University for
Continuing
Education Krems

User Manual
Online-Application

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

Status: July 2025

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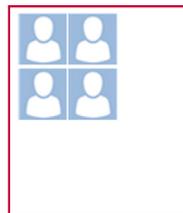
Multi-page documents must be put together in one pdf file. Each pdf file must be no larger than 10 MB.

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 programe.

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   Please select... ▾

Date of birth   Format: DD.MM.YYYY

Maiden name

Account data

Email address   john.doe@example.com

Preferred language   German ▾

Degree programme data

Are you registered or have you been registered at an Austrian university?   No ▾

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
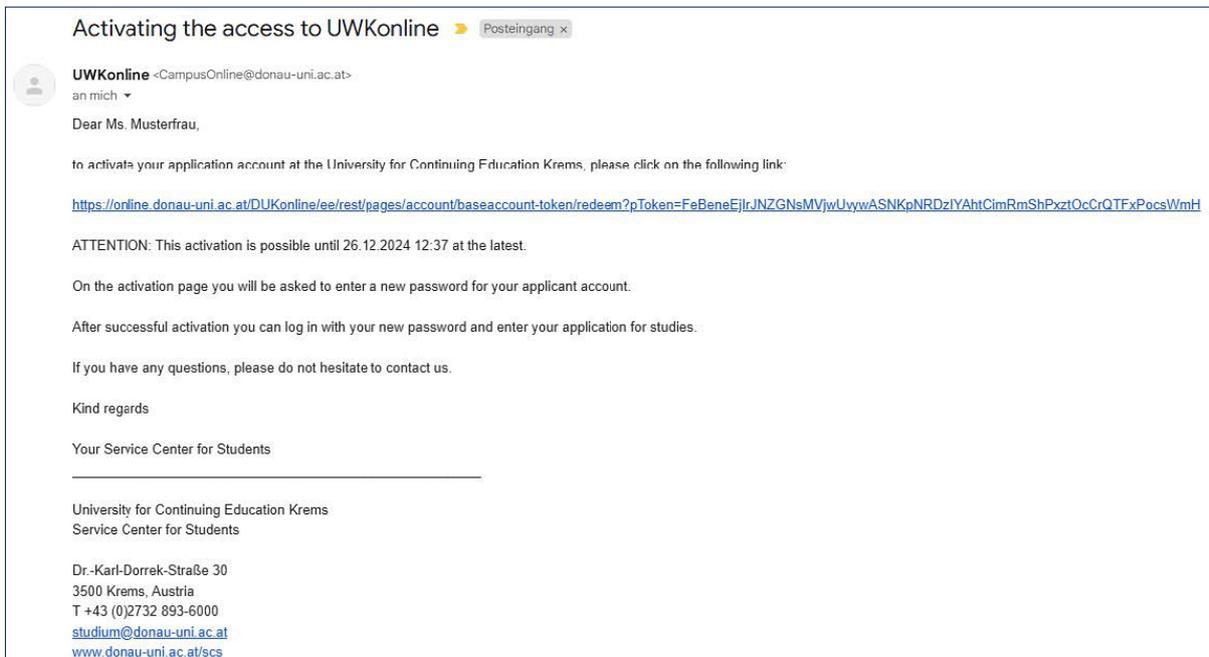
The data you provide in the course of your application will be processed for the purpose of handling your application. Further information on data processing and your rights in this regard can be found under

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.

Activating the access to UWKonline ➤ Posteingang ×

UWKonline <CampusOnline@donau-uni.ac.at>
an mich ▾

Dear Ms. Musterfrau,

to activate your application account at the University for Continuing Education Krems, please click on the following link:

https://online.donau-uni.ac.at/DUKonline/ee/rest/pages/account/baseaccount-token/redeem?pToken=FeBeneEjIrJNZGNsMVjwUvywASNKpNRDzIYAhtCimRmShPxztOcCrQTFxPocsWmH

ATTENTION: This activation is possible until 26.12.2024 12:37 at the latest.

On the activation page you will be asked to enter a new password for your applicant account.

After successful activation you can log in with your new password and enter your application for studies.

If you have any questions, please do not hesitate to contact us.

Kind regards

Your Service Center for Students

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University for Continuing Education Krems
Service Center for Students

Dr.-Karl-Dorrek-Straße 30
3500 Krems, Austria
T +43 (0)2732 893-6000
studium@donau-uni.ac.at
www.donau-uni.ac.at/scs

Username	tl1ahg05
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 differenct 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"**.

Start your application

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!

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. 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.

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."**. It 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 4).

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%C2%ADpass-portal-incl-cv.

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.

3.10 Annex continuing education tution fee

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

3.11 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).

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.

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 training and further education times

Please upload the relevant training and further education certificates here.

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 .

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.

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".

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).

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	⬆ Drop file to upload or browse. Supported file types: pdf. Maximum 10,000 KB.

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.

Document is incorrect

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
⊘ 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.

University for Continuing Education Krems

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.

Information