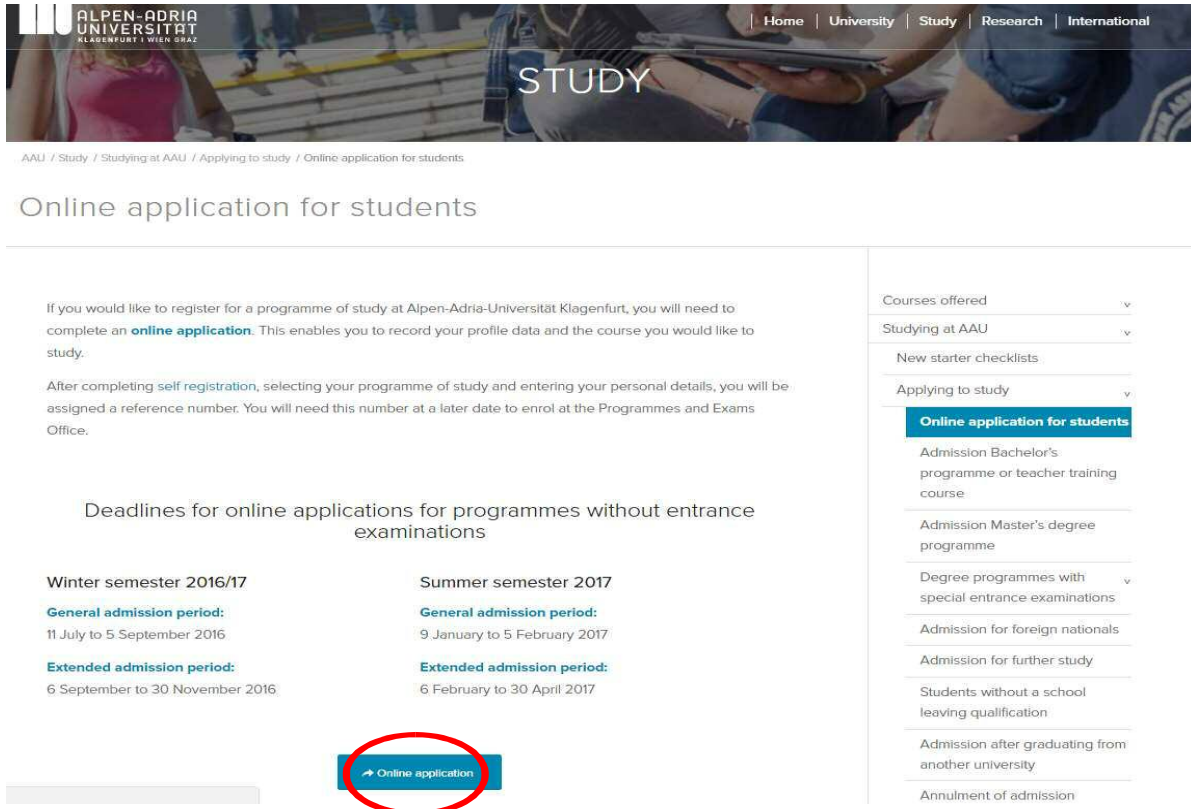


## Online-Registration Guide

With the aid of this guide you will step by step learn how to online register to the Master's degree "International Management". Please go to „Study“ on our homepage, follow this link:

<https://www.aau.at/en/study/studying-at-aau/applying/online-application-for-students/>

1. Click on **“online registration”** to start your registration-process. The self-registration only takes place online. You simply need an external e-mail address.



If you would like to register for a programme of study at Alpen-Adria-Universität Klagenfurt, you will need to complete an **online application**. This enables you to record your profile data and the course you would like to study.

After completing **self registration**, selecting your programme of study and entering your personal details, you will be assigned a reference number. You will need this number at a later date to enrol at the Programmes and Exams Office.

