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.

2. In the upper right corner you are able to switch the language.
3. Please fill in the required information and click **Register**.

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.

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**.
7. When having completed this state, the following message will appear on your screen. In order to proceed, click on the button **Login page**.
8. Sign in using the username (Benutzername) and password (Passwort) you have set before and click Anmelden

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

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.
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).

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

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!

a. Select the document which you want to upload. For example “Passport” to upload your passport.

b. Click on **Select document type** and choose the path of the document on your computer.

c. Afterwards press the button **Upload document**.

d. If the upload was successful, the “Passport” field turns blue.

e. Repeat the process for all of your documents.

You will receive notification when all of the required documents have been uploaded.
21. The first part of the admission procedure is completed.
a) In the tab Registration you are able to edit all of your uploaded documents.

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

In the registration portal you find this item:

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!