



Guide for Online Application

www.donau-uni.ac.at/scs

Please submit your data and documents online for admission to study at the University for Continuing Education Krems. Here, you will find step-by-step instructions to register online successfully.

1

Preparation

- 1.1 Important information Page 3
- 1.2 Preparing files for uploading Page 4

2

Start of the online application

- 2.1 Registration Page 5
- 2.2 Activating system access Page 5
- 2.3 Starting application tool Page 6

3

Online Application

- 3.1 Start of course Page 7
- 3.2 Select degree program Page 7
- 3.3 Personal data Page 8
- 3.4 Correspondence address Page 8
- 3.5 University entry survey Page 9
- 3.6 Higher education entrance qualification Page 9
- 3.7 Most current photo (as for ID) Page 10
- 3.8 Annex admission fee Page 10
- 3.9 Europass CV Page 11
- 3.10 Letter of Intent Page 11
- 3.11 Valid passport or personal ID card Page 12
- 3.12 Evidence of general qualification for your university entrance Page 12
- 3.13 Evidence of tertiary level education Page 13
- 3.14 Evidence of work experience Page 13
- 3.15 Evidence of training and further education times Page 14
- 3.16 Registration and application for admission Page 14
- 3.17 Summary Page 15
- 3.18 Submission of application Page 15

4

Application Account

- 4.1 Download document "Application and Application for Admission" Page 16
- 4.2 Upload signed document "Application and Application for Admission" Page 16
- 4.3 Overview online application Page 17
- 4.4 Overview documents Page 17
- 4.5 Presenting original documents Page 17
- 4.6 Defective/missing evidence or documents Page 18
- 4.7 Application documents checked and complete Page 19

1 Preparation

1.1 Important information

Before you pre-register for a study program, please note the information in the “Application” section on the website of the university course you have chosen or under www.donau-uni.ac.at/admission.

Please have all **necessary documents** for your online application digitally prepared (see point 1.2 on page 4). You will find a list of the documents on the website “Admission to Studies” under “Required Documents” or under the point “Application” on the website of the university course you have chosen.

It is possible to **interrupt the application**. Please click right through to the end of the application, but do not send the summary yet (see Guide for online application – page 15). This way, the documents already uploaded will remain saved and missing data can be added or changed at a later date.

You can use your personal password to **change or add data** until you send the complete application.

Depending on the country of issue, **foreign documents** must be authenticated in accordance with the relevant regulations. Please find further information on the website under “Authentication of foreign documents”.

Foreign-language documents must be submitted in a certified German or English translation. Certificates in English are accepted.

1.2 Preparing files for uploading

Please use only the following file formats:

- > JPEG or PNG for the current passport photo
- > PDF for all documents

Upload the passport photo only in portrait format with a minimum size of 102 x 135 px (ratio 3:4).
Make sure that it is fully adjusted within the frame.

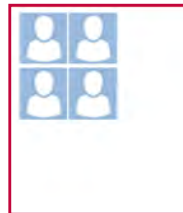
Multi-page documents must be put together in one pdf file. Each pdf file must be no larger than 10 MB.

If it is not possible to upload the files during the online application, you can still complete the application wizard to temporarily save your previous information.

Right



Wrong



2 Start of the online application

2.1 Registration

Register on our website under “Application/Online pre-registration” to get access to the application tool.

DUKonline V2.00 DUK online

Registration - basic user

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth
Format: DD.MM.YYYY

Maiden name

Account data

Email address

Preferred language

Study programme data

Are you registered or have you been registered at an Austrian university?

Note

If you do not have an account yet (user name + password), you must create one here.
After completing the registration you will find on your personal card the menu applications through which you can submit your desired application.
After reviewing your data you will be notified via email about the next steps. For any further questions please contact the [Academic Service Center](mailto:studium@donau-uni.ac.at) via studium@donau-uni.ac.at

Find information on data processing and your rights regarding this in our [privacy policy](#)

2.2 Activating system access

After registration you will receive an e-mail to activate the system access.

To activate your **applicant access** to UWKonline, please follow your personal access link in the mail. On the activation page you will be asked to set a new password for your applicant access. With the completion of the registration your application access is created.

User name

Password

Confirm new password

Please choose the password according to the following criteria:

- Required
 - min 8, max 40 characters
 - letters **only in lower case**
 - at least 3 letters
 - at least 1 number
 - at least 1 special character (without numbers and letters) from `!#$%&()*+,-./:;<=>?@[\\^_`{|}~`
 - must not contain your first name, last name, username or day of birth
- Recommendations
 - Also parts of first or last names should not be used.
 - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Your password may be identical to previous ones.
Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

2.3 Starting application tool

To start with your application please go to **“Perform your application”**.