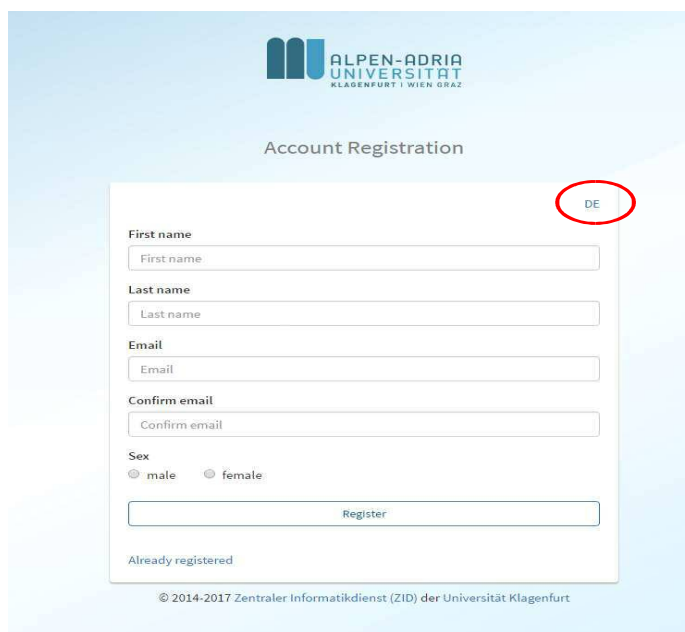
**Deadlines for online applications for programmes without entrance examinations**

Winter semester 2016/17	Summer semester 2017
<b>General admission period:</b> 11 July to 5 September 2016	<b>General admission period:</b> 9 January to 5 February 2017
<b>Extended admission period:</b> 6 September to 30 November 2016	<b>Extended admission period:</b> 6 February to 30 April 2017

**Online application**

- Courses offered
- Studying at AAU
- New starter checklists
- Applying to study
  - Online application for students**
    - Admission Bachelor's programme or teacher training course
    - Admission Master's degree programme
    - Degree programmes with special entrance examinations
    - Admission for foreign nationals
    - Admission for further study
    - Students without a school leaving qualification
    - Admission after graduating from another university
    - Annulment of admission

2. In the upper right corner you are able to switch the language.



**ALPEN-ADRIA UNIVERSITÄT KLAGENFURT | WIEN GRAZ**

Account Registration

DE

First name  
First name

Last name  
Last name

Email  
Email

Confirm email  
Confirm email

Sex  
☐ male ☐ female

Register

Already registered

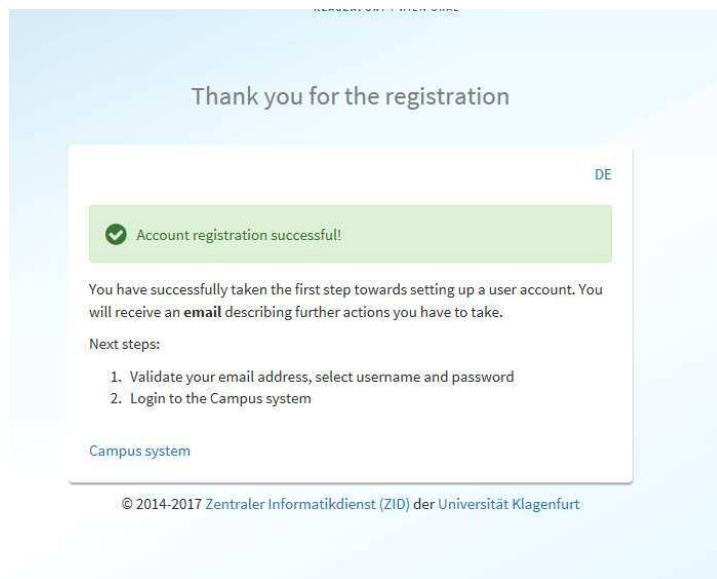
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3. Please fill in the required information and click **Register**.

