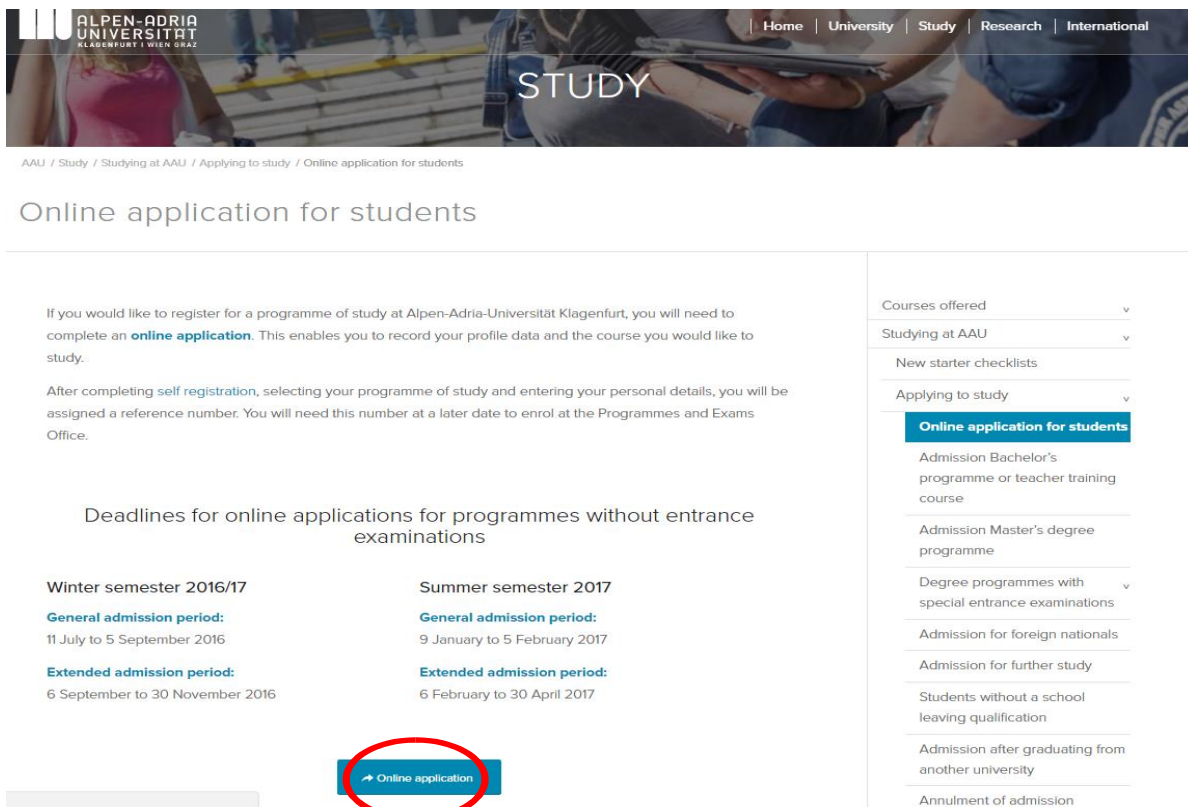


Online-Registration Guide

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

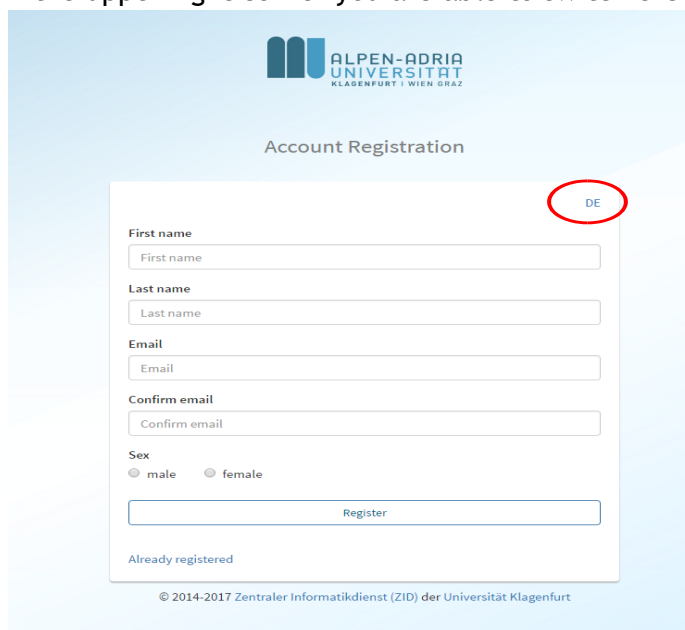
<https://www.aau.at/en/study/studying-at-aau/applying/online-application-for-students/>

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.