Gesendet: Donnerstag, 26. November 2020 um 15:58 Uhr
Von: "DUKonline" <CampusOnline@donau-uni.ac.at>
An: [REDACTED]
Betreff: Activating the access to DUKonline

Sehr geehrter Herr Luther,

to successfully complete your application/online-preregistration the following steps are indispensable:

1. Activate your application-account for DUKonline

To activate your entry/registration for DUKonline please follow the link: <https://online.donau-uni.ac.at/DUKonline/wbselbstregistrierungperson.emailBestaetigt?ptoken=FrCuJBirNDQgIKSvZIMdQHModFxfGvYhoQfeaDDEpkmvIvElxGudIEGgPGv&uri=wbaAnmeldung.durchfuehren%3Furi%3DwbBewerbung.wizard> and submit your application.
IMPORTANT! This activation needs to be completed until 26.12.2020 15:57

On the activation page you will be asked to choose a new password for your application-account.

2. Perform your application

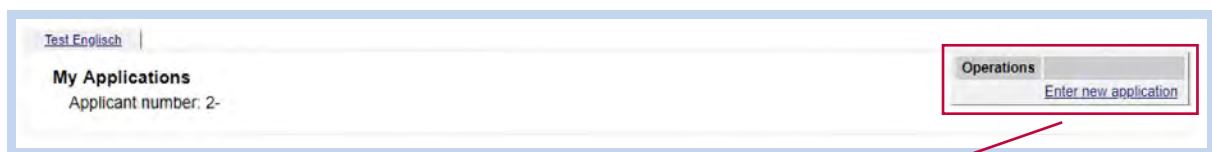
After successful activating your account please log in with your password on the site <https://online.donau-uni.ac.at/DUKonline/webnav.ini?uri=wbaAnmeldung.durchfuehren%3Furi%3DwbBewerbung.wizard> and submit your application.

In case of further questions please contact the AcademicServiceCenter Team via studium@donau-uni.ac.at.

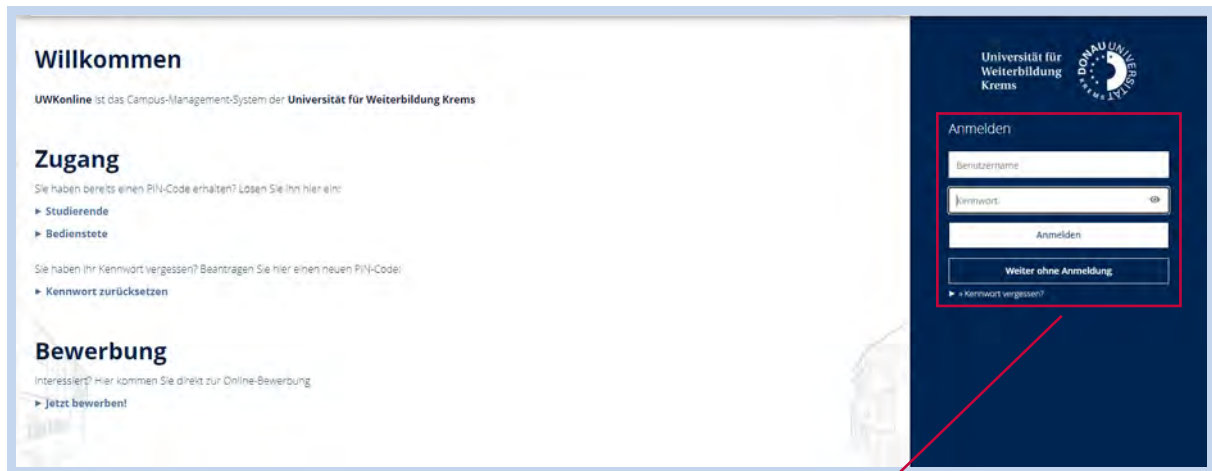
Best regards

Your Academic Service Center Team

Danube University Krems - University for Continuing Education Krems
Educational and Organizational Law Unit
Academic Service Center Unit
Dr.-Karl-Dorrek-Straße 30
3500 Krems, Austria
studium@donau-uni.ac.at
www.donau-uni.ac.at/asc



Perform your application



Register with your password

3 Online Application

3.1 Start of course

Here you can choose the semester for which you would like to apply. You will find the start date in the fact box on the website of the selected university course.

Attention: it is not possible to change the semester afterwards!

The screenshot shows the 'ONLINE APPLICATION' web interface. The main heading is 'ONLINE APPLICATION' with 'Help Support' links. A sidebar on the left lists navigation options: 'Start of course' (selected), 'Select degree program', 'Personal data', 'Correspondence address', and 'Permanent home address'. The main content area is titled 'Start of course' and contains the following text: 'Please choose the semester for which you wish to apply at the Danube University Krems - Austria .', a bolded note: 'Please note the following information before you start your application: At the moment there are some issues regarding Internet Explorer Browser when using the online application! We recommend using an alternative browser until the problems are solved, e.g. [Google Chrome](#) or [Mozilla Firefox](#).', a dropdown menu for 'Start of course' with 'Wintersemester 2019/20' selected, and a note: 'Please note that you can only file one application per study programme.' At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

3.2 Select degree program

Here you can see a list of the study programmes for which you can apply (The listing is done according to the study codes of the study programs and not alphabetically by study program).