The registration form contains the following elements:

- An input field labeled "Email".
- An input field labeled "Confirm email".
- A "Sex" section with two radio buttons: "male" and "female".
- A "Register" button at the bottom, which is circled in red.

4. Afterwards the following message will appear on your screen:



5. You now have to check your email-account as you should have been provided with an activation link.

-----

Hello Barbara Miller,

welcome to the Alpen-Adria-Universität Klagenfurt!

In order to activate your user account, please click on the following link:  
<https://campus.aau.at/idm/signup/validate?token=32e32613-8453-40b5-be48-24d3c47cde18&lang=en>

Please activate your user account within 24 hours of receiving this email.

Thank you for your interest.

Centre for IT Services  
 Alpen-Adria-Universität Klagenfurt  
 Email: [hotline@uni-klu.ac.at](mailto:hotline@uni-klu.ac.at)  
 Phone: [+43 463 2700 9666](tel:+4346327009666)

6. When clicking the link, you are directed to a page to activate your account. Please choose a username and set a password matching the password criteria. Afterwards click **Activate**.

ALPEN-ADRIA  
UNIVERSITÄT  
KLAGENFURT | WIEN | GRAZ

Account activation

DE

The link for account activation is valid for 24h. Please activate your account now.

Username

☐ f1miller

☐ felixmi

☐ femiller

Password

Retype password

Password strength

[Activate](#)

Campus system

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7. When having completed this state, the following message will appear on your screen. In order to proceed, click on the button **Login page**.

KLAGENFURT | WIEN | GRAZ

Account activation

DE

User information saved

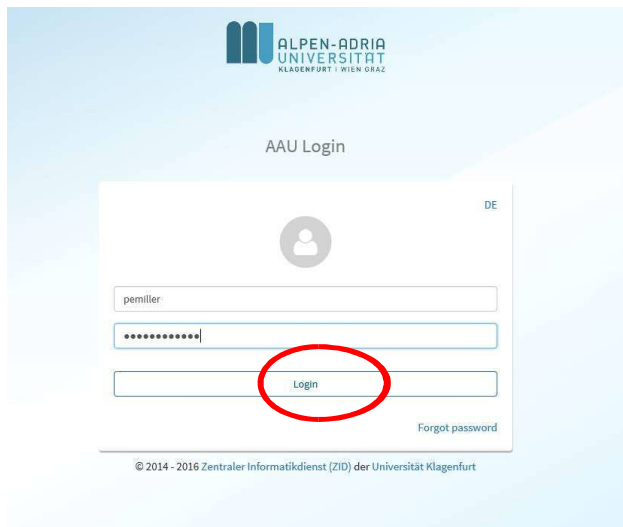
Your user information has been processed. It can take **up to 30 minutes** before you can login to your account.

Next steps:

- Login to the Campus system
- [Login page](#)

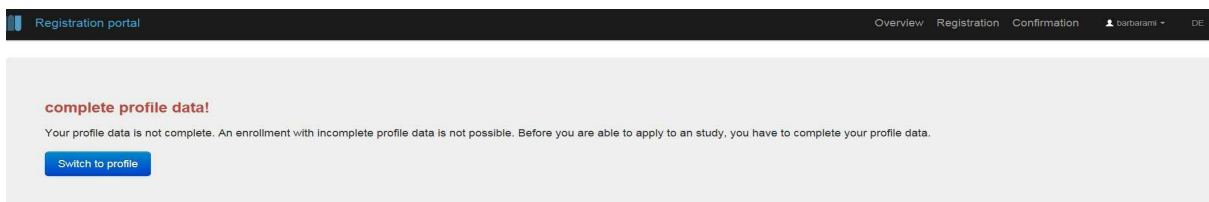
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8. Sign in using the username (**Benutzername**) and password (**Passwort**) you have set before and click **Anmelden**



