

Getting Started - Check List

Online application

- Go to www.aau.at to complete the online application. At this point, you will be asked to upload a photo of equivalent quality to a passport photograph¹. Please make a note of the reference number, which will be provided at the end.

Enrolment at the Admission Office

- From the **9th January 2017** onwards, bring your **reference number**, your **certificate of qualification for higher education** (original) and your valid **passport** (alternatively, you can bring your driver's license *and* proof of citizenship, originals only) to the **Admission Office** (turn left immediately after entering the university through the main entrance).
- You will receive an automatically generated e-mail including the details required for the payment of the ÖH student union fees or the tuition fees (recipient, IBAN, BIC, payment reference).

Important note: The payment reference changes each semester!

- You will be issued with your **AAU.card** (student ID), which serves as an official photo identity document.
- **Make sure you pay your tuition fees and/or the student union fees in a timely manner** (if you use online banking, take care to quote the payment reference number, which is also provided in your online student portal. Alternatively, you can copy the details onto a payment slip).

Approximately one week after making the payment you can

- **register for the courses** you wish to attend (from early February).
- access and print your **confirmation of enrolment** and your **confirmation of registration for the continuation of studies** using your online student portal (you will need your user name and password to log in). (You may need to submit these documents to various authorities, such as the tax office, the financial aid office, ...)
- use the wall-mounted printer outside the Admission Office to have the **period of validity** printed onto your **AAU.card**.
- complete the **electronic student survey**, which you will receive by e-mail.

Join a tutorial for first-year students!

- This will provide you with all the information you need as you embark upon your university degree. The tutorials are tailored specifically to the degree programmes, and are held in small groups run by experienced students. Further information is available on the website of the ÖH student union (<http://www.oeh-klagenfurt.at>) or by e-mail (oeh.tutorium@aau.at).

Use the ÖH InfoDays to receive individual advice!

- By visiting the tables placed between the main entrance and the cafeteria, you can benefit from advice provided by experienced students. The dates are announced here: <http://www.oeh-klagenfurt.at>. You can also contact the student union directly (Austrian Student Union, Room Z.1.27, Tel. +43 463 2700 8802).

We wish you a successful start to your studies.

Please do not hesitate to contact us, if you have any queries or concerns.

¹ Further information about passport photo rules can be found here:
http://www.bmeia.gv.at/fileadmin/user_upload/bmeia/media/Vertretungsbehoerden/London/PASSPORT_PHOTOGRAPHS_CRITERIA.doc