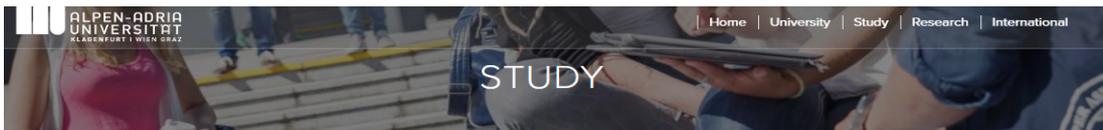


Online-Registration Guide

With the aid of this guide you will step by step learn how to online register to the Master's programme "Artificial Intelligence and Cybersecurity". 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.



AAU / Study / Studying at AAU / Applying to study / Online application for students

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

General admission period:
11 July to 5 September 2016

Extended admission period:
6 September to 30 November 2016

Summer semester 2017

General admission period:
9 January to 5 February 2017

Extended admission period:
6 February to 30 April 2017

[Online application](#)

Courses offered v

Studying at AAU v

New starter checklists

Applying to study v

Online application for students

Admission Bachelor's programme or teacher training course

Admission Master's degree programme

Degree programmes with special entrance examinations v

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

First name
First name

Last name
Last name

Email
Email

Confirm email
Confirm email

Sex
 male female

Register

Already registered

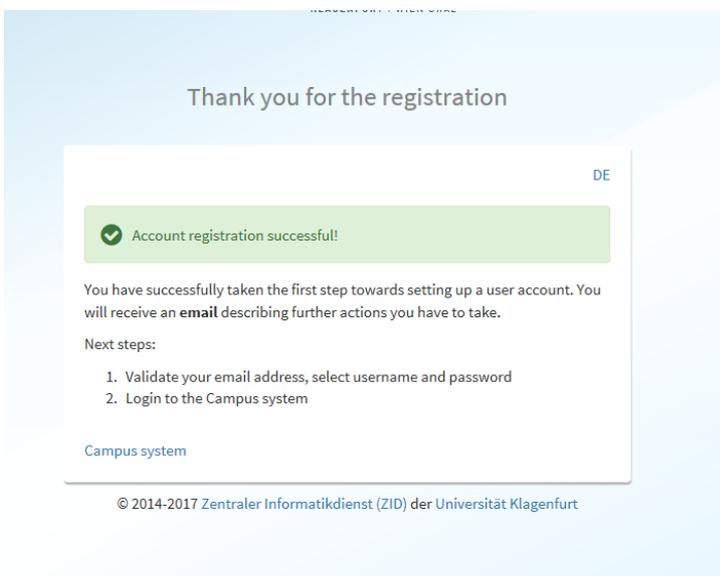
© 2014-2017 Zentraler Informatikdienst (ZID) der Universität Klagenfurt

3. Please fill in the required information and click “Register”.

The image shows a registration form with 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. A large red arrow points to the button from the right.

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



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

The image shows an email activation message. It begins with a redacted recipient address. The message is addressed to "Hello Barbara Miller," and welcomes her to the Alpen-Adria-Universität Klagenfurt. It contains the following text:

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)

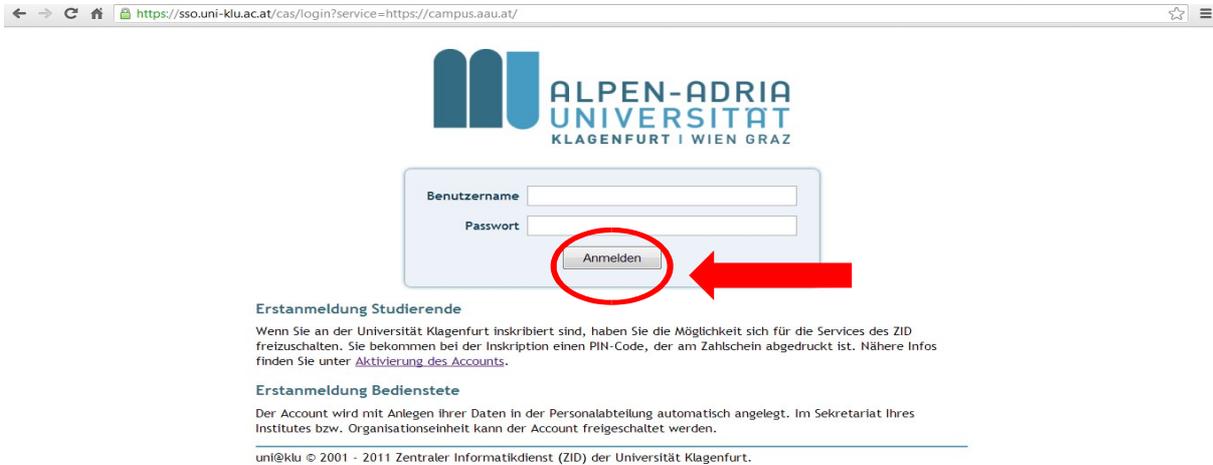
6. Click the link to open a page to activate your account. Please choose a username and set a password matching the password criteria. Afterwards, click “Activate”.

