text asks the user to choose a degree programme and provides a note about the pre-registration period (9th to 31st January 2012). Below this, there are four radio button options: 'Pre-registration for a degree programme', 'Pre-registration for a non-degree programme', 'Pre-registration for co-registration', and 'Pre-registration for a mobility programme'. A red callout box with a white border points to the 'Pre-registration for a mobility programme' option, containing the text: 'Please select the option „Pre-registration for a mobility programme“.'. At the bottom, there are two buttons: 'Cancel pre-registration' and 'Proceed to pre-registration'.

Erstanmeldung ONLINE universität wien

Study data: Secondary school leaving certificate, Previous study, Home university, Selection of study programmes
 Person data: Personal details, Contact details, Statistical data, Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Details of your secondary school leaving certificate

Please indicate what kind of school leaving certificate you have.

As exchange student please choose "University qualification according to cooperation treaty" instead.
 Please choose the country of your home university (means the university which nominated you) at "country of completion".

- I have a non-Austrian secondary school leaving certificate i
- I have an Austrian secondary school leaving certificate i

→ [Cancel pre-registration](#) Proceed to Previous study

Legend to symbols
 ★ These fields are mandatory.
 i Additional information available via mouseover.

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“.

Erstanmeldung ONLINE universität wien

Study data: Secondary school leaving certificate, Previous study, Home university, Selection of study programmes
 Person data: Personal details, Contact details, Statistical data, Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Details of your secondary school leaving certificate

Please indicate what kind of school leaving certificate you have.

As exchange student please choose "University qualification according to cooperation treaty" instead.
 Please choose the country of your home university (means the university which nominated you) at "country of completion".

I have a non-Austrian secondary school leaving certificate i

Type of secondary school leaving certificate ★

Country of completion of studies ★

I have an Austrian secondary school leaving certificate i

→ [Cancel pre-registration](#) Proceed to Previous study

Legend to symbols
 ★ These fields are mandatory.
 i Additional information available via mouseover.

Erstanmeldung ONLINE universität

← Study data → Person data →

Secondary school leaving certificate ✓ Previous study Home university Selection of study programmes Personal details Contact d

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Details of your previous study

Have you ever studied at an Austrian university?

Yes, I have already studied at an Austrian university

No, I have never studied at an Austrian university

→ [Cancel pre-registration](#) [Proceed to Home university](#)

Legend to symbols

- ! Caution: Subsequent sections depend on the data set you want to edit. You have to re-enter these sections to complete the pre-registration.
- ★ These fields are mandatory.
- i Additional information available via mouseover.

If you have never studied at an Austrian university before, please click on this option and then on „Proceed to home university“

Now we ask for some information on your study at your home university.

Erstanmeldung ONLINE universität wien

← Study data → Person data →

Secondary school leaving certificate ✓ Previous study ✓ Home university Selection of study programmes Personal details Contact details Statistical data Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Data regarding your study at your home university

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

In which country do you study? ★

Home university ★

Type of degree programme ★

Semesters already completed ★

→ [Cancel pre-registration](#) [Proceed to Selection of study programmes](#)

Legend to symbols

- ✓ Registration steps marked with a tick are already successfully completed.
- ! Caution: Subsequent sections depend on the data set you want to edit. You have to re-enter these sections to complete the pre-registration.
- ★ These fields are mandatory.
- i Additional information available via mouseover.

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.

Erstanmeldung ONLINE universität wien

Study data: Secondary school leaving certificate ✓, Previous study ✓, Home university ✓, Selection of study programmes (active)

Person data: Personal details, Contact details, Statistical data, Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

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

Selection of study programme(s): please choose the field of study you are nominated for.

Select a study programme ★

→ [Cancel pre-registration](#)

Abbreviations:
B = Bachelor programme
M = Master programme
D = Diploma programme
L = Teacher accreditation programme
P = Doctoral/ PhD programme

Legend to symbols
 ★ These fields are mandatory.

Erstanmeldung ONLINE universität wien

Study data: Secondary school leaving certificate ✓, Previous study ✓, Home university ✓, Selection of study programmes ✓

Person data: Personal details (active), Contact details, Statistical data, Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Personal details

Please enter your personal data:

First name ★

Last name ★

Sex ★ male female

Date of birth ★ Day Month Year

Austrian social security number

Nationality ★

→ [Cancel pre-registration](#)

Legend to symbols
 ✓ Registration steps marked with a tick are already successfully completed.
 ! Caution: Subsequent sections depend on the data set you want to edit. You have to re-enter these sections to complete the

You can leave this field empty, unless you have an Austrian social security number.

Erstanmeldung
ONLINE

 universität
wien

Study data

Secondary school leaving certificate

Previous study

Home university

Selection of study programmes

Person data

Personal details

Contact details

Statistical data

Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Contact details

Please enter your current contact information:

Postal address

Street and number ★

Postal code ★

City ★

Country ★

Residing at (c/o)

Telephone ⓘ

Fax ⓘ

Contact email ⓘ

→ [Cancel pre-registration](#) Proceed to Statistical data

If possible, please also mention a phone number so that we can reach you in urgent matters as quickly as possible.

Legend to symbols

- ✓ Registration steps marked with a tick are already successfully completed.
- ! Caution: Subsequent sections depend on the data set you want to edit. You have to re-enter these sections to complete the pre-registration.
- ★ These fields are mandatory.
- ⓘ Additional information available via mouseover.

A couple of questions for the statistics:

Erstanmeldung
ONLINE

 universität
wien

Study data

Secondary school leaving certificate

Previous study

Home university

Selection of study programmes

Person data

Personal details

Contact details

Statistical data

Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Statistical data

This statistical data is used for a survey of Statistics Austria regarding first-year students. This data will be treated confidentially.