Attention: a change of the university course requires a new application!

The screenshot shows the 'ONLINE APPLICATION' web interface. The main heading is 'ONLINE APPLICATION' with 'Help Support' links. A sidebar on the left lists navigation options: 'Start of course', 'Select degree program' (selected), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification'. The main content area is titled 'Select degree program' and contains two dropdown menus: 'Type of studies' with 'University course' selected, and 'Degree program' with 'Please select...' selected. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

3.3 Personal data

The matriculation number must only be entered if you have already been assigned a matriculation number at an Austrian university. The social security number is only to be entered if it is an Austrian social security number.

The screenshot shows the 'Personal data' section of an online application form. The form is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The left sidebar contains navigation links: 'Start of course', 'Select degree program', 'Personal data' (selected), 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'University entry survey'. The main form area is titled 'Personal data' and contains the following fields:

- Matriculation number:
- First name:
- Surname:
- Social security no.:
- Date of birth:
- Gender:
- Place of birth:
- Country of birth:
- Maiden name:
- 1st nationality:
- 2nd nationality:

At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

3.4 Correspondence address

The correspondence address or study address is the address at which you can be reached during your studies. This address may differ from your home address. If the correspondence address and the home address are identical, you can copy the address data to your home address.

The screenshot shows the 'Correspondence address' section of an online application form. The form is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The left sidebar contains navigation links: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address' (selected), 'Permanent home address', 'Higher education entrance qualification', and 'University entry survey'. The main form area is titled 'Correspondence address' and contains the following fields:

- Correspondence address (semester address):
 - Mail delivery c/o:
 - Street and number:
 - Postal Code/City:
 - Country/State:
 - Region:
- Telephone number:
- E-mail address:
- Confirmed e-mail address:

Below the form, there is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' which is highlighted with a red box. A red arrow points from this checkbox to the text 'Residential address and address for correspondence identical' below the screenshot.

Residential address and address for correspondence identical

3.5 University entry survey

Applicants are required by law to fill out the UHSTAT1 survey form when they are admitted to a degree program or when they register for an aptitude test or admission procedure. Exceptions are applicants who are admitted within the framework of mobility programs (e.g. ERASMUS+). Information on the legal basis for the obligation to provide information can be found at www.statistik.at/uhstat/uhstat1.

The screenshot shows the 'ONLINE APPLICATION' interface with the 'University entry survey' section active. The left sidebar contains a navigation menu with the following items: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'University entry survey' (highlighted), 'Higher education entrance qualification', and 'University entry survey'. The main content area is titled 'University entry survey' and includes the following sections:

- Information:** A text block stating: 'According to § 9 sect. 6 of the Educations Documentation Act, the post-secondary educational institutions have carrying out statistical surveys. Students are required to fill in the electronic survey form UHStat 1 by Statistics Austria.'
- UHStat 1 query:** A sub-section header.
- Personal details:** A dropdown menu for 'Country of birth' with the text 'Please select...'.
- Particulars of the parents:** A text block stating: 'The following questions refer to your parents or the persons who assumed a relevant role (such as persons with stepparents or foster parents).'
- Particulars of the mother:** Three input fields: 'Year of birth' (with 'Please select...'), 'Country of birth' (with 'Please select...'), and 'Country of highest level of education completed' (with 'Please select...').

At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

3.6 Higher education entrance qualification

Please enter here the highest completed education that entitles you to study at the university for foreign degrees please select point **"31 – foreign post second. ecuc. inst."**. If you do not have a general qualification for university entrance, please select point **"98 – school leaving exam not relevant"**.

The screenshot shows the 'ONLINE APPLICATION' interface with the 'Higher education entrance qualification' section active. The left sidebar contains a navigation menu with the following items: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification' (highlighted), and 'University entry survey'. The main content area is titled 'Higher education entrance qualification' and includes the following sections:

- School type:** A dropdown menu with the text 'Please select...'.
- Date of certificate:** A date input field with the text 'Format: DD.MM.YYYY' and a calendar icon.
- Country of secondary school leaving exam:** A dropdown menu with the text 'Please select...'.

At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

3.7 Most current photo (as for ID)

Please note the format specification for your photo portrait format (see Guide for online application – page 3). To define the image section, hold down the mouse button and drag the frame. In the preview window you can see which image section will be uploaded for your photo.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree program](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[University entry survey](#)

- **Most current photo (as for ID)**
[Application Form](#)
[Europass CV](#)
[Letter of Intent](#)
[Valid passport or personal ID card](#)
[Evidence of general qualification for university entrance](#)
[Evidence of tertiary level education](#)
[Evidence of work experience](#)
[Evidence of training and further education times](#)
[Presentation of the original documents](#)

Most current photo (as for ID)

Updated: no photo

Preview:

Upload:

Datei auswählen | Keine ausgewählt

The picture will be printed on the student ID (SSCard)

Further information is available via the following link:
<https://www.donau-uni.ac.at/en/studies/study-organisation/studentservicecard.html>

If you cannot submit the document right now, you can hand in original in paper form. You will find an overview of all required application documents at the end of your online application.