The screenshot shows the 'Account activation' page for Alpen-Adria Universität. At the top, there is a green notification bar stating: 'The link for account activation is valid for 24h. Please activate your account now.' Below this, the form includes fields for 'Username' (with radio buttons for 'f1miller', 'felixmi', and 'femiller'), 'Password', and 'Retype password'. A 'Password strength' indicator is visible. At the bottom of the form, the 'Activate' button is circled in red, with a red arrow pointing to it from the right. The footer contains the text: '© 2014-2017 Zentraler Informatikdienst (ZID) der Universität Klagenfurt'.

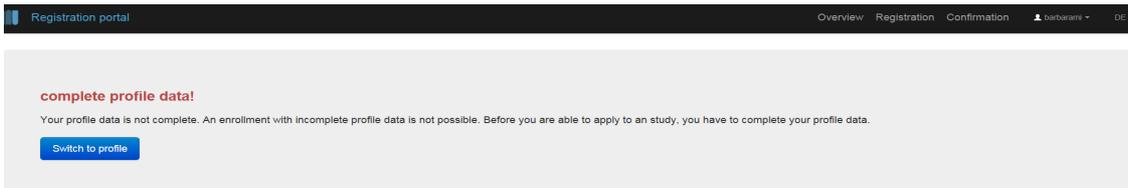
7. After completion, the following message will appear on your screen. In order to proceed, click on the button “Login page”.

The screenshot shows the 'Account activation' page with a green success message: 'User information saved'. Below the message, it states: 'Your user information has been processed. It can take up to 30 minutes before you can login to your account.' Under the heading 'Next steps:', there is a list item 'Login to the Campus system' with a red arrow pointing to a blue link labeled 'Login page'. The 'Login page' link is circled in red, with a red arrow pointing to it from the right. The footer contains the text: '© 2014-2017 Zentraler Informatikdienst (ZID) der Universität Klagenfurt'.

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 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 address).

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](#)

First name* Barbara

Last name* Miller

precedes name No degree

He follows name BSc

Gender* male female

Date of birth* 18.02.1991

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 AAL

[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).

The screenshot shows the 'Education' section of a registration portal. At the top, there are navigation tabs: 'Profile', 'Personal data', 'Education' (selected), 'Home address', 'Current address', and 'Statistic Austria'. Below the tabs, there are two radio button options: 'I have never been enrolled as a student at an Austrian university or teacher training college' (selected) and 'I am (have been) enrolled as a student at an Austrian university or teacher training college'. Below these are input fields for 'Matriculation number', 'Type of school*' (dropdown menu with 'Bachelorstudium eigene Univ.' selected), 'Country of final exam*' (dropdown menu with 'Australia' selected), and 'Date of final exam*' (calendar icon with '01.11.2015' selected). A 'Save' button is at the bottom.

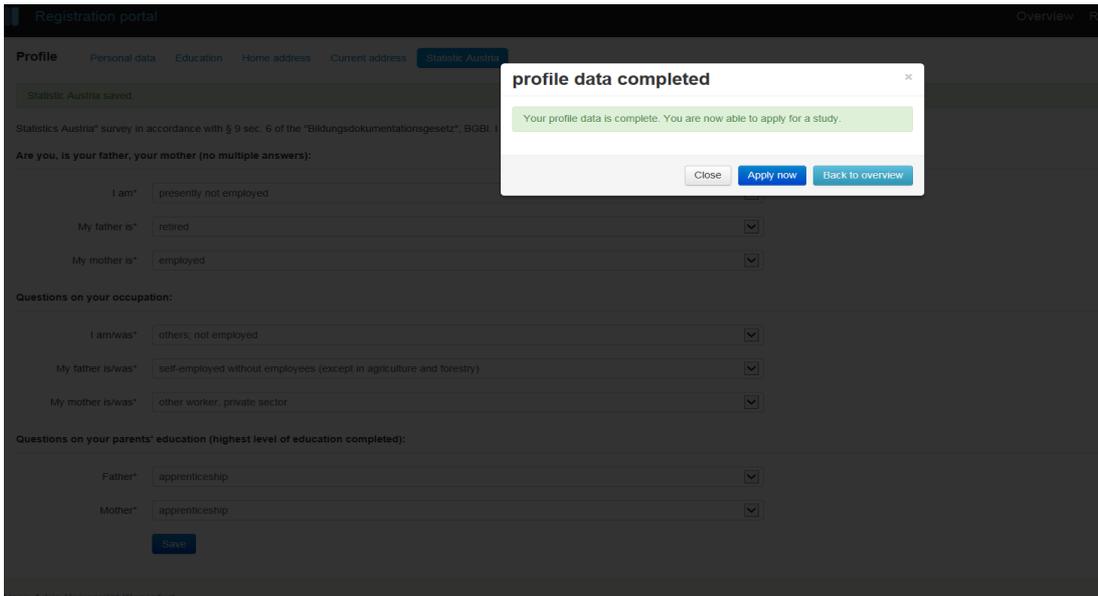
12. Please enter your home address - you only have to fill in the fields marked with *.

