

User Manual Online-Application

www.donau-uni.ac.at/en/scs

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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.

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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 study program you have chosen or under www.donau-uni.ac.at/studies/application.

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 “[Application](#)” under “[Checklist for Application Documents](#)”.

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 “[Info sheet on legalization and translation 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.

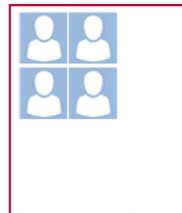
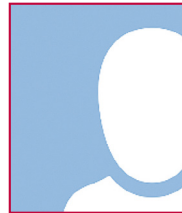
Multi-page documents must be put together in one pdf file. Each pdf file must be no larger than 10 MB.

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 the student information platform ([UWKonline](#)) to get access to the application tool.

First-time applicants

Are you here for the first time?

Your path to studying at University for Continuing Education Krems begins with the registration in our campus management system UWKonline. After submitting the registration form, you will receive an e-mail with a link to activate your account. After successful activation, you can log in to UWKonline and start the application "My Applications" to apply for your desired degree programme.

Please find here the [detailed guide](#) for your successful application.

[To the registration](#)

Already registered?

Log in at [this page](#) with your UWKonline account and start the application "My applications" to submit your application or upload further documents in the self-service. If you have forgotten your password, click on "Reset password" on the UWKonline-start page.

[To the UWKonline login](#)

Students and graduates

You already have an UWKonline account?

Log in at [this page](#) with your UWKonline account and start the application "My applications". If you have forgotten your password, click on "Reset password" on the UWKonline-start page.

Please find here a detailed description in the [Guide for students](#).

[To the UWKonline login](#)

You do not have an UWKonline account?

Your access to our campus management system UWKonline must first be activated. To activate your access to UWKonline, please contact the service desk of University for Continuing Education Krems at scs@donau-uni-ac.at or by telephone at +43 2732 893-6000.

[Send e-mail](#)

Registration - basic user

Master data

First name

Last name

Gender

Date of birth

Maiden name

Account data

Email address

Preferred language

Degree programme data

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

Note

If you do not yet have UWKonline access data (user name + password) and would like to apply for a degree programme at the University for Continuing Education Krems, you must first register here as an applicant. After completing the registration, you will find the menu item "Applications" on your personal business card, which you can use to enter your application for the desired degree programme.

After reviewing your data you will be notified via email about the next steps. For any further questions please contact the [Service Center for Students](#) at studium@donau-uni.ac.at

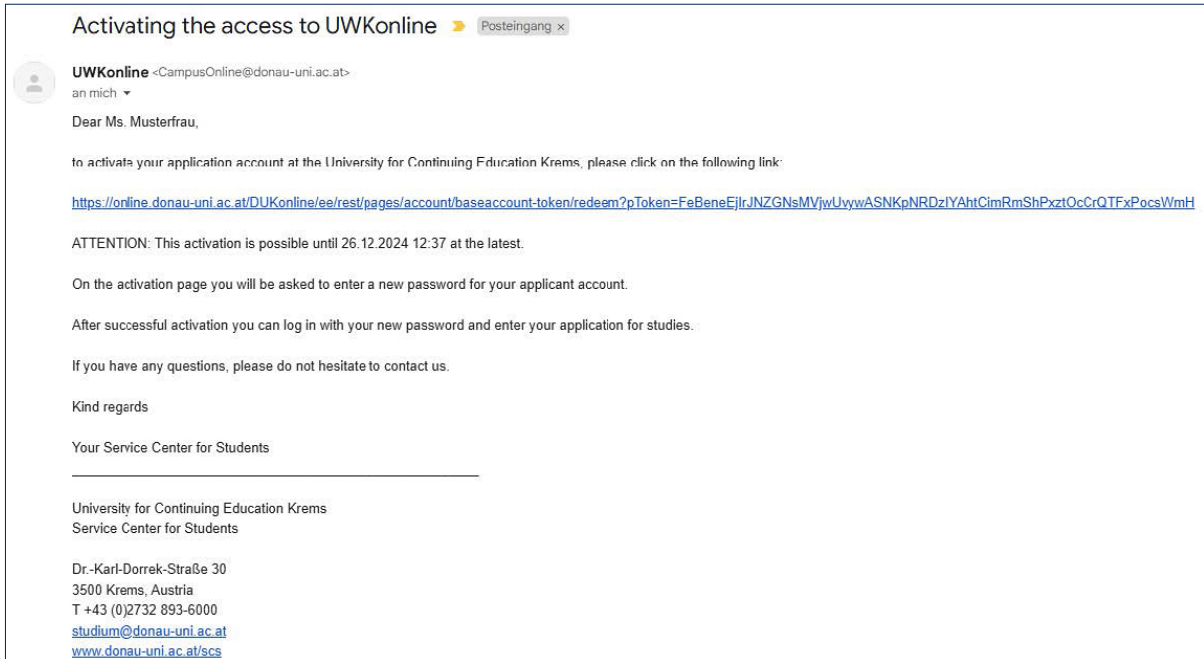
The data you provide in the course of your application will be processed for the purpose of handling your application. Further information on data processing and your rights in this regard can be found under [Privacy Policy for Applicants and Students of the University for Continuing Education Krems](#)

