USI online course registration  e-mail address: usi@univie.ac.at

Step 1 - registration

In order to apply for the university’s sport courses you can register online with the University’s Sport Institute (USI): [https://www.usi-wien.at/anmeldung/](https://www.usi-wien.at/anmeldung/)

1. **Please select the name of your institute here.**
   You are an exchange student of the University of Vienna, therefore you need to select: “Universität Wien”.

   You will be redirected automatically to the weblogin of the University of Vienna.

2. **Please enter your u:net-UserID (e.g. a0123456) and your password.**
That brings you back again to the USI online registration website.

**Step 2 – completion of personal data**

3. **Please complete your personal data.**
   Since you have never registered with USI before, you need to complete your personal data sheet. All mandatory fields are marked by a red star. Please fill in all mandatory fields (except the first two fields – “Teilnehmernummer”, “Geburtsdatum”).

   **Note:** Your ‘participant number’ (Teilnehmernummer) is shown online on this site (see red arrow in screen shot). In the screen shot’s example Max Mustermann’s number is 500040.

   You do not need to insert your bank account data. However, the bank account information is used for reimbursing participants whenever a course needs to be cancelled; it is not used for paying your USI course. You will pay for the course/s at the end of this online registration session.

   At the bottom of the website two options are offered: 1. “Speichern” = save inserted data and continue & 2. “Zurücksetzen” = clear inserted data and insert new data.
The following screen shot shows you how your personal data sheet looks like when all mandatory fields are filled in.

**Step 3 – choosing courses**

After you have saved your personal data you are able to search for the course number/s of course/s you would like to take.
USI offers a variety of courses which are all listed online: http://www.univie.ac.at/USI-Wien/index2.htm

4. Please insert your desired course number and click on “Suchen” = search

Your desired course should show up with further course information (date, time, place, course instructor, price).

5. Please click on “Reservieren” = reserve for one semester only OR “Reservieren Jahr” = reserve for the whole academic year (see red arrow in screen shot) if you would like to reserve this particular course.
Step 4 – payment

Before you are able to pay for your courses you have to accept the general terms and conditions of USI.

6. Please click on “AGB gelesen und akzeptiert” = GTC read and accepted, if you wish to continue the payment process.
7. If the shown list includes all the courses you would like to take, please click on “Zahlung durchführen” = conduct payment.

You will have to specify your payment preferences and conduct your payment.
An e-mail will be sent to you acknowledging your payment. You will receive the reference number of your payment (which is also mentioned on the website if your payment was successful, see red arrow in screen shot) and the list of courses you registered for. The course cards for your course admission will be sent to you by post.
Lieber MAXI MUSTERMANN,

Vielen Dank für Ihre Anmeldung zu folgenden Kursen:

- 4 Jahresbetrieb 33 EUR
- 1829 Semester 24 EUR

Versandkosten: 4 EUR

Die Bestellnummer vom Bezahlsystem: 3916026

Ihre Kursteilnehmerkarte(n) erhalten Sie in den nächsten Tagen per Post zugesandt.

Unsere aktuellen AGB finden Sie unter http://www.usi.at/agb.htm.

Bei Fragen kontaktieren Sie uns bitte:
E-Mail: usi@univie.ac.at
Telefon: +43 1 4277/17081
Fax: +43 1 4277/9170

Wir wünschen Ihnen viel Spaß beim Sport.

Besste Grüße

Ihr USI-Team

8. Please do not forget to log out!