Guide for the online pre-registration at the University of Vienna for Erasmus+ students

**Link to the pre-registration:**
http://preregistration.univie.ac.at/

Please note: If you have difficulties in entering some of your data correctly, please complete the pre-registration by selecting any choice provided and send a message including the wrong entry to the following e-mail address: erasmus.incoming@univie.ac.at

The data can later be changed manually by us.

In case problems occur when clicking on an option, please try again. Most failure notices appear due to temporary problems.

Please click here to start the pre-registration. As an Erasmus+ student you can complete the online pre-registration all year.
Please state your e-mail address here. If you are using an address different from the one you received our information e-mail after your nomination to, please let us know (erasmus.incoming@univie.ac.at), so that we can prepare your enrolment successfully. We will then also use the given address for future correspondence.

Please memorise your password (min. 5 characters), as you will need it later for activating your u:account.
As an Erasmus+ student please choose the option “I have a non-Austrian secondary school leaving certificate”.

Please choose “University qualification according to cooperation treaty” as type of secondary school leaving certificate.

Choose the country of your home university that nominated you for the Erasmus+ stay as “Country of completion”.
If you studied at an Austrian university in the past, please e-mail us your student ID number as well as the name of the university.

Since as an Erasmus+ student you can complete the pre-registration all year round, a wrong beginning semester may be mentioned in the section “Selection of study programme”. In this case, please ignore this detail for which semester you do this pre-registration. We will amend this manually when we prepare your enrolment.

Furthermore, you are now requested to select the study programme you were nominated for at the University of Vienna.

PLEASE NOTE: For exchange students it is possible to select only one field of study according to the arranged bilateral agreement. In case the study programme you have been nominated for does not appear, please complete the pre-registration by choosing any of the available programmes and inform us about this afterwards by e-mail. If your nominated study programme can’t be chosen on your study level (e.g. only master instead of bachelor), please choose the available option and we will change it according to your nomination by your home university.
After receiving your student ID number by e-mail (for winter semester by the end of August and for summer semester by the end of February) we ask you to check the information and inform us about any possible mistakes.

Please choose here your nominated study programme.

Please leave this space blank unless you have an Austrian social security number.

Please disregard this information about the beginning semester.
If possible, please also mention a phone number (with dialing code) so that we can reach you in urgent matters as quickly as possible.

A few questions for the statistics.
(In case German expressions appear, the browser you are using might be outdated. Please make sure your version is up-to-date.)
In the summary you have the possibility to edit your data, where necessary, once more before completing the online pre-registration. (Please do not upload any documents here.)
Congratulations on completing the online pre-registration as an Erasmus+ student at the University of Vienna successfully!

You will now receive an automatically generated e-mail including a PDF to the aforementioned e-mail address. Please take no notice of the information given, since these instructions are not taken into consideration there.

As an Erasmus+ student it is not necessary to sign the summary nor to send it to us as an application form for admission, as opposed to what is mentioned in the PDF.

If there is a passage about an entrance examination mentioned in the PDF, please ignore this as exchange students do not have to complete an entrance examination for their stay at the University of Vienna.

Furthermore please also disregard a potentially wrongly mentioned beginning semester (Validity) as previously mentioned in the section “Selection of study programme” as we will amend this manually when preparing your enrolment.

For further Erasmus+ Incoming related information, please take a look at our website:

http://international.univie.ac.at/en/home/ (-> Incoming Students -> ERASMUS)

We will now prepare your enrolment and you will receive an e-mail including your student ID number as well as further information by the beginning of August (winter semester) or beginning of February (summer semester).

To keep in mind all important points for your preparation please do also use our checklists depending on your dates of stay which are published on our website.

Best wishes,

Your Erasmus+ Incoming Team
at the International Office of the University of Vienna