[Confirm data](#)

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.



Username

Password

Confirm new password

Please, select your password according to following criteria:

- Required
 - min. 12, max. 20 characters
 - minimum one uppercase and lowercase letter
 - minimum one digit
 - minimum one special character !\$%&()*+,-./:;<=>?[_~

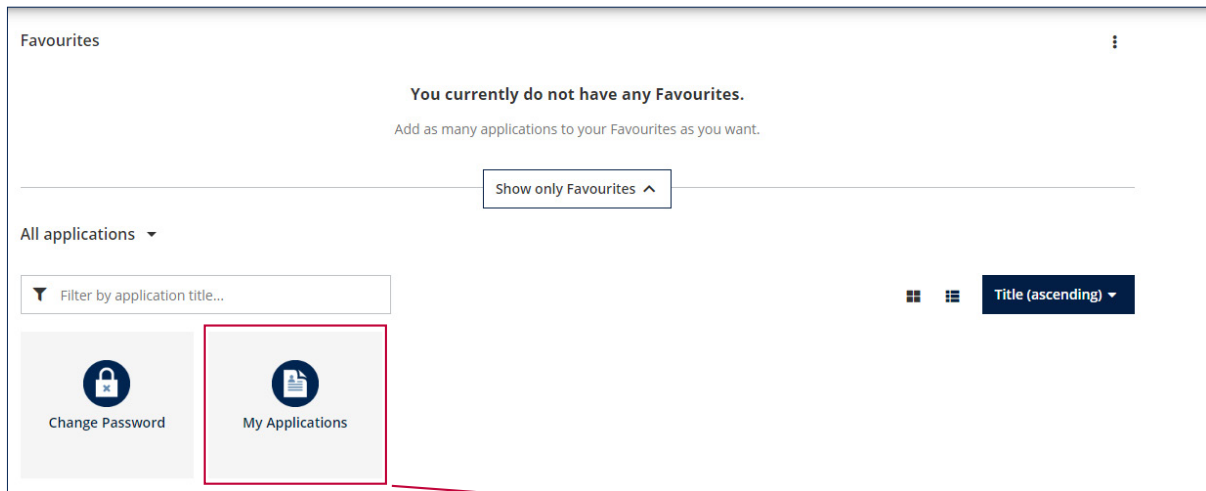
a total of at least 7 different characters

- overall minimum 7 different characters
- May not contain first name, family name, or user name.
- should differ from previous password by at least 1 character
- Should also not contain parts of first name or family name.
- Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

Complete registration **Cancel**

2.3 Starting application tool

To start with your application please go to „**My Applications**“ and then to „**Enter new application**“.



Favourites

You currently do not have any Favourites.
Add as many applications to your Favourites as you want.

Show only Favourites ^

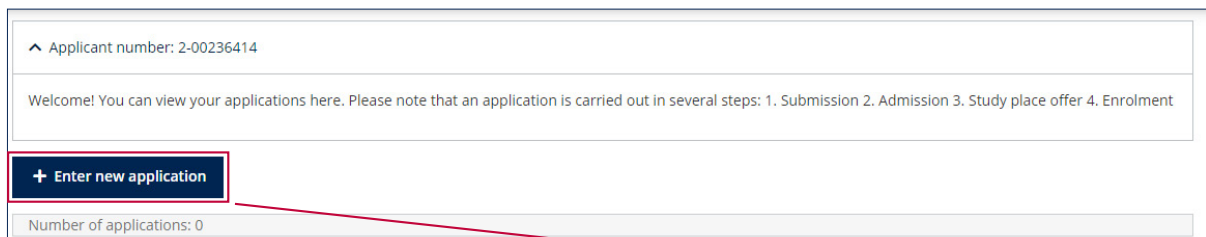
All applications ▾

Filter by application title...

