# Guide
# for Online Application

www.donau-uni.ac.at/scs

DONAU UNIVERSITÄT KREMS

**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

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).
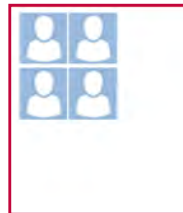Make sure that it is fully adjusted within the frame.

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.



## 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.

## 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:
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/wbselbstregperson.emailBestaetigt?
pToken=FzCuJBijrNDQgIKSvZIMdQHModFJxfqXGqvYhoQfeaDDEpkmvHvElxGudIEGqPGv
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.
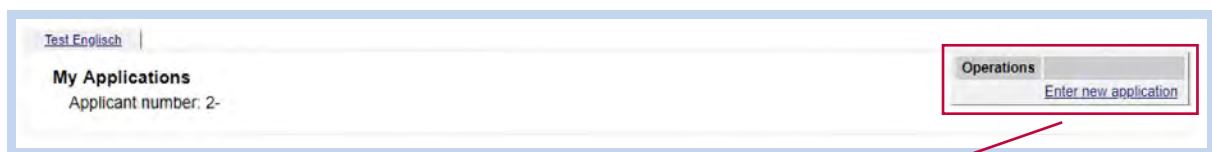
2. Perform your application
After successful activating your account please log in with your password on the site https://online.donau-uni.ac.at/DUKonline/webnav.ini?
pUrl=wbAnmeldung.durchfuehren%3FcUrl%3DwbBewerbung.wizard and submit your application.

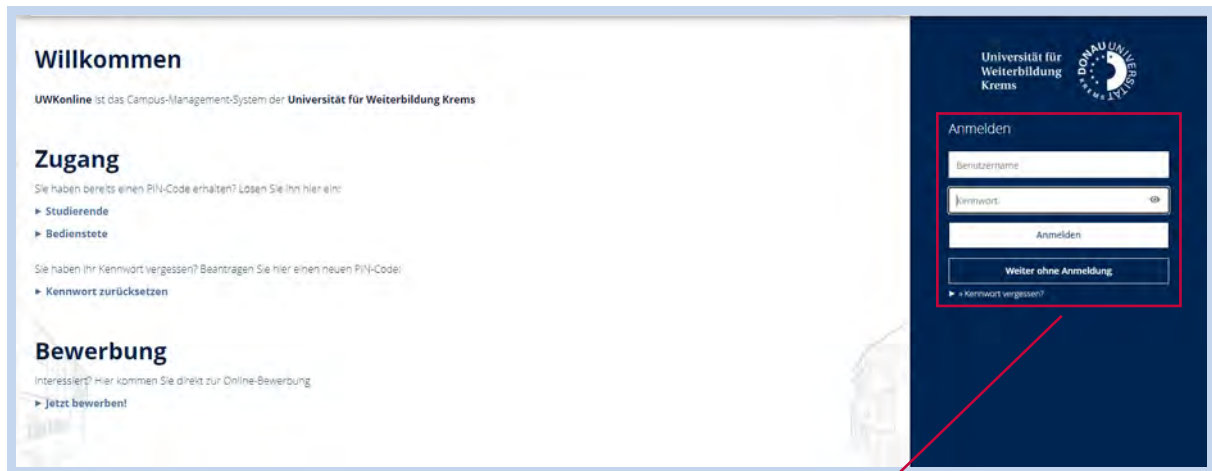In case of further questions please contact the AcademicServiceCenter Team via studium@donau-uni.ac.at.

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

Test Englisch |

**My Applications**
Applicant number: 2-

Operations
Enter new application

**Perform your application**

Willkommen

UWKonline ist das Campus-Management-System der **Universität für Weiterbildung Krems**

Universität für
Weiterbildung
Krems

## Zugang

Sie haben bereits einen PIN-Code erhalten? Lösen Sie ihn hier ein:

▸ Studierende
▸ Bedienstete

Sie haben Ihr Kennwort vergessen? Beantragen Sie hier einen neuen PIN-Code:

▸ Kennwort zurücksetzen

## Bewerbung

Interessiert? Hier kommen Sie direkt zur Online-Bewerbung

▸ Jetzt bewerben!

Anmelden

Benutzername

Kennwort

Anmelden

Weiter ohne Anmeldung

▸ Kennwort vergessen?