Please respect the following requirements for the upload:
Picture size: min. 102x135
File size: max. 10000kB
Aspect ratio approx. 3:4

Cancel | Preview | Back | Continue

3.8 Annex admission fee

You will find the supplementary sheet for the annex admission fee on our homepage, at your selected university course for download or you can obtain it from the responsible contact person of the course.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree program](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[Most current photo \(as for ID\)](#)

- **annex admission fee**
[Europass CV](#)
[Letter of Intent](#)
[Valid passport or personal ID card](#)
[Evidence of general qualification for university entrance](#)
[Evidence of tertiary level education](#)
[Evidence of work experience](#)
[Evidence of training and further education times](#)
[Presentation of the original documents](#)
[Registration and Application for Admission](#)

annex admission fee

You will find the supplementary sheet for the settlement of participation fees on our homepage, at your selected university course for download or you can obtain it from the responsible contact person of the course.

Current document

File name	Type	File Size	Date
No document uploaded			

New document

The following document types are accepted: Portable Document Format (pdf). Scanning multiple page documents: all pages must be saved in only one digital file. The maximum file size is 10 MB. If you cannot submit the document right now, you can hand in original in paper form. You will find an overview of all required application documents at the end of your online application.

File | Datei auswählen | Keine ausgewählt

Cancel | Preview | Back | Continue

3.9 Europass CV

Please use the Europass-CV for a transparent and understandable presentation of your competences and qualifications. Information and templates can be found at <https://www.europass.at/en/what-is-europass/euro-pass-portal-incl-cv/>.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Europass CV'. The left sidebar contains a list of navigation links, with 'Europass CV' selected. The main content area is titled 'Europass CV' and includes a link to further information: <https://www.europass.at/en/>. Below this, there are two sections: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section provides instructions on accepted document types (Portable Document Format (.pdf)) and a maximum file size of 10 MB. It also includes a 'File' button and a 'Datei auswählen' button. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

3.10 Letter of Intent

You will find a download of a template with instructions on how to write a letter of motivation on the website under "Admission competencies assessment procedure" or on the website of the university course you have chosen.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Letter of Intent'. The left sidebar contains a list of navigation links, with 'Letter of Intent' selected. The main content area is titled 'Letter of Intent' and includes a link to further information: <https://www.donau-uni.ac.at/en/studies/study-organisation/admission.htm#letterofintent>. Below this, there are two sections: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section provides instructions on accepted document types (Portable Document Format (.pdf)) and a maximum file size of 10 MB. It also includes a 'File' button and a 'Datei auswählen' button. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

3.11 Valid passport or personal ID card

Please scan the ID page (Identity card: front and back; Passport: data page). For more information, please refer to the website under "Required documents".

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links such as 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'University entry survey', 'Most current photo (as for ID)', 'Application Form', 'Europass CV', 'Letter of Intent', and 'Valid passport or personal ID card' (which is highlighted). Below this menu are 'Cancel' and 'Preview' buttons. The main content area is titled 'Valid passport or personal ID card' and contains the following text: 'Please scan the ID Page (e.g. identity card front and back). Further information is available via the following link: <https://www.donau-uni.ac.at/en/studies/study-organisation/admission.htm#RequiredDocuments>'. Below this is a table for 'Current document' with columns 'File name', 'Type', 'File Size', and 'Date', and the text 'No document uploaded'. A 'New document' section follows, explaining that accepted document types are Portable Document Format (.pdf) and that scanning multiple pages must be saved in one file (max 10 MB). It also states that original documents can be submitted in paper form. At the bottom of this section are buttons for 'File', 'Datei auswählen', and 'Keine ausgewählt'. The page concludes with 'Back' and 'Continue' buttons.

3.12 Evidence of general qualification for your university entrance

If the proof of the general university entrance qualification is relevant for your admission, please upload it here. In addition, the original document has to be submitted. Please find further information on the website under "Admission competencies assessment procedure".

The screenshot shows the 'ONLINE APPLICATION' interface. The left navigation menu is similar to the previous page, but 'Evidence of general qualification for university entrance' is highlighted. Below the menu are 'Cancel' and 'Preview' buttons. The main content area is titled 'Evidence of general qualification for university entrance' and contains the text: 'If this document is relevant for your admission, upload the proof of university entrance here. Further information is available via the following link: <https://www.donau-uni.ac.at/en/studies/study-organisation/admission/admission-competencies-assessment-procedure.html>'. Below this is a table for 'Current document' with columns 'File name', 'Type', 'File Size', and 'Date', and the text 'No document uploaded'. A 'New document' section follows, explaining that accepted document types are Portable Document Format (.pdf) and that scanning multiple pages must be saved in one file (max 10 MB). It also states that original documents can be submitted in paper form. At the bottom of this section are buttons for 'File', 'Datei auswählen', and 'Keine ausgewählt'. The page concludes with 'Back' and 'Continue' buttons.