The screenshot shows the 'STUDY' section of the Alpen-Adria-Universität Klagenfurt website. The header includes navigation links: Home, University, Study, Research, International. Below the header, the page title is 'Online application for students'. The main content area provides information about the registration process, including deadlines for online applications for programmes without entrance examinations. A red circle highlights the 'Online application' button. On the right side, there is a sidebar with a list of courses offered, including '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', and 'Annulment of admission'.

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



The screenshot shows the 'Account Registration' form on the AAU website. The form includes fields for 'First name', 'Last name', 'Email', and 'Confirm email'. There are also radio buttons for 'Sex' (male, female) and a 'Register' button. A red circle highlights the 'DE' language selection button in the upper right corner. The footer of the form indicates '© 2014-2017 Zentraler Informatikdienst (ZID) der Universität Klagenfurt'.

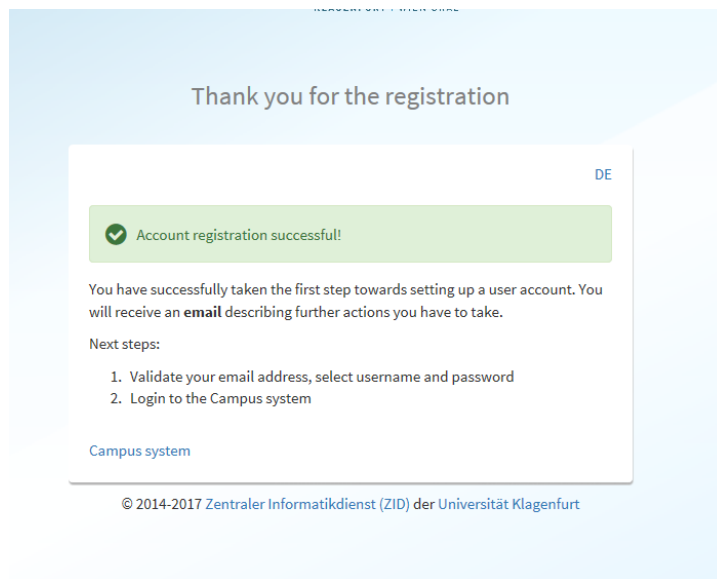
3. Please fill in the required information and click **Register**.

Email

Confirm email

Sex
☐ male ☐ female

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.

1. [Check your email account](#)

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
 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](#)

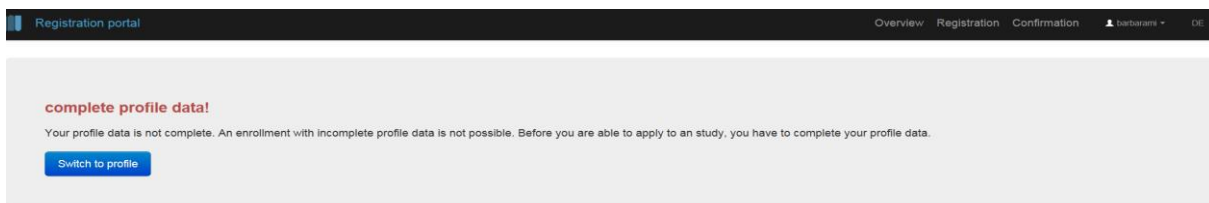
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8. Sign in using the username (**Benutzername**) and password (**Passwort**) you have set before and click **Anmelden**