**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!**



## 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!**

## 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.



## 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.



**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.



## 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"**.

### 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.



### 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.

### 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/.



### 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.

## 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".



## 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".

## 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.



## 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".

## 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".



## 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.

## 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.
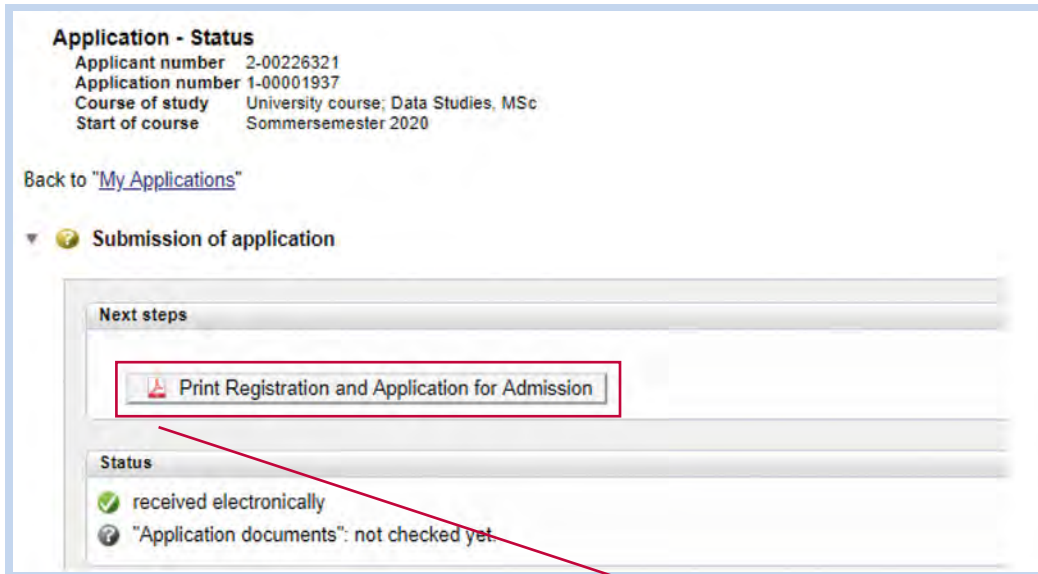
Cancel                                                                                           Back    Send