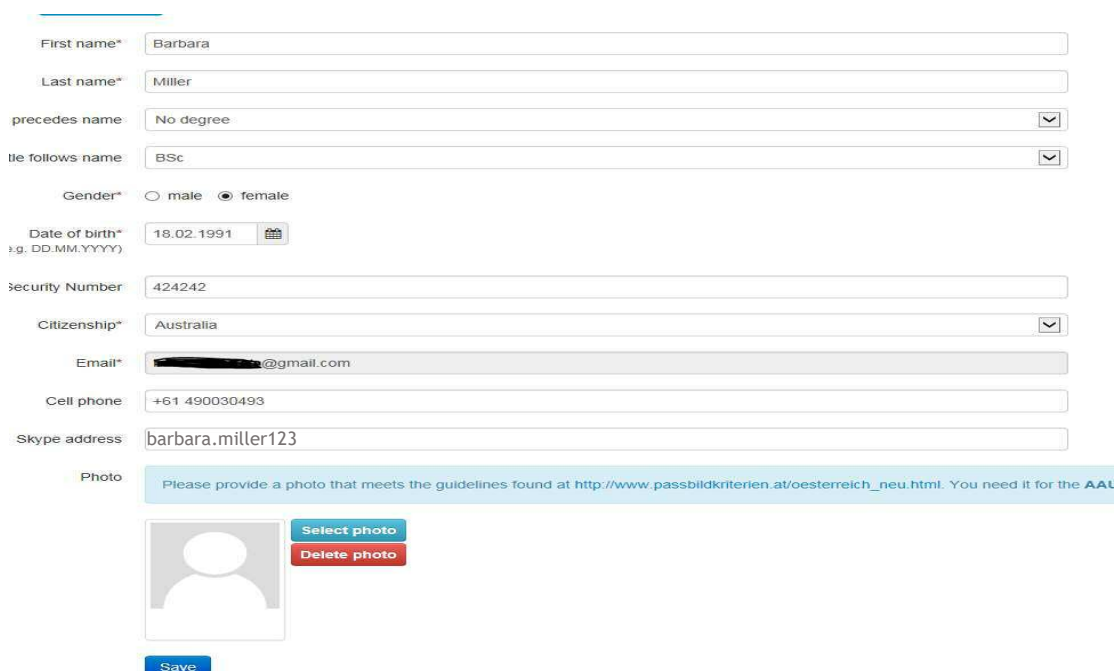
The image shows the AAU Login page for Alpen-Adria Universität. At the top is the university logo and the text 'ALPEN-ADRIA UNIVERSITÄT KLAGENFURT | WIEN GRAZ'. Below this is 'AAU Login'. The login form has a language selector 'DE' in the top right. It contains a username field with 'perimiller', a password field with masked characters, and a 'Login' button which is circled in red. There is a 'Forgot password' link at the bottom right of the form. The footer text reads '© 2014 - 2016 Zentraler Informatikdienst (ZID) der Universität Klagenfurt'.

9. Now you are asked to complete your profile. Click on **Switch to profil** to enter your personal data.



The image shows the 'Registration portal' header with navigation links: Overview, Registration, Confirmation, and a user profile 'barbarani' with a dropdown arrow and 'DE'. The main content area has a red heading 'complete profile data!' and a message: 'Your profile data is not complete. An enrollment with incomplete profile data is not possible. Before you are able to apply to an study, you have to complete your profile data.' Below this is a blue button labeled 'Switch to profile'.

10. Please enter the information required (marked with \* - first name, last name, gender, date of birth, citizenship and Email). Phone number and photo are not necessary.



The image shows a profile completion form with the following fields and values:

- First name\*: Barbara
- Last name\*: Miller
- precedes name: No degree (dropdown)
- the follows name: BSc (dropdown)
- Gender\*: ☐ male ☒ female
- Date of birth\*: 18.02.1991 (calendar icon)
- Security Number: 424242
- Citizenship\*: Australia (dropdown)
- Email\*: [redacted]@gmail.com
- Cell phone: +61 490030493
- Skype address: barbara.miller123
- Photo: A placeholder image with buttons 'Select photo' (blue) and 'Delete photo' (red).

