#### Büro für Internationale Beziehungen / Office of International Relations □ Universitaetsplatz 3, A-8010 Graz, Austria 2 ++43/316/380-1249 □ ++43/316/380-9156 international.uni-graz.at

# KARL-FRANZENS-UNIVERSITÄT GRAZ UNIVERSITY OF GRAZ

Büro für Internationale Beziehungen | Office of International Relations

## How to Complete the Application Process

### Application deadlines:

If your stay starts in the winter semester – **1** June (receiving deadline for application documents in <u>one PDF-file</u> scanned via email)

*If your stay starts in the summer semester* – **1 November (receiving deadline for application documents** <u>in one PDF-file</u> scanned via email)

**ATTENTION:** Please read the following instructions <u>CAREFULLY</u> before you start working on the online application. (Note: The screenshots show samples only!)

For detailed information about browsers and operating systems that are supported please see: <u>https://online.uni-graz.at/kfu\_online/webnav.browserInfo?pUrl=webnav.systemstatus</u>

## Step 1: Log in with your Access Code

Use the link that you received by email and click on the "log in" button.

International mob	itration lity programmes	
	Access code 74210B6F84E6EE62346411CB1377D914099EB	303
	Log in	HELP

Your access code will be verified and you will be forwarded to the online application.

You can switch languages (German / English) by using the button on the left.



## Step 2: Fill out the Online Application

Please fill out <u>ALL</u> the input fields correctly. Fields with an asterisk (\*) are mandatory fields. Your application cannot be processed until you have entered information in all mandatory fields.

**PLEASE NOTE:** You can access the application form more than once using the same access code. Do not forget to save the data that you have already entered before closing the online application.

#### 1. Personal Data

-				
	ERASMUS	: edit incoming student mobility	y .	
registration number	surname*	first name*	date of birth*	degree
no read access	Sokrates	Aristides	01.01.1985 [DD.MM.YYYY]	no read access
sex*	nationality*	student	social security number (SSN)	
💿 male 🔘 female	Greece	no read access	no read access	
permanent address				
street/nr.*	zip code*	city*	country*	
Musterstraße 1	11111	Musterstadt	Greece	•
phone	co-name	e-mail*		
+ 30		karin.schwach@uni-graz.at		
current address				
street/nr.*	zip code*	city*	country*	
Beispielstraße 2	22222	Beispielstadt	Greece	•
phone	co-name	e-mail*	current address valid until	
+ 30		karin.schwach@uni-graz.at	01.02.2011 [DD.MM.YYYY]	
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picture uploaded				
upload picture	;			

When entering your data please do <u>NOT</u> use any <u>characters specific to your language</u> (ć, ĉ, š, etc.) even if they appear in your name.

Check if your *last name* and *first name* have been spelt correctly (name must correspond to passport!!) and fill in *date of birth*, as well as your **sex** and *nationality*.

Indicate your *permanent address* (home address) and your *current address in