**Conformation 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 ]
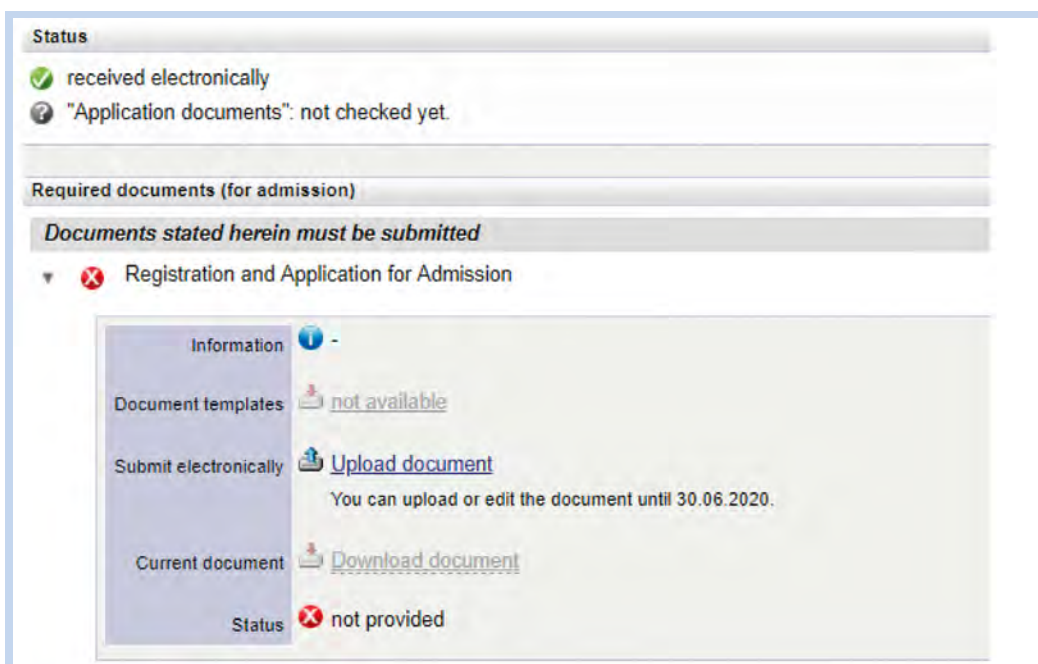
Status

✅ 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 | ℹ️ - |
| 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.
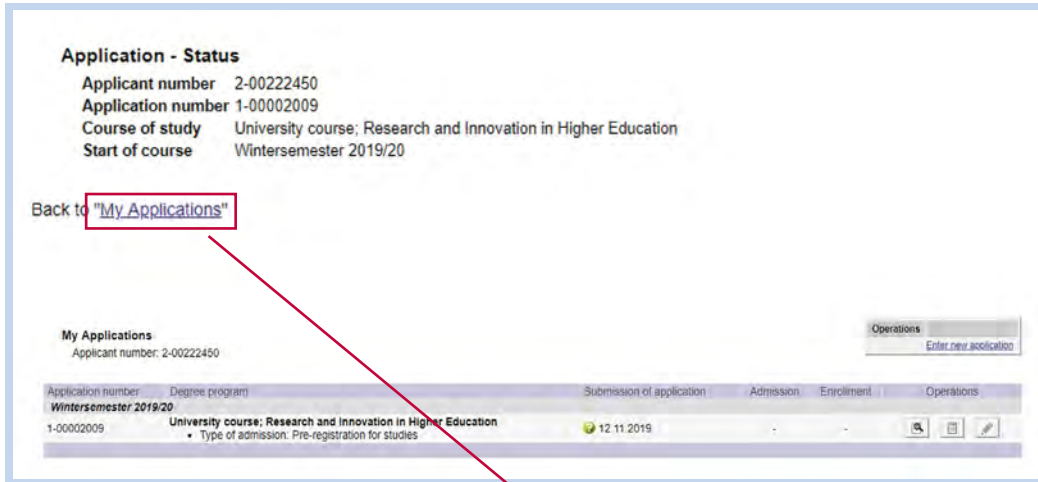


**General overview of your online application**

## 4.4 Overview documents

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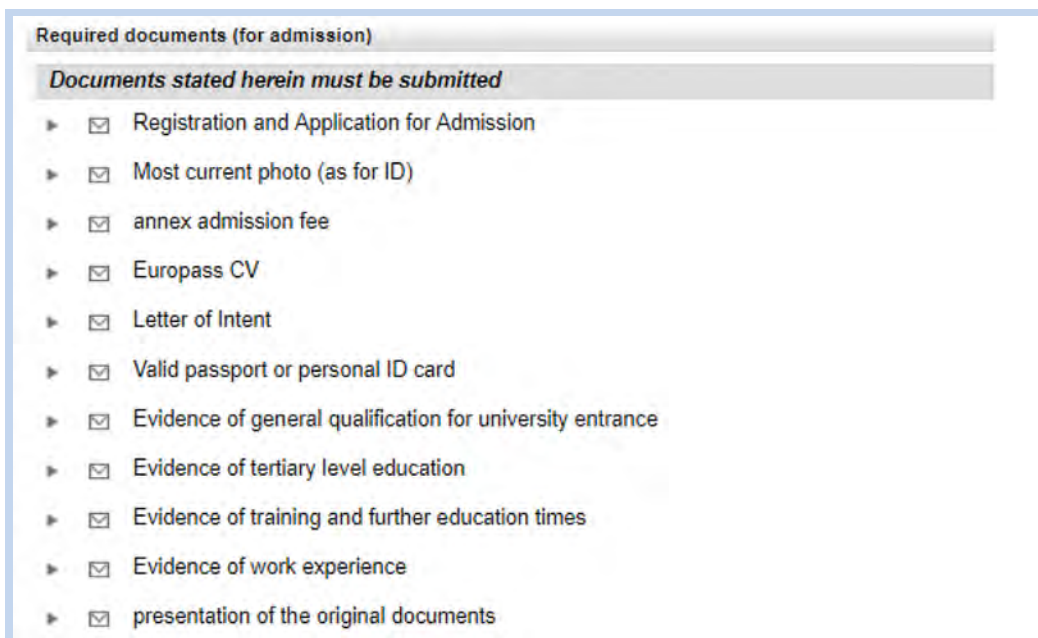


