

Online-Registration Guide

With the aid of this guide you will step by step learn how to online register to the Master's degree "Game Studies and Engineering." 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.

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STUDY

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Online application for students

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
General admission period: 11 July to 5 September 2016	General admission period: 9 January to 5 February 2017
Extended admission period: 6 September to 30 November 2016	Extended admission period: 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.

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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**.

Email

Confirm email

Sex

male female

Register

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

Thank you for the registration

DE

Account registration successful!

You have successfully taken the first step towards setting up a user account. You will receive an **email** describing further actions you have to take.

Next steps:

1. Validate your email address, select username and password
2. Login to the Campus system

Campus system

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5. Check your email-account. You should have been provided with an activation link.

hotline@uni-klu.ac.at

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=32e32813-8453-40b5-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. Click the link to open a page to activate your account. Please choose a username and set a password matching the password criteria. Afterwards, click **Activate**.

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Account activation

DE

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

Username

flmiller

felixmi

femiller

Password

Retype password

Password strength

Campus system

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7. After completion, the following message will appear on your screen. In order to proceed, click on the button **Login page**.

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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.

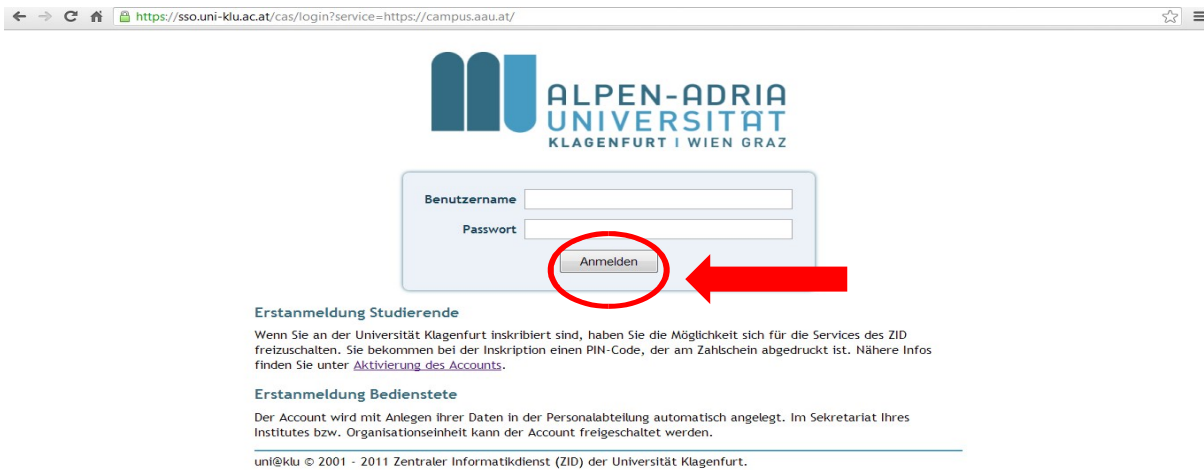
Next steps:

- 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**.



https://sso.uni-klu.ac.at/cas/login?service=https://campus.aau.at/

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Benutzername

Passwort

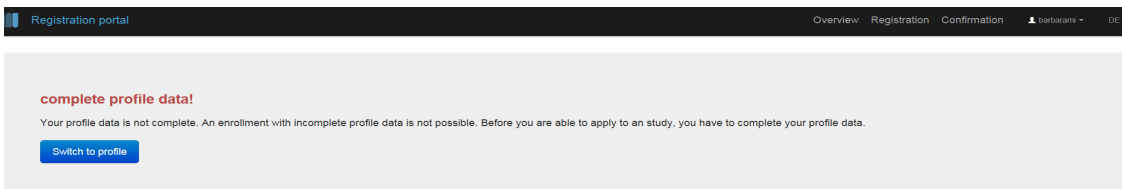
Anmelden

Erstanmeldung Studierende
Wenn Sie an der Universität Klagenfurt inskribiert sind, haben Sie die Möglichkeit sich für die Services des ZID freizuschalten. Sie bekommen bei der Inskription einen PIN-Code, der am Zahlschein abgedruckt ist. Nähere Infos finden Sie unter [Aktivierung des Accounts](#).

Erstanmeldung Bedienstete
Der Account wird mit Anlegen Ihrer Daten in der Personalabteilung automatisch angelegt. Im Sekretariat Ihres Institutes bzw. Organisationseinheit kann der Account freigeschaltet werden.

uni@klu © 2001 - 2011 Zentraler Informatikdienst (ZID) der Universität Klagenfurt.