3.13 Evidence of tertiary level education

If you already have a tertiary degree, you can upload the award certificate/decision and the transcript of records/Diploma Supplement here. The study program must have a minimum of 180 ECTS and 3 years of study.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links such as 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'Most current photo (as for ID)', 'Registration and application for admission (application form)', 'Europass CV', 'Letter of Intent', 'Valid passport or personal ID card', 'Evidence of general qualification for university entrance', and 'Evidence of tertiary level education' (which is highlighted). Below the menu are 'Cancel' and 'Preview' buttons. The main content area is titled 'Evidence of tertiary level education' and contains the following text: 'If these documents are relevant for your admission, please upload your evidence of tertiary education level including Diploma Supplement and Transcript of Records. The study must have at least 3 years of study and at least 180 ECTS. Legalization of foreign documents: Foreign documents must be submitted together with the required notarial certifications and legalization. Further information is available via the following link: <https://www.donau-uni.ac.at/admission#legalizationofforeigndocuments>'. Below this is a 'Current document' table with columns 'File name', 'Type', 'File Size', and 'Date', showing 'No document uploaded'. A 'New document' section follows, stating: 'The following document types are accepted: Portable Document Format (.pdf). Scanning multiple page documents: all pages must be saved in only one digital file. The maximum file size is 10 MB. If you cannot submit the document right now, you can hand in original in paper form. You will find an overview'. At the bottom right are 'Back' and 'Continue' buttons.

3.14 Evidence of work experience

Please upload here the evidence of your relevant, qualified professional activity (references). Find more information on the website under "Admission competencies assessment procedure".

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links such as 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'University entry survey', 'Most current photo (as for ID)', 'Application Form', 'Europass CV', 'Letter of Intent', 'Valid passport or personal ID card', 'Evidence of general qualification for university entrance', 'Evidence of tertiary level education', and 'Evidence of work experience' (which is highlighted). Below the menu are 'Cancel' and 'Preview' buttons. The main content area is titled 'Evidence of work experience' and contains the following text: 'If these documents are relevant for your admission, please upload your work experience here. Further information is available via the following link: <https://www.donau-uni.ac.at/en/studies/study-organisation/admission/admission-competencies-assessment-procedure.html>'. Below this is a 'Current document' table with columns 'File name', 'Type', 'File Size', and 'Date', showing 'No document uploaded'. A 'New document' section follows, stating: 'The following document types are accepted: Portable Document Format (.pdf). Scanning multiple page documents: all pages must be saved in only one digital file. The maximum file size is 10 MB. If you cannot submit the document right now, you can hand in original in paper form. You will find an overview of all required application documents at the end of your online application.' Below this is a file selection area with a 'File' button, a 'Datei auswählen' button, and the text 'Keine ausgewählt'. At the bottom right are 'Back' and 'Continue' buttons.

3.15 Evidence of training and further education times

Please upload the relevant training and further education certificates here. Find more information on the website under "Admission competencies assessment procedure".

The screenshot shows the 'ONLINE APPLICATION' interface. The left sidebar contains a list of navigation links, with 'Evidence of training and further education times' highlighted. The main content area is titled 'Evidence of training and further education times' and contains the following text:

If these documents are relevant for your admission, please upload your education and training certificates here.

Further information is available via the following link:
<https://www.pub.donau-uni.ac.at/en/studies/study-organisation/admission/admission-competencies-assessment-procedure.html>

Current document

File name	Type	File Size	Date
No document uploaded			

New document

The following document types are accepted: Portable Document Format (.pdf). Scanning multiple page documents: all pages must be saved in only one digital file. The maximum file size is 10 MB. If you cannot submit the document right now, you can hand in original in paper form. You will find an overview of all required application documents at the end of your online application.

File

Buttons: Cancel, Preview, Back, Continue.

3.16 Registration and application for admission

The "Registration and Application for Admission" is generated by the system after sending your application. The further procedure is described in section 4 "Application Account" on page 16.

The screenshot shows the 'ONLINE APPLICATION' interface. The left sidebar contains a list of navigation links, with 'Registration and Application for admission' highlighted. The main content area is titled 'Registration and Application for admission' and contains the following text:

Please click on "Continue" at the bottom right. The application for admission is generated by the system after you have sent your application.

The document can be submitted in the self-service portal after completing the wizard. Please go there for further information on the upload deadline. You will find a list of all the required application documents at the end of your online application.

Buttons: Cancel, Preview, Back, Continue.

3.17 Summary

At the end of your application you will have the opportunity to check your details once again and to complete them if necessary.

OVERVIEW - APPLICATION NUMBER: 1-00002009

PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.

3.18 Submission of application

Finally, you must confirm the accuracy of your information in order to submit the application electronically.

Please find the privacy policy of the University for Continuing Education Krems on the website under „Privacy“.

Confirmation

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

I hereby declare that the statements contained herein are true and complete, and herewith allow the of the DUK to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admission to study at Danube-University Krems. We would like to point out that due to legal requirements we have to store your data.