The screenshot shows the 'Home address' section of a registration portal. At the top, there are navigation tabs: 'Profile', 'Personal data', 'Education', 'Home address' (selected), 'Current address', and 'Statistic Austria'. Below the tabs, there is a green notification bar that says 'Home address saved.' and a link 'Copy data from current address'. Below this are input fields for 'Street, No*' (with '9 Lisbon Place' entered), 'Street No/Floor/Stairs/Door' (empty), 'Postal code / City*' (with '6169' and 'Wambro' entered), 'Country*' (dropdown menu with 'Australia' selected), and 'Phone' (with '+61 00000000000' entered). A 'Save' button is at the bottom.

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 *.

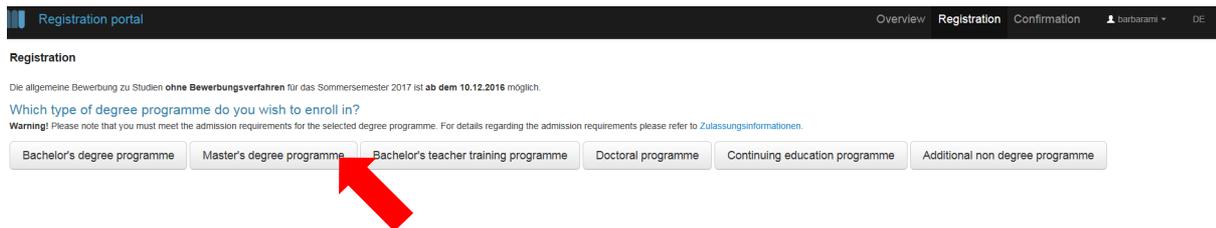
14. Please fill in the following survey by Statistics Austria.

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 'Apply now' button is highlighted in blue.

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 'barbaram'. Below the navigation bar, the 'Registration' section is active. A warning message states: '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.' Below the warning, there are six buttons for degree programme selection: '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 “Artificial Intelligence and Cybersecurity” with the study-number UL 066 993. Click “Subscribe” to continue the application-process.

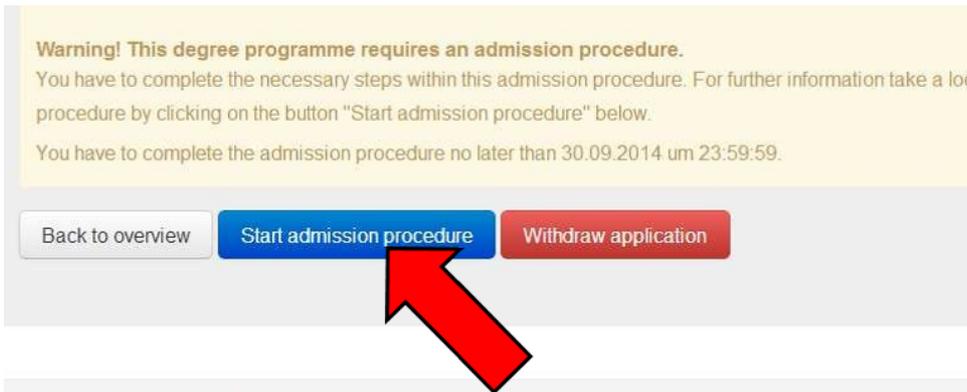
18. After subscribing for the Master “Artificial Intelligence and Cybersecurity” you will receive an email. The admission procedure is not finished yet!!! You have only registered and your application will only be further processed after you have uploaded all required documents!!!

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 'barbaram'. Below the navigation bar, the 'Overview' section is active. A button labeled 'Current Applications' is visible.

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.

- 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!