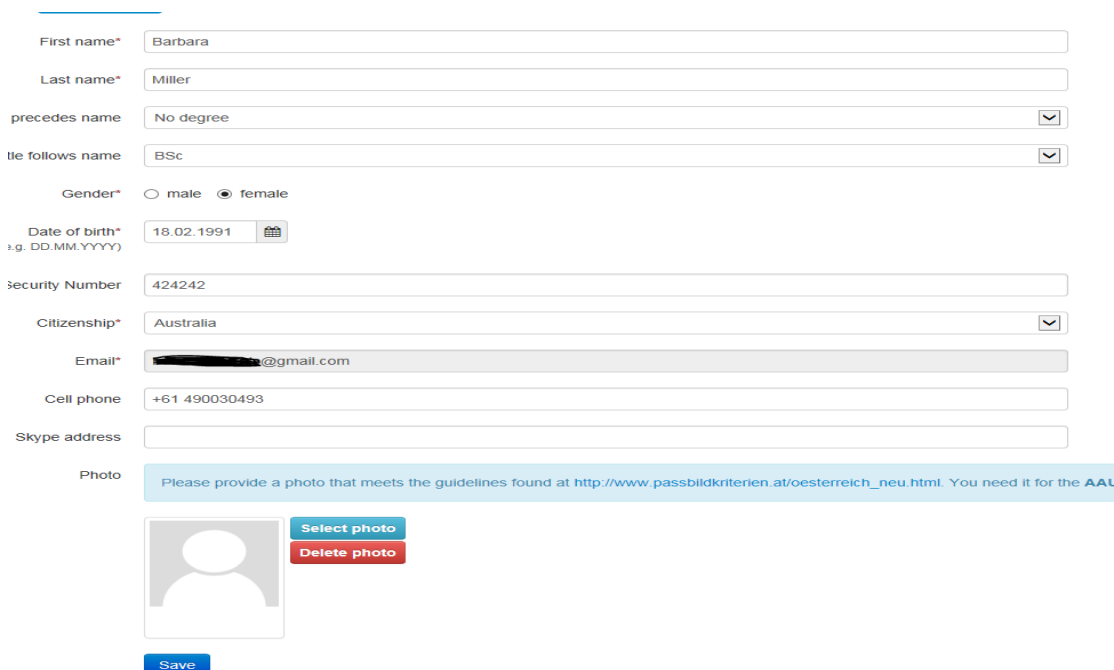
The image shows the AAU Login page. At the top, there is the logo of ALPEN-ADRIA UNIVERSITÄT KLAGENFURT · WIEN STEIZ. Below the logo, the text "AAU Login" is centered. The login form is a white box with a light blue border. It contains a user icon, a text input field for the username (labeled "penmiller"), a password input field (labeled "*****"), a "Login" button, and a "Forgot password" link. At the bottom of the form, there is a copyright notice: "© 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 top part of the registration portal. The header is dark blue with the text "Registration portal" on the left and "Overview Registration Confirmation" on the right. Below the header, there is a light gray box with the text "complete profile data!" in red. Below this, there is 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." and 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 **AND** your Skype address (i.e. **Skype ID**). Phone number and photo are not necessary.



The image shows the profile completion form. It contains the following fields and options:

- First name*: Barbara
- Last name*: Miller
- precedes name: No degree
- title follows name: BSc
- Gender*: ☐ male ☒ female
- Date of birth*: 18.02.1991 (with a calendar icon)
- Security Number: 424242
- Citizenship*: Australia
- Email*: [redacted]@gmail.com
- Cell phone: +61 490030493
- Skype address:
- Photo: Please provide a photo that meets the guidelines found at http://www.passbildkriterien.at/oesterreich_neu.html. You need it for the AAU.

Below the photo field, there is a placeholder image for a profile picture, a "Select photo" button, a "Delete photo" button, and a "Save" button.

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.
- b. I am (have been) enrolled as a student at an Austrian university or teacher training college

Afterwards, fill in the fields Type of school 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 barbarani 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* Bachelorstudium eigene Univ.

Country of final exam* Australia

Date of final exam* (e.g. DD.MM.YYYY) 01.11.2015

Save

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

Registration portal

Overview Registration Confirmation barbarani DE

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

Home address saved.

Copy data from current address

Street, No* 9 Lisbon Place

Street No/Floor/Stairs/Door

Postal code / City* 6169 Wambro

Country* Australia

Phone +61 000000000000

Save

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 *.

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

14. 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**.

