GUIDE TO A SUCCESSFUL ONLINE
PRE-REGISTRATION AT THE UNIVERSITY OF VIENNA
(For Non-Euroean Exchange 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:
non-eu-exchange@univie.ac.at

The data can later be changed manually by us.

In case of problems when clicking on an option, please try again.
Most failure notices appear due to temporary problems.
Please state your e-mail address here. If you are using an address different from the one on your Nomination Certificate, please let us know (non-eu-exchange@univie.ac.at), so that we can prepare your enrolment successfully.

Please memorise your password (min. 5 characters), as you will need it later for activating your u:account.
Please choose „University qualification according to cooperation treaty“ as type of secondary school leaving certificate. Due to your status as an exchange student no further details on your secondary school leaving certificate are required, please just choose the country of your home university that nominated you for the exchange as „Country of completion“.
Now we ask for some information on your study at your home university.

Data regarding your study at your home university

- **Country of study**: Czech Republic
- **Home university**: Charles University in Prague
- **Type of degree programme**: non-Austrian bachelor degree
- **Semestres already completed**: 3

If you have never studied at an Austrian university before, please click on this option and then on „Proceed to home university“.

Legend to symbols:
- ✓ Registration step is marked with a tick and is already successfully completed.
- ! Caution: Subsequent sections depend on the data set you want to fill. You have to re-enter those sections to complete the pre-registration.
- * These fields are mandatory.
- Additional information available via mouseover.
Since as an exchange student you can complete the pre-registration all year round, a wrong begin 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 program that you would like to enroll in at the University of Vienna. **PLEASE NOTE:** If your study program does not appear, please complete the pre-registration by choosing any of the available programs and inform us about this afterwards.

You can leave this field empty, unless you have an Austrian social security number.
A couple of 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.
Congratulations on completing the online pre-registration as an exchange student at the University of Vienna successfully!

You will now receive an automatically generated e-mail with the PDF mentioned to the aforementioned e-mail address.

As an exchange 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 ignore a potential wrongly mentioned begin semester (Validity) as previously mentioned in the section „Selection of study programme“ as we will amend this manually when preparing your enrolment.

For further information related to Non-EU exchange students, please take a look at our website:

http://international.univie.ac.at/en/home/  
( -> Incoming Students -> Non-EU Student Exchange Program)

We will now prepare your enrolment and, not later than beginning of August (winter semester) or beginning of February (summer semester), you will receive an e-mail including your student ID number as well as further information.

Best wishes,

Your Team for Non-EU Exchange Students  
at the International Office of the University of Vienna