Below the photo section is a blue 'Save' button. A note at the bottom states: 'Please provide a photo that meets the guidelines found at [http://www.passbildkriterien.at/oesterreich\\_neu.html](http://www.passbildkriterien.at/oesterreich_neu.html). You need it for the AAL'.

11. Please enter the information required - you only have to fill in the fields marked with \*.  
First, choose one of the options given:

- a. I have never been enrolled as a student at an Austrian University or teacher training college. (Ich bin noch nie Studierende/r an einer Österreichischen Universität oder Fachhochschule gewesen.)
- b. I am (have been) enrolled as a student at an Austrian university or teacher training college (Ich bin (war zuletzt) Studierende/r an einer Österreichischen Universität oder Fachhochschule gewesen.)

Afterwards, fill in the fields Type of school (Schulform) with the type of school you received your higher education entrance qualification from. Also indicate the state/country you received it from as well as the date of final exam (A-Level).

Registration portal

Overview Registration Confirmation barbara DE

Profile Personal data **Education** Home address Current address Statistic Austria

☒ I have never been enrolled as a student at an Austrian university or teacher training college  
☐ I am (have been) enrolled as a student at an Austrian university or teacher training college

Matriculation number

Type of school\*  ☐

Country of final exam\*  ☐

Date of final exam\*  ☐

(e.g. DD.MM.YYYY)

12. Please enter your home address - you only have to fill in the fields marked with \*.

Registration portal

Overview Registration Confirmation barbara DE

Profile Personal data Education **Home address** Current address Statistic Austria

Home address saved.

Street, No\*

Street No/Floor/Stairs/Door

Postal code / City\*

Country\*  ☐

Phone

13. Please enter your postal address in Austria in the section „current address“ (if you already have one; otherwise please use your home address) - you only have to fill in the fields marked with \*.

14. Please fill in the following survey by Statistics Austria.

15. Once you have filled in all the required fields, you are entitled to apply for a program. In order to continue, please click **Apply now**.

16. Click on the word **Registration** which you find on the top of the site. In order to find the appropriate degree, please choose **Master's degree programme**.

17. Here you can find the Master's degree programme “**International Management**” with the study-number L 066 908. Click **Subscribe** to continue the application-process.

18. After subscribing for the Master “**International Management**” you will receive an email with the reference “**Application subscribed**”. The admission procedure is not

finished yet!!! You have only registered and your application will only be further processed after you have uploaded all required documents!!!

19. In the tab **Overview** you can find your current applications. Please select the button **Start admission procedure** or the button **Details** to receive more information on your application.




20. Now start the admission procedure.



21. Here you can find an overview on the required documents. It is necessary to upload a file for each designated field. Please fill in each field, even if one document is not available at that time, please upload a document explaining why the file is not available at the moment, further stating that you will upload the missing file as soon as possible. Only if all fields in the uploading area are filled, your application will be considered and you qualify for the admission process!


- Select the document which you want to upload. For example "Passport" to upload your passport.
- Click on **Select document type** and choose the path of the document on your computer.
- Afterwards press the button **Upload document**.
- If the upload was successful, the "Passport" field turns blue.
- Repeat the process for all of your documents.


You will receive notification when all of the required documents have been uploaded.


Registration portal Overview Registration Confirmation  penner


### Documentupload - Master's programme International Management


**Required documents:**


**Passport**  Upload required]  
A copy of passport or valid ID


**Bachelor's certificate**  Upload required]  
A record of the grades of the examinations passed within the undergraduate degree course.