The screenshot shows the 'Registration portal' interface. A modal window titled 'profile data completed' is displayed, stating: 'Your profile data is complete. You are now able to apply for a study.' The modal has buttons for 'Close', 'Apply now', and 'Back to overview'. In the background, the 'Profile' section is visible, with tabs for 'Personal data', 'Education', 'Home address', 'Current address', and 'Statistics Austria'. The 'Statistics Austria' tab is active, showing a survey form with dropdown menus for 'I am*', 'My father is*', 'My mother is*', 'I am/was*', 'My father is/was*', 'My mother is/was*', 'Father*', and 'Mother*'. A 'Save' button is at the bottom of the form.

15. 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**.

The screenshot shows the 'Registration portal' interface with the 'Registration' tab selected. Below the navigation bar, there is a section titled 'Registration' with a warning message: 'Die allgemeine Bewerbung zu Studien ohne Bewerbungsverfahren für das Sommersemester 2017 ist ab dem 10.12.2016 möglich.' Below this, a question asks: 'Which type of degree programme do you wish to enroll in?'. There are five buttons: 'Bachelor's degree programme', 'Master's degree programme', 'Bachelor's teacher training programme', 'Doctoral programme', and 'Continuing education programme'. A red arrow points to the 'Master's degree programme' button. Below the buttons, there is a 'Warning!' message: 'Please note that you must meet the admission requirements for the selected degree programme. For details regarding the admission requirements please refer to Zulassungsinformationen.'

16. Here you can find the Master's degree programme "**Media and Convergence Management**" with the study-number L 066 150. Click **Subscribe** to continue the application-process.

The screenshot shows two degree programme options. The first is 'International Management' (L 066 908, Master's degree programme) with valid terms for Wintersemester 2017/18 and an admission period from 11.07.2017 to 30.11.2017. A warning message states: 'Warning! This degree programme requires an admission procedure. Take a look at <https://www.aau.at/studium/studienorganisation/zulassung/aufnahmeverfahren/aufnahmeverfahren-master-international-management/>'. A 'Subscribe' button is present. The second option is 'Media and Convergence Management' (L 066 150, Master's degree programme) with valid terms for Wintersemester 2017/18 and an admission period from 11.07.2017 to 30.11.2017. A warning message states: 'Warning! This degree programme requires an admission procedure. Take a look at <https://www.aau.at/studium/studienorganisation/zulassung/aufnahmeverfahren/aufnahmeverfahren-master-mcm/>'. A 'Subscribe' button is present.

17. After subscribing for the Master "**Media and Convergence 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!!!

18. 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.



19. Now start the admission procedure.



20. 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.

Documentupload - Master's programme Media and Convergence Management

Required documents:

Passport [\[Testdokument.docx\]](#) ➔

A copy of passport or valid ID

Bachelor's certificate [\[Testdokument.docx\]](#) ➔

Transcript of records [\[Testdokument.docx\]](#) ➔

A record of the grades of the examinations passed within the undergraduate degree course.

Certificate of English skills ❗ Upload required]

A certificate or proof of English language proficiency.

Proof of competences [\[Testdokument.docx\]](#) ➔

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 subject institution. Alternatively, applicants must take a business test covering fundamental business knowledge, which is offered by the Alpen-Adria-Universität Klagenfurt. The examination questions for the business test can be found on our homepage 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 [\[Testdokument.docx\]](#) ➔

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 -- ▼

[Back](#)

After the upload:

Required documents:

Passport [\[Testdokument.docx\]](#) ➔

A copy of passport or valid ID

Bachelor's certificate [\[Testdokument.docx\]](#) ➔

Transcript of records [\[Testdokument.docx\]](#) ➔

A record of the grades of the examinations passed within the undergraduate degree course.

Certificate of English skills [\[Testdokument.docx\]](#) ➔

A certificate or proof of English language proficiency.

Proof of competences [\[Testdokument.docx\]](#) ➔

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 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. The business test can be found on our homepage www.aau.at/im.

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 Media and Convergence Management

State: Application complete

Date of application: 29.03.2017, 15:43:15

Programme code: L 066 150

Valid terms: Wintersemester 2017/18

Admission period: 11.07.2017 - 30.11.2017

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

-Adria-Universität Klagenfurt

29.03.2017 15:43:15

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

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](#)

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,

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.

GOOD LUCK WITH YOUR APPLICATION!