Short instruction for the online application

Academic Service Center
studium@donau-uni.ac.at
**Important information**

**LOG IN:** Login is possible with your user name = email address and your personal password.

**Required documents:** Prepare the necessary documents (required documents) digitally (scanned, up to max. 10 MB per document).

**Authentication:** depending on the country of issue, the documents must be authenticated according to the authentication regulations. [foreign documents / authentication regulations]

**Translations:** Foreign-language documents must be submitted in certified German or English translation. English language documents are accepted.

It is possible to **edit or complet** the summary at any time as long as it has not been sent. In this way, documents that have already been uploaded remain saved and missing data can be added or changed later.

**Contact:** StudienServiceCenter 0043 (0)2732 893 6000 or studium@donau-uni.ac.at
Formats

JPEG/PNG Photo

Passport photo - prepare a passport photo in portrait format (aspect ratio 3:4), Image size at least 102x135 pixels.

PDF Dokuments

• All pages must be saved together in one document. (up to max. 10 MB per document)

• Important information/tips:
Basic account & uploading documents

Please register under:

Application/Online pre-registration to get access to our application tool.

Activation of system access and upload of documents

After successful registration on our online application tool you will receive your personal access link by e-mail.

Start entering your data and uploading the documents relevant for admission in your online application.
Important information on data entry

- Choose **semester** (changes are not possible at a later date!)

- Choose a **course of study** (changes are not possible at a later date)

- **Social security number**: only applies to Austrian insurance numbers

- **Original presentation**: will be confirmed by the course administration after presentation - no upload by applicant necessary.
Registration and application for admission

After checking the summary and transmission of the application documents, the registration and application for admission is generated automatically. Upload the signed version.

Print registration and application for admission
Instructions for your application account

Application documents checked and complete

Legend for online application:
As soon as all documents have been checked and completed, this will be indicated by a green tick icon.

- blue icon - contains further links or further information
- yellow icon - here the documents have to be uploaded again
- red icon - indicates missing documents