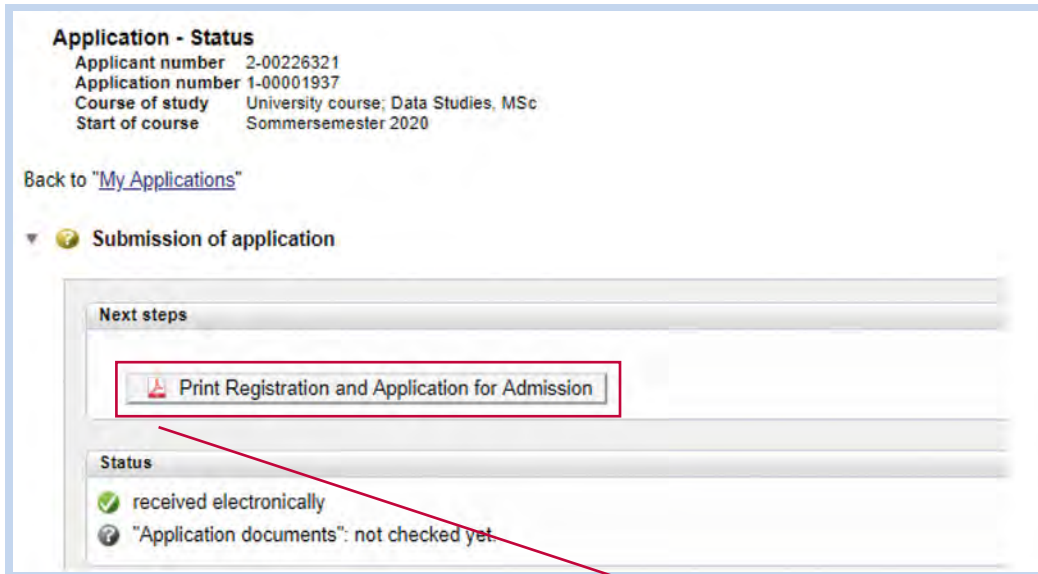
Cancel Back

Confirmation of your data **Submission of the application**

4 Application Account

4.1 Download document "Application and Application for Admission"

After submitting your application you will be automatically redirected to your application account. Here you can print out and sign the "Registration and Application for Admission" (An electronic signature is also possible).



Application - Status
Applicant number 2-00226321
Application number 1-00001937
Course of study University course; Data Studies, MSc
Start of course Sommersemester 2020

Back to ["My Applications"](#)

▼ Submission of application

Next steps

[Print Registration and Application for Admission](#)

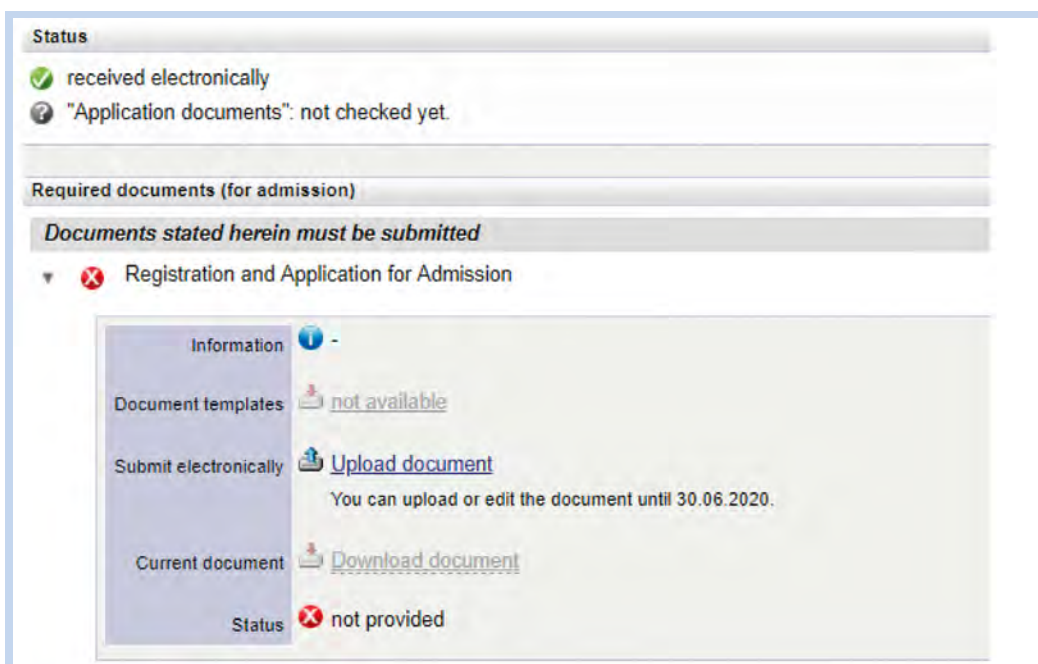
Status

- received electronically
- "Application documents": not checked yet

Print out pdf-file – ready to sign

4.2 Upload signed document "Application and Application for Admission"

After signing the document "Registration and Application for Admission", please upload it to the "Required documents".