9. Now you are asked to complete your profile. Click on **Switch to profile**.



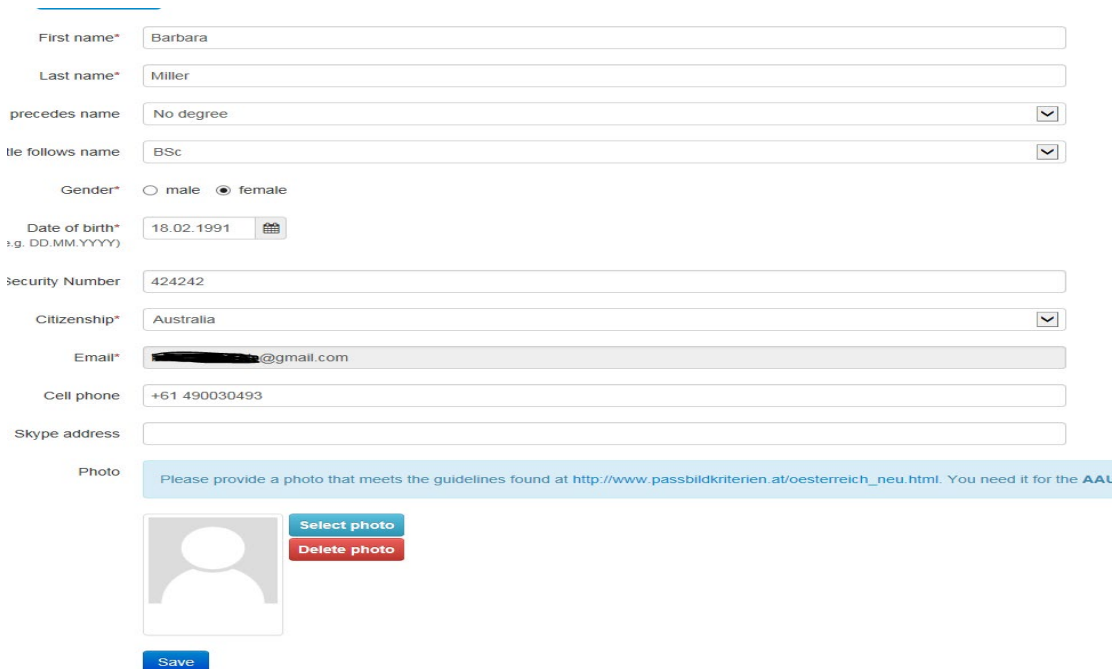
Registration portal

Overview Registration Confirmation Barbara DE

complete profile data!
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.

Switch to profile

10. Please enter the information required - you only have to fill in the fields marked with * (first name, last name, gender, date of birth, citizenship and Email).




First name*

Last name*

precedes name

follows name

Gender* male female

Date of birth* 
(e.g. DD.MM.YYYY)

security Number


Citizenship*

Email*

Cell phone

Skype address

Photo

 **Select photo**
Delete photo

Save

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* 01.11.2015
(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 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

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**.

The screenshot shows the 'Registration portal' interface. A modal window titled 'profile data completed' is displayed in the center, containing the message: 'Your profile data is complete. You are now able to apply for a study.' Below the message are three buttons: 'Close', 'Apply now', and 'Back to overview'. The background shows a profile form with sections for 'Are you, is your father, your mother (no multiple answers):', 'Questions on your occupation:', and 'Questions on your parents' education (highest level of education completed):'. The form contains several dropdown menus with selected options like 'presently not employed', 'retired', 'employed', 'others, not employed', 'self-employed without employees (except in agriculture and forestry)', 'other worker, private sector', 'apprenticeship', and 'apprenticeship'. A 'Save' button is visible at the bottom of the form.

16. Click **“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. The top navigation bar includes 'Overview', 'Registration', 'Confirmation', and a user profile 'barabam' with a dropdown arrow and 'DE'. The main content area is titled 'Registration' and contains the text: 'Die allgemeine Bewerbung zu Studien ohne Bewerbungsverfahren für das Sommersemester 2017 ist ab dem 10.12.2016 möglich.' Below this is a question: 'Which type of degree programme do you wish to enroll in?' followed by a warning: 'Warning! Please note that you must meet the admission requirements for the selected degree programme. For details regarding the admission requirements please refer to Zulassungsinformationen.' There are six buttons for degree programme types: 'Bachelor's degree programme', 'Master's degree programme', 'Bachelor's teacher training programme', 'Doctoral programme', 'Continuing education programme', and 'Additional non degree programme'. A red arrow points to the 'Master's degree programme' button.

17. Here you can find the Master’s degree programme **“Game Studies and Engineering”** with the study-number **L 066 992**. Click **Subscribe** to continue the application-process.

18. After subscribing for the Master **“Game Studies and Engineering”** you will receive an email. **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.

The screenshot shows the 'Registration portal' interface. The top navigation bar includes 'Overview', 'Registration', 'Confirmation', and a user profile 'barabam' with a dropdown arrow and 'DE'. The main content area is titled 'Overview' and contains a button labeled 'Current Applications'.

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.



The first part of the admission procedure is completed.

Master's programme Game Studies and Engineering
State: Application complete
Date of application: 17.05.2017, 10:30:49
Programme code: L 066 992
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.

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

If you fulfil all formal criteria for admission besides a certification of language skills, you are going to be invited to a personal interview in order to evaluate your language skills. The interview is going to 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.**

Should your English skills be sufficient or if you want to get in touch with our staff members anyways, Skype Q and A sessions will be offered regularly feel free to sign up for such a session once you receive an e-mail proposing dates for them, say hello, and have your questions about the master's programme answered.

Afterwards, the admission committee will make its final decision on your admission and you will be notified shortly afterwards.

GOOD LUCK WITH YOUR APPLICATION!