Change Password

My Applications

Start your application



^ Applicant number: 2-00236414

Welcome! You can view your applications here. Please note that an application is carried out in several steps: 1. Submission 2. Admission 3. Study place offer 4. Enrolment

+ Enter new application

Number of applications: 0

Perform your application

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' interface. The main heading is 'ONLINE APPLICATION' with 'Help Support' links. A sidebar on the left contains navigation links: 'Start of course' (active), 'Select degree programme', 'Personal data', and 'Correspondence 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 University for Continuing Education Kreams.' Below this is a section titled 'Please note the following information before you start your application:' with two bullet points: 'In the next steps you will be asked to upload the required documents. Check out the section „Application documents“ on the info page „Application“ to find out what they are.' and 'We recommend using the Google Chrome or Mozilla Firefox browser for the application process.' This is followed by the instruction: 'Let's start: Please choose the semester in which you wish to be admitted to the University for Continuing Education Kreams.' A dropdown menu labeled 'Start of course' is currently set to 'Please select...'. Below the dropdown is the note: 'Please note that you can only file one application per study program.' At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

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' interface for the 'Select degree programme' step. The sidebar on the left contains navigation links: 'Start of course', 'Select degree programme' (active), 'Personal data', 'Correspondence address', 'Higher education entrance qualification', and 'Personal data'. The main content area is titled 'Select degree programme' and contains two dropdown menus: 'Type of studies' (set to 'University course') and 'Degree programme' (set to 'Please select...'). A large dropdown menu is open, displaying a list of study programmes with their codes and titles, such as 'UM 988 045 Universitätslehrgang (ao. BA); Psychotherapie', 'UM 988 049 Universitätslehrgang (ao. BA); Angewandte Beratungswissenschaften', 'UM 988 069 Universitätslehrgang (ao. BA); Digitale Transformation BSc (CE)', 'UM 988 070 Universitätslehrgang (ao. BA); Digitalisierungspädagogik', 'UM 988 090 Universitätslehrgang (ao. BA); Angewandtes Finanzrecht', 'UM 988 091 Universitätslehrgang (ao. BA); Lean Operations Management', 'UM 988 120 Universitätslehrgang (ao. BA); Lean Healthcare Management', 'UM 988 122 Universitätslehrgang (ao. BA); Prozess- und Qualitätsmanagement', 'UM 988 130 Universitätslehrgang (ao. BA); Chiropraktik', 'UM 988 134 Universitätslehrgang (ao. BA); Bauprozessmanagement', 'UM 988 135 Universitätslehrgang (ao. BA); Arbeits- und Personalrecht', 'UM 988 148 Universitätslehrgang (ao. BA); Management für Fahrzeugtechnik', 'UM 988 149 Universitätslehrgang (ao. BA); Management für Gebäudetechnik', 'UM 988 150 Universitätslehrgang (ao. BA); Management für Metalltechnik', 'UM 992 034 University course; Informationsdesign AE', 'UM 992 038 University course; Consultant für Erneuerbare Energie', 'UM 992 039 University course; Akademische Expertin / Akademischer Experte für Energy Innovation', 'UM 992 040 University course; Manager/In für nachhaltige Mobilität im Verkehrswesen', and 'UM 992 050 University course; Business Controlling & Financial Management'. At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

3.3 Personal data

The matriculation number must only be entered if you have already been assigned a matriculation number at an Austrian university. Please put a zero in front of your matriculation number if it is less than 8 digits. The social security number is only to be entered if it is an Austrian social security number.

The screenshot shows the 'ONLINE APPLICATION' interface with the 'Personal data' section active. The form contains the following fields:

- Matriculation number: [Empty text box]
- First name: Frau
- Surname: Test
- Date of birth: 01.01.1980
- Gender: female (dropdown menu)
- Place of birth: [Empty text box]
- Country of birth: Egypt (dropdown menu)
- Maiden name: [Empty text box]
- 1st nationality: Mexico
- 2nd nationality: Please select... (dropdown menu)

Navigation buttons at the bottom include 'Cancel', 'Preview', 'Back', and 'Continue'. A 'Help Support' link is visible in the top right corner.