Status

- received electronically
- "Application documents": not checked yet

Required documents (for admission)

Documents stated herein must be submitted

▼ Registration and Application for Admission

Information -

Document templates [not available](#)

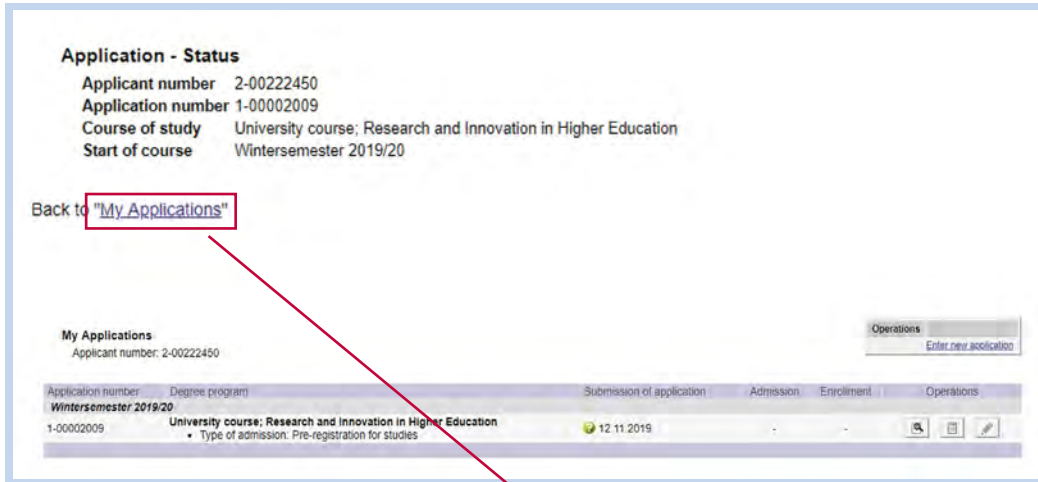
Submit electronically [Upload document](#)
You can upload or edit the document until 30.06.2020.

Current document [Download document](#)

Status not provided

4.3 Overview online application

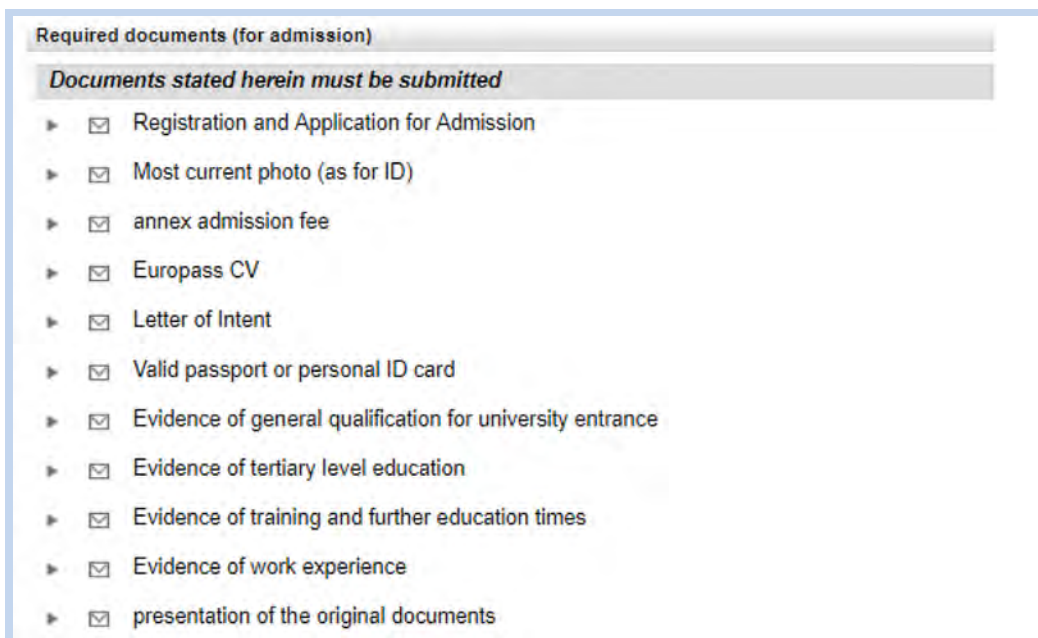
If you log in again in the application management (e-mail and password) and select **"My Applications"**, you will get to the general overview.



General overview of your online application

4.4 Overview documents





By selecting the individual documents you can replace already uploaded documents or upload missing documents.