## 4.5 Presenting original documents

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.
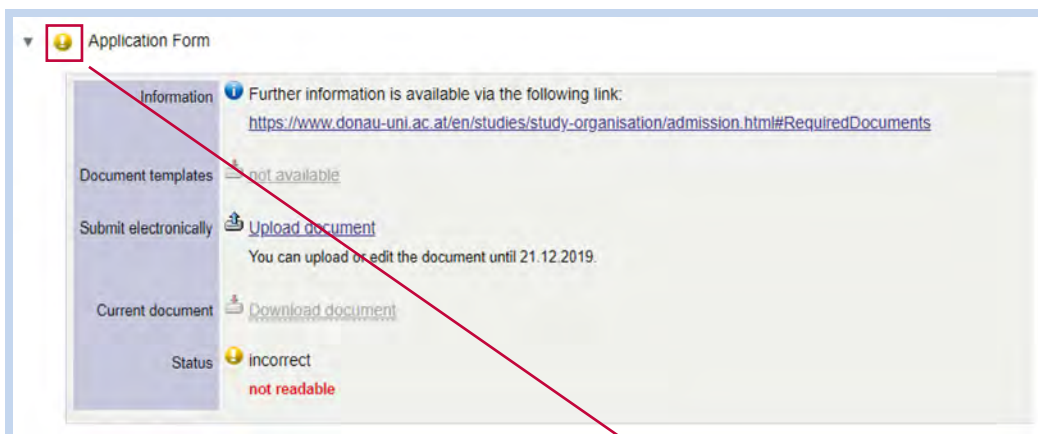


**Scanned document is unreadable**
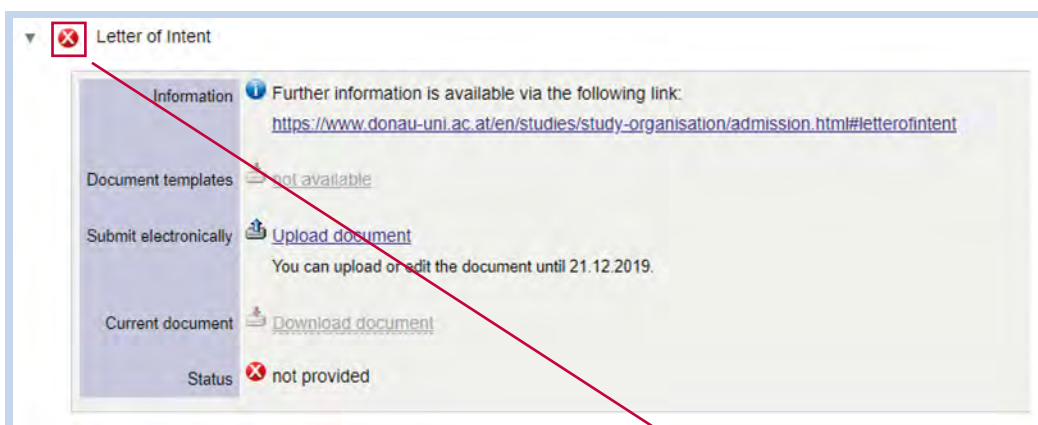


**Document still to be uploaded**

## 4.7 Application documents checked and complete

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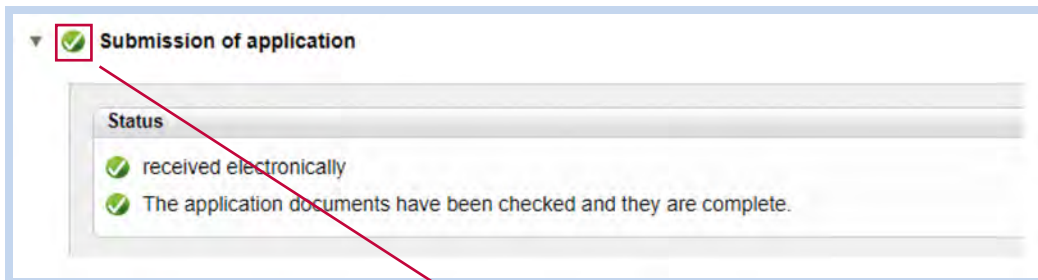


**Application documents are correct and complete**

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 Continuing Education Krems**

## Information

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