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 'ONLINE APPLICATION' interface with the 'Correspondence address' section active. The form contains the following fields:

- Correspondence address (semester address):
 - Mail delivery etc: [Empty text box]
 - Street and number: 1
 - Postal Code/City: 3211 Ebtanburg
 - Country/State: Luxemburg (dropdown menu)
 - Region: Please select... (dropdown menu)
- Telephone number: [Empty text box]
- Email address: max.test-imb@edu.donau-uni.ac.at
- Confirmed email address: [Empty text box]

A checkbox is checked, with the text: My correspondence address (during the semester) is identical with my permanent home address.

Navigation buttons at the bottom include 'Cancel', 'Preview', 'Back', and 'Continue'. A 'Help Support' link is visible in the top right corner.

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 navigation links: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'University entry survey' (highlighted), and 'Higher education entrance qualification'. The main content area is titled 'University entry survey' and includes an 'Information' section with text about the survey's legal basis. Below this is the 'UHStat 1 query' section, which contains 'Personal details' (Country of birth: Andorra) and 'Information about your legal guardians' (Legal guardian 1/mother). The form includes fields for 'Year of birth', 'Country of birth', and 'Country of highest level of education completed', all with 'Please select...' prompts. Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom.

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 navigation links: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'University entry survey', and 'Higher education entrance qualification' (highlighted). The main content area is titled 'Higher education entrance qualification' and includes a 'Note' section with instructions for foreign qualifications. Below this are three form fields: 'School type' (21 - H Lehranst. f.wirtsch. Berufe), 'Date of certificate' (13.11.2024), and 'Issuing country' (Austria). Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom.

3.7 Most current photo (as for ID)

Please note the format specification for your photo portrait format (see [Guide for online application – page 4](#)).

The screenshot shows the 'ONLINE APPLICATION' interface with a sidebar menu on the left. The main content area is titled 'Most current photo (as for ID)'. It features an 'Updated' section with a 'no photo' message, a 'Preview' section with an empty box, and an 'Upload' section with a large empty box and a 'Datei auswählen' button. To the right, there is instructional text: 'If you wish to upload a passport photo, it will be printed on your student ID (StudentServiceCard). Further information is available via the following link: <https://www.donau-uni.ac.at/studentenservicecard>. Please respect the following requirements for the upload: Picture size: min. 102x135, File size: max. 1000KB, Aspect ratio approx. 3:4'. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

3.8 Europass-Lebenslauf

Please use the Europass-CV for a transparent and understandable presentation of your competences and qualifications. Information and templates can be found at www.europass.at/en/what-is-europass/euro%20ADpass-portal-incl-cv.

The screenshot shows the 'ONLINE APPLICATION' interface with a sidebar menu on the left. The main content area is titled 'Europass CV'. It features a link: 'Further information is available via the following link: <https://www.europass.at/en/>'. Below this, there is a 'Current document' section with a table header: 'File name', 'Type', 'File Size', 'Date', and a message: 'No document uploaded'. Below that is a 'New document' section with text: '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.' and a 'File' button with a 'Datei auswählen' button. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.



3.9 Letter of Intent

If the proof of the Letter of Intent is relevant for your admission, please upload it here. You will find a download of a “template” with instructions on how to write a letter of motivation on the website under “Application Documents” or on the website of the university course you have chosen.

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

- Start of course
- Select course programme
- Personal data
- Correspondence address
- University entry survey
- Higher education entrance qualification
- Most current photo (as for ID)
- Europass CV
- Letter of Intent**
- Continuing education tuition fee
- Valid passport or personal ID card
- Evidence of general qualification for university entrance
- Evidence of tertiary level education
- Evidence of training and further education times
- Registration and Application for admission

Letter of Intent

Please upload the completed PDF form "Appendix Continuing Education Tuition Fee". The form is available for download below.

Further information is available via the following link:
<https://www.donau-univie.ac.at/template/letterofintent>

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.