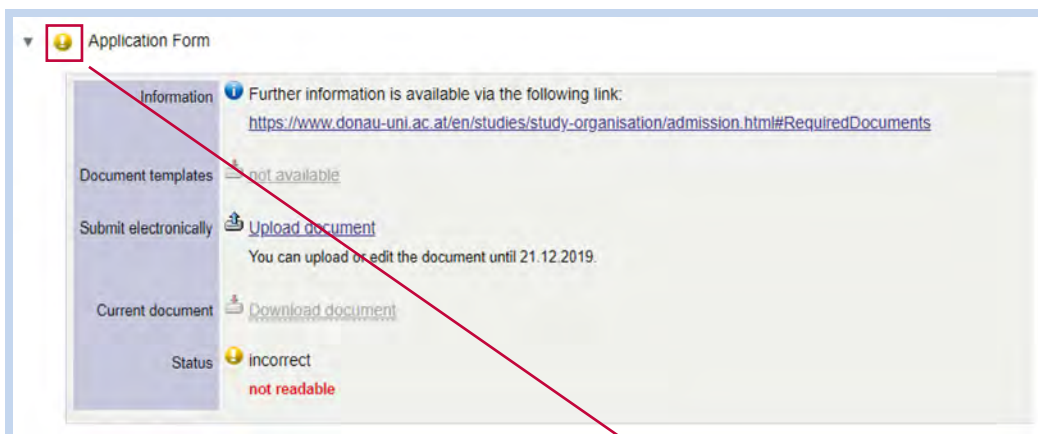
4.5 Presenting original documents

The original documents are presented in person or in a video chat as part of the admission procedure.

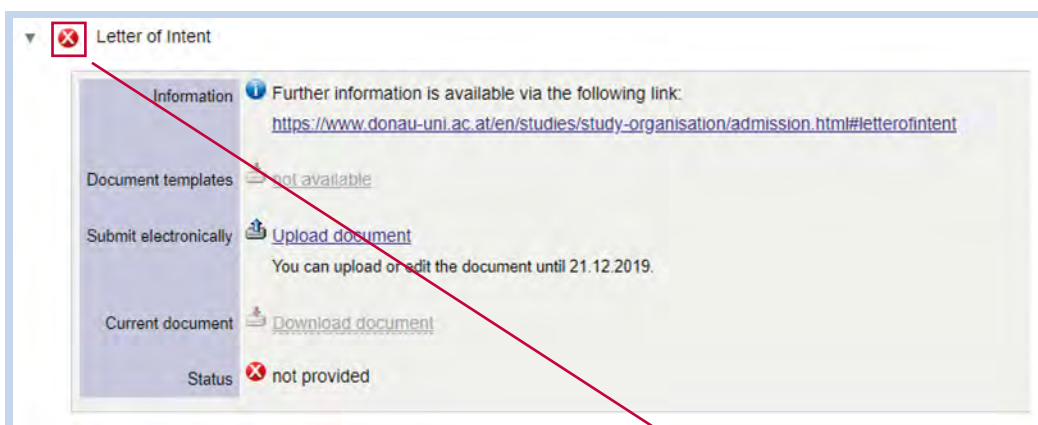
4.6 Defective/missing evidence or documents

-  Blue icon: contains further links or further information
-  Yellow icon: here the documents have to be uploaded again
-  Red icon: indicates missing documents
-  Green icon: all specifications are fulfilled and confirmed

As soon as your application documents have been checked, the application status changes. If a proof is incorrect (e.g. not readable), it will be marked with a yellow callsign icon. If a proof is missing, it will be marked with a red icon. You will see the corresponding explanations when selecting the relevant document.



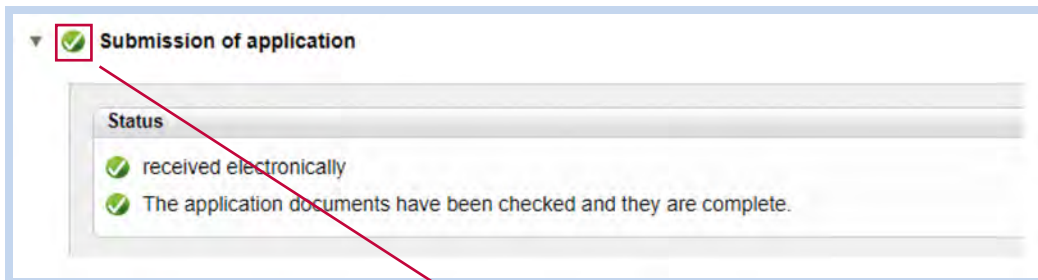
Scanned document is unreadable



Document still to be uploaded

4.7 Application documents checked and complete

As soon as all documents are checked and complete this is marked with a green hook icon.



Application documents are correct and complete

The course director will contact you regarding the **next steps in the application process**.

Please find further information about the admission online under „Admission to studies“ or on the website of the university course you have chosen.



The University for Continuing Education Krems specializes in part-time academic continuing education. As a public university for continuing education, it works with its expertise in research and teaching to overcome societal challenges and tailors its study programs to address them. The master programs and short programs cover ten fields of study and meet the specific requirements of working professionals. With 8,000 students coming from 85 countries, the University for Continuing Education Krems combines its many years of experience in university-based continuing education with innovation to provide outstanding quality in research and teaching at an international level. The University holds the AQ Austria quality seal. Situated 60 km from Vienna in the alluring world heritage region Wachau, Campus Krems is a highly attractive location.

University for
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