GUIDE TO A SUCCESSFUL ONLINE PRE-REGISTRATION AT THE UNIVERSITY OF VIENNA
(FOR ERASMUS INTERNATIONAL MOBILITY 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.international@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 you received our information e-mail after your nomination to, please let us know (erasmus.international@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:net account.

Pre-registration at the University of Vienna

To apply for a study programme at the University of Vienna it is necessary to complete the following pre-registration. Please be aware of the following:

- Your individually chosen registration data will also be valid for using future online services of the University of Vienna. Please do not forget your password!
- Your email address which you are going to choose now, is used during the complete enrolment process.
- It is recommended to have the following documents at hand in order to complete the pre-registration successfully (except for students within a mobility programme):
  - your school leaving certificate (if applicable)
  - certificate(s) of completed studies (if applicable)

In case you do not complete the pre-registration within 30 minutes, the system automatically will log you out.

Valid email address *

Password *

Confirm password *

Validity of your e-mail address

I confirm my chosen e-mail address is valid and acknowledge that important information regarding my registration and enrolment will be sent to this address.

→ Cancel pre-registration

For which offer of the University of Vienna do you want to pre-register?

Choice of degree programme. Please select one of the following programmes:

- Pre-registration for a degree programme
- Pre-registration for a non-degree programme
- Pre-registration for co-registration
- Pre-registration for a mobility programme

→ Cancel pre-registration

Please select the option „Pre-registration for a mobility programme“ (NOT „degree programme“).
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.

*Home university* means the university which nominated you. Please insert data about your current studies at your home university:

- **In which country do you study?**
- **Home university:**
- **Type of degree programme:**
- **Semesters already completed:**

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If you have never studied at an Austrian university before, please click on this option and then on „Proceed to home university“.
Since as an exchange student you can complete the pre-registration all year round, a wrong beginn semester may be mentioned in the section „Selection of study programme“. In this case, please inform us about the matter by e-mail (erasmus.international@univie.ac.at) after completing the pre-registration for manual modification.

Furthermore, you are now requested to select the study programme that you would like to enrol 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 programmes and inform us about this afterwards.
A couple of questions for the statistics:

- Are you a European Union citizen?
- What is your country of origin?
- Is your mother a European Union citizen?
- What is your mother’s country of origin?
- What is your father’s highest education?
- What is your mother’s highest education?

If possible, please also mention a phone number so that we can reach you in urgent matters as quickly as possible.
In the summary you have the possibility to edit your data, where necessary, once more before completing the online pre-registration and also to upload your „Joint Study Certificate“ in the bottom section of the page, in case it is already available but not sent to us yet.

Selected study programme
Bachelor’s programme English and American Studies

Details of your previous educational qualifications
Details of your secondary school leaving certificate
Type of secondary school leaving certificate
University qualification according to cooperation treaty
Country of completion of studies
Czech Republic

Details of your previous study
Level of study
Higher Education, Bachelor’s degree
Country of completion of studies
Czech Republic

Add certificate
Here you can upload (if applicable) for instance, your secondary school leaving certificate or a certificate of your first degree, etc. If you are a student within a mobility programme your “Certificate” signed by your university or your current transcript of record.

Declaration of consent
I hereby agree that further correspondence with the University of Vienna will be by email. After completing my enrolment I will activate my user account (http://user.uni- vienna.ac.at/250/email). While activating my user account I can also agree to forward the correspondence to my private email address.

Correctness of my data.
I hereby confirm that all my data is correct.

→ Cancel 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. (If you don’t receive this e-mail, please let us know. For exchange students 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.)

For further information related to Erasmus International students, please take a look at our website:

http://international.univie.ac.at/en/home/

(→ Incoming Students -> Erasmus International Mobility)

We will now prepare your enrolment and at the 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,

Nina Thiel
at the Student Mobility Office of the University of Vienna