File: Keine Datei ausgewählt

3.10 Annex continuing education tuition fee

You will find the supplementary sheet for the continuing education tuition 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 course programme
- Personal data
- Correspondence address
- University entry survey
- Higher education entrance qualification
- Most current photo (as for ID)
- Europass CV
- Letter of Intent
- Continuing education tuition fee**
- Valid passport or personal ID card
- Evidence of general qualification for university entrance
- Evidence of tertiary level education
- Evidence of training and further education times
- Registration and Application for admission

Continuing education tuition fee

Please upload the completed PDF form "Appendix Continuing Education Tuition Fee". The form is available for download below.

Further information is available via the following link:
<https://www.donau-univie.ac.at/appendix-continuingeducationtuitionfee>

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.

File: Keine Datei ausgewählt

3.11 Valid passport or personal ID card

Your ID (identity card or passport) must be valid. The expiration date must not be within the period of the application and admission procedure. Please scan the data page of the ID document (ID card: front and back; passport: front).

The screenshot shows the 'Valid passport or personal ID card' section of the online application. The left sidebar contains a list of navigation links, with 'Valid passport or personal ID card' highlighted. The main content area has a title 'Valid passport or personal ID card' and a sub-header 'Please scan your ID (e.g. identity card front and back) and upload it here.' Below this, there are two document upload sections: 'Current document' and 'New document'. The 'Current document' section contains a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section contains a message: '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.' Below this message is a 'File' button and a text box containing 'Datei auswählen' and 'Keine Datei ausgewählt'. At the bottom of the page, there are 'Cancel', 'Preview', '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.

The screenshot shows the 'Evidence of general qualification for university entrance' section of the online application. The left sidebar contains a list of navigation links, with 'Evidence of general qualification for university entrance' highlighted. The main content area has a title 'Evidence of general qualification for university entrance' and a sub-header 'The admission requirements can be found in the curriculum, which is linked in the fact box on the study page'. Below this, there are two document upload sections: 'Current document' and 'New document'. The 'Current document' section contains a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section contains a message: '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.' Below this message is a 'File' button and a text box containing 'Datei auswählen' and 'Keine Datei ausgewählt'. At the bottom of the page, there are 'Cancel', 'Preview', '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.

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

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[Most current photo \(as for ID\)](#)
[Europass CV](#)
[Letter of Intent](#)
[Continuing education tuition fee](#)
[Valid passport or personal ID card](#)
[Evidence of general qualification for university entrance](#)
• **Evidence of tertiary level education**
[Nachweis der Berufserfahrung \(mind. 2 Jahre\)](#)
[Evidence of training and further education times](#)
[Registration and Application for admission](#)

Evidence of tertiary level education

If these documents are relevant for your admission, please upload

- Evidence of tertiary education level
- Transcript of Records
- Diploma Supplement

The completed study program must have a minimum duration of 3 years and at least 180 ECTS points.

The admission requirements can be found in the curriculum, which is linked in the fact box on the study page.

Foreign documents:
Foreign documents must be submitted in notarially certified translations into German or English and carry the required legalization. Further information on the certification and translation of foreign documents can be found in the information sheet available for download here:

Further information is available via the following link:
<https://www.donau-uni.ac.at/infosheet-foreigndocuments>

Current document

File name	Type	File Size	Date
No document uploaded			

3.14 Evidence of training and further education times

Please upload the relevant training and further education certificates here.

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

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[Most current photo \(as for ID\)](#)
[Europass CV](#)
[Letter of Intent](#)
[Continuing education tuition fee](#)
[Valid passport or personal ID card](#)
[Evidence of general qualification for university entrance](#)
[Evidence of tertiary level education](#)
[Nachweis der Berufserfahrung \(mind. 2 Jahre\)](#)
• **Evidence of training and further education times**
[Registration and Application for admission](#)

Evidence of training and further education times

The admission requirements can be found in the curriculum, which is linked in the fact box on the study page.

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. The submission of this document is optional.

Keine Datei ausgewählt

3.15 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 a web interface titled "ONLINE APPLICATION" with a "Help Support" link. On the left is a navigation menu with links: Start of course, Select degree programme, Personal data, Correspondence address, University entry survey, Higher education entrance qualification, Most current photo (as for ID), Europass CV, Letter of Intent, Continuing education tuition fee, Valid passport or personal ID card, Evidence of general qualification for university entrance, Evidence of tertiary level education, Evidence of training and further education times, and "Registration and Application for admission" (which is selected). The main content area is titled "Registration and Application for admission" and contains a red instruction: "Please click 'Continue' to create an overview of your data and complete your online application." Below this is a paragraph: "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." At the bottom are buttons for "Cancel", "Preview", "Back", and "Continue".