**Transcript of records**  Upload required]  
A certificate or proof of English language proficiency.

**Certificate of English skills**  Upload required]  
A certificate or proof of English language proficiency.

**Proof of competences**  Upload required]  
Proof of the required basic knowledge in business studies. Applicants must be able to demonstrate that they have achieved at least 24 ECTS credits in examinations in business subjects at a recognised domestic or foreign post-secondary educational institution. Alternatively, applicants must take a business test covering fundamental business knowledge, which is offered by the Alpen-Adria-Universität Klagenfurt. The examination questions cover the examination literature indicated. Further information on the business test can be found on our homepage [www.aau.at/im](http://www.aau.at/im).

**Personal statement**  Upload required]  
A motivation letter in English, in which the university applicant describes why he or she wants to enrol for the Master's Degree Programme in International Management.


**Curriculum vitae**  Upload required]  
An updated CV in English, which must include information on: the applicant's education, mother tongue(s) and foreign language skills


**Select document type:**  
-- Select document type -- 


### Screen after the upload:


### Documentupload - Master's programme International Management


**Required documents:**


**Passport** [\[Testdokument.docx\]](#)   
A copy of passport or valid ID


**Bachelor's certificate** [\[Testdokument.docx\]](#)   
A record of the grades of the examinations passed within the undergraduate degree course.


**Transcript of records** [\[Testdokument.docx\]](#)   
A certificate or proof of English language proficiency.


**Certificate of English skills** [\[Testdokument.docx\]](#)   
A certificate or proof of English language proficiency.

**Proof of competences** [\[Testdokument.docx\]](#)   
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**Personal statement** [\[Testdokument.docx\]](#)   
A motivation letter in English, in which the university applicant describes why he or she wants to enrol for the Master's Degree Programme in International Management.

**Curriculum vitae** [\[Testdokument.docx\]](#)   
An updated CV in English, which must include information on: the applicant's education, mother tongue(s) and foreign language skills

 All required documents have been uploaded

**Select document type:**  
-- Select document type -- 

[Back](#)

### 21. The first part of the admission procedure is completed.

### Master's programme International Management

**State:** Application complete

**Date of application:** 29.03.2017, 15:42:43

**Programme code:** L 066 908

**Valid terms:** Wintersemester 2017/18

**Admission period:** 11.07.2017 - 30.11.2017

[Back to overview](#) [Edit documents](#) [Withdraw application](#)



- a) In the tab **Registration** you are able to edit all of your uploaded documents.

**Master's programme International Management**  
**State:** Application complete  
**Date of application:** 29.03.2017, 15:42:43  
**Programme code:** L 066 908  
**Valid terms:** Wintersemester 2017/18  
**Admission period:** 11.07.2017 - 30.11.2017

Back to overview **Edit documents** Withdraw application

Adria-Iniversität Klagenfurt

- b) If you have uploaded all the documents you will receive a message and this email will be sent to you.

Dear candidate,

thank you very much for your application. In order to be considered for admission, it is necessary to upload a file for each designated field. Please fill in each field, even if one document is not available at that time, so please upload a document explaining why the file is not available at the moment, further stating that you will upload the missing file as soon as possible. For example, if you have not graduated yet, please prepare a document stating your expected graduation date. Only if all fields in the uploading area are filled, your application will be considered and you qualify for the admission process!!!

If you fulfil the preliminary formal criteria for admission, you might be invited to a personal interview. The interview will be conducted online via Skype. There is no need to come to Austria before getting admitted. If you are selected for an interview, you can expect to receive a proposed date and time for the interview as soon as your files are complete and approved for the further admission process. After the interview the admission committee will make its final decision on your admission and you will be notified shortly afterwards.

With best wishes,

In the registration portal you find this item:

Registration portal Overview Registration Confirmation

Overview Current Applications

**Master's programme International Management**  
Date of submission 01.03.2018  
**State:** Application complete  
Valid terms: Wintersemester 2018/19  
Details

As soon as your files are complete and approved for the further admission process the admission committee will make its final decision on your admission.

**GOOD LUCK WITH YOUR APPLICATION!**