Data about you

Are you ★

What is or was your occupation: ★

Data about your father

Your father is ★

What is or was the occupation of your father? ★

Highest education of your father ★

Data about your mother

Your mother is ★

What is or was the occupation of your mother? ★

Highest education of your mother ★

→ [Cancel pre-registration](#) Proceed to Summary

Legend to symbols

- ✓ Registration steps marked with a tick are already successfully completed.
- ! Caution: Subsequent sections depend on the data set you want to edit. You have to re-enter these sections to complete the pre-registration.
- ★ These fields are mandatory.

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.

Erstanmeldung
ONLINE

Study data
Person data

Secondary school leaving certificate
✓

Previous study
✓

Home university
✓

Selection of study programmes
✓

Personal details
✓

Contact details
✓

Statistical data
✓

Summary

PRE-REGISTRATION FOR A MOBILITY PROGRAMME

Summary and final possibility to edit incorrect data

Please check all your data again before completing your pre-registration and modify if necessary.

Selected study programme

Bachelor's programme English and American Studies

Details of your previous educational qualifications

Details of your secondary school leaving certificate

Type of secondary school leaving certificate	University qualification according to cooperation treaty
Country of completion of studies	Czech Republic

Details of your previous study

Level of study	nicht-österr. Bachelorstudium
Country of completion of studies	Czech Republic

Edit study data

For your information

Please check all your data again before completing your registration. Note that some changes you made affect your entire study-related data. These data have to be re-entered after clicking the button "edit study data".

Add certificate

Here you can upload (if applicable) for instance, your secondary school leaving certificate or a certificate of your final degree, resp. if you are a student within a mobility programme your "Certificate" signed by your university or your current transcript of record.

No files attached

Category

Please choose

File

Durchsuchen...

Upload file

Declaration of consent

I hereby agree that further correspondence with the University of Vienna will be by email. After completing my enrolment I will activate my u:net account (<http://univie.ac.at/ZID/unet>). While activating my u:net account I can also agree to forward the correspondence to my private email address.

Correctness of my data.

⚠

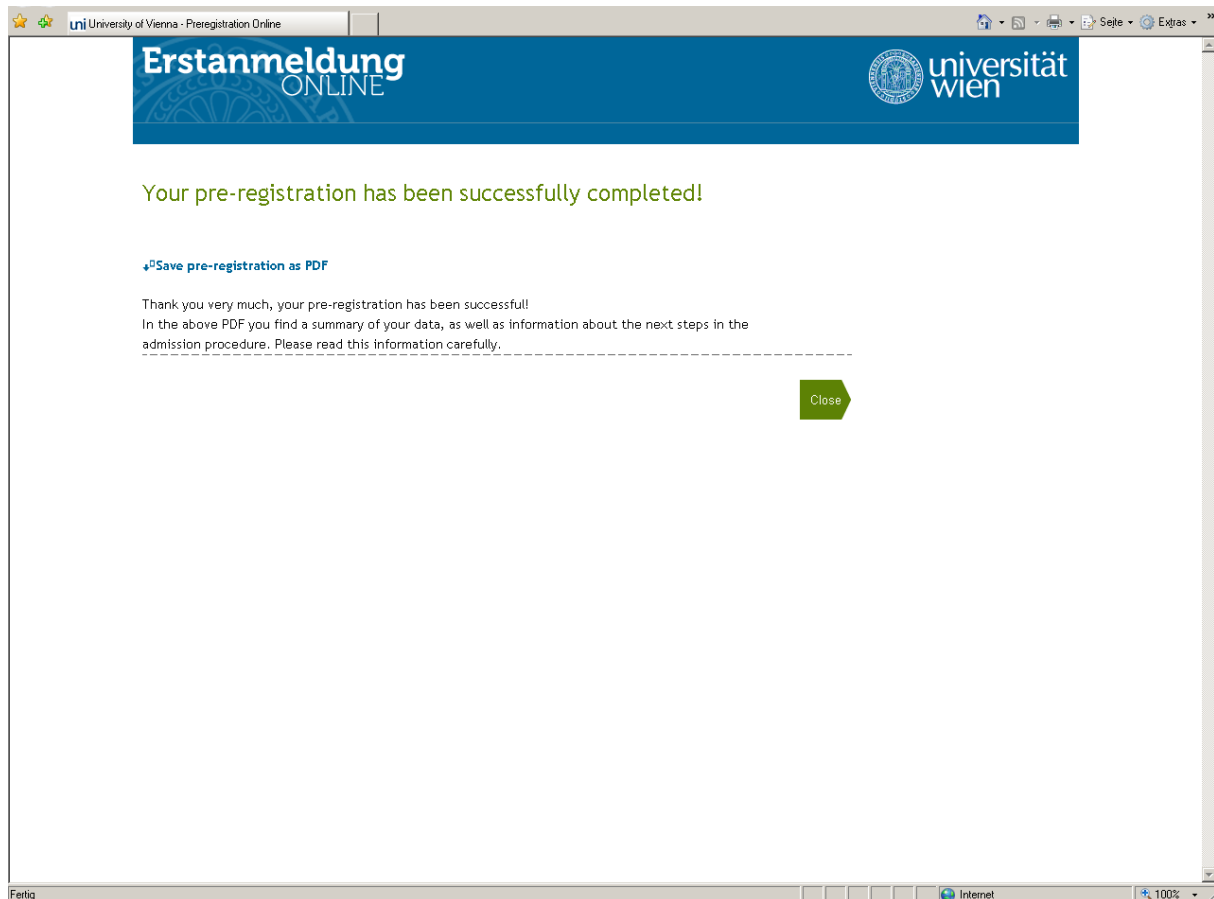
I hereby confirm that all my data is correct.

→ Cancel pre-registration
Pre-register

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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