3.16 Summary

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

The screenshot shows a page titled "OVERVIEW - APPLICATION NUMBER: 1-00014627". It features a "PLEASE NOTE" section with the following text: "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."

3.17 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 policy“](#).

The screenshot shows a "Confirmation" page with the following text: "Click on 'Back' to correct any incorrect information. Tick the box and click on 'Send' to submit your application electronically. Once you have clicked on 'Send', it is no longer possible to correct your details." Below this is a paragraph: "We expressly point out that your data will be processed automatically for the purpose of processing your application. Further details on data processing and your rights can be found in our [Privacy Policy for Applicants and Students of the University for Continuing Education Krems](#)." There are two checkboxes: the first is for confirming that the user has read, understood, and accepted the privacy policy; the second is for confirming that the information provided is correct and complete, and that the user has all original documents for verification. At the bottom are buttons for "Cancel", "Back", and "Send". Red lines with arrows point from the text "Confirmation of your data" to the second checkbox, and from "Submission of the application" to the "Send" button.

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).

Basic data	
Applicant number	2-00236414
Application number	1-00014627
Degree programme	Universitätslehrgang (ao. BA); Digitale Transformation BSc (CE) Summer semester 2024
Submission of application	
Status	✔ received electronically ⊗ "Application documents": not checked yet.
Registration and Application for admission	Please upload the form "Registration and Application for Admission" completely signed.
	📄 Application

Print out pdf-file – ready to sign

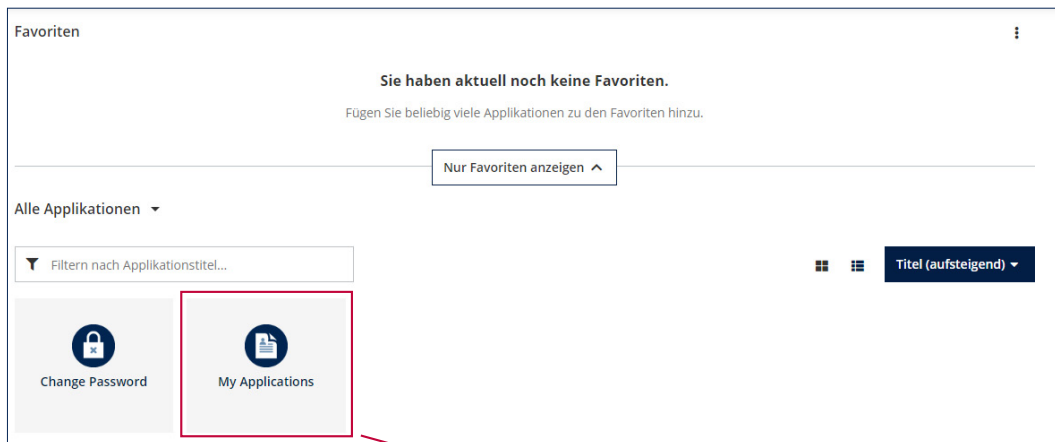
4.2 Upload signed document "Application and Application for Admission"

Please print out the document "Registration and Application for Admission" and upload the whole document signed.

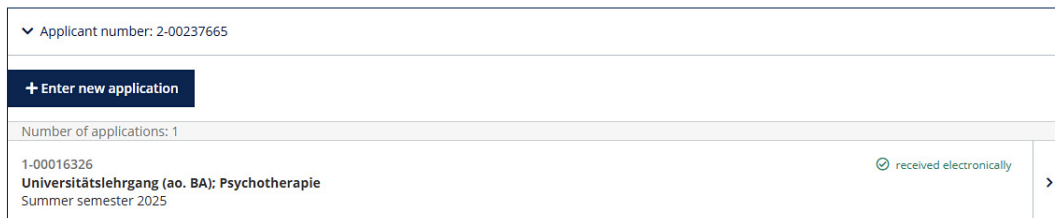
Submission of application	
Status	✔ received electronically ⊗ "Application documents": not checked yet.
Registration and Application for admission	Please upload the form "Registration and Application for Admission" completely signed.
	📄 Application
Documents stated herein must be included in your application	
↑ Registration and Application for admission 🕒 Deadline: 28.06.2024	
Status	not provided / You can upload or edit the document until 28.06.2024 23:59:59.
Information	Please upload the form "Registration and Application for Admission" completely signed.
Current document	<div style="border: 1px dashed gray; padding: 5px;"><p>📄 Drop file to upload or browse.</p><p>Supported file types: pdf. Maximum 10,000 KB.</p></div>

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.

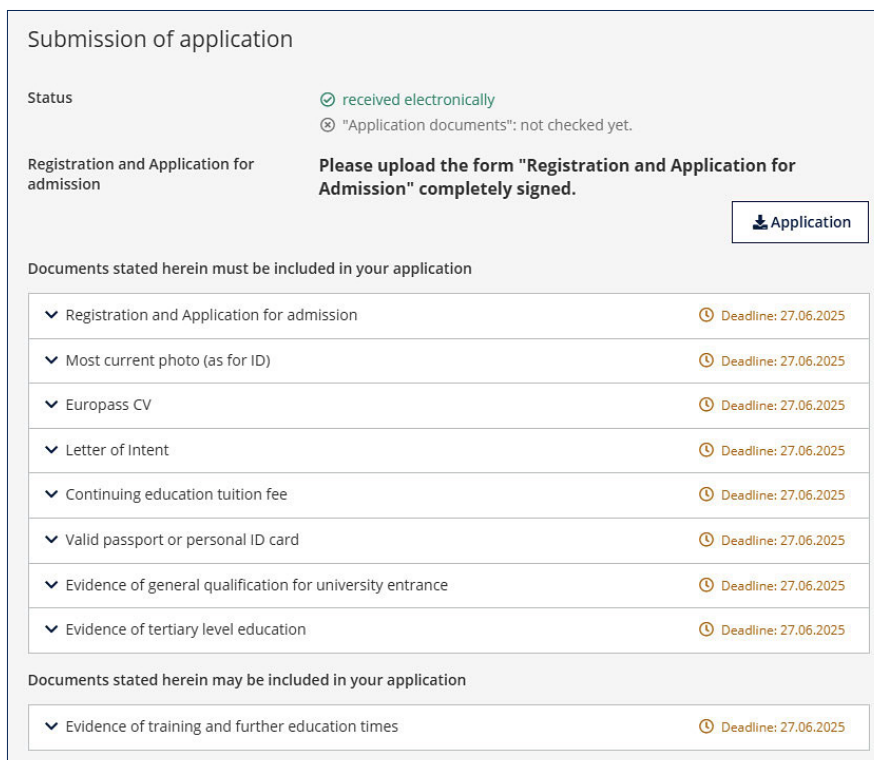


General overview of your online application



4.4 Overview documents

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



4.5 Defective/missing evidence or documents

As soon as your application documents have been checked, the application status changes. If a document is "incorrect" (e.g. not readable), it is marked as such. You will see the corresponding explanations when selecting the relevant document.

Submission of application

Status ✔ received electronically

⊗ The application documents have been checked. The form, however, in which they were provided is not entirely acceptable. For details refer to the status of each individual document.

Registration and Application for admission **Please upload the form "Registration and Application for Admission" completely signed.**

[📄 Application](#)

Documents stated herein must be included in your application

Registration and Application for admission	✔ ok
Most current photo (as for ID)	✔ ok
Europass CV	✔ ok
Letter of Intent	✔ ok
Continuing education tuition fee	✔ ok
Valid passport or personal ID card	⊗ incorrect
Evidence of general qualification for university entrance	✔ ok
Evidence of tertiary level education	✔ ok
Evidence of training and further education times	✔ ok

Document is incorrect

Status incorrect / You can upload or edit the document until 27.06.2025 23:59:59.

Current document

[📄 Drop file to upload or browse.](#)
Supported file types: pdf. Maximum 10,000 KB.

Here the documents have to be uploaded again

4.6 Application documents checked and complete

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

Submission of application	
Status	<ul style="list-style-type: none">☑ received electronically☑ The application documents have been checked and they are complete.

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

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



The University for Continuing Education KREMS specializes in academic continuing education for working professionals. 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 continuing education study programs cover ten fields of study and meet the specific requirements of students with work experience. With approximately 7,500 students coming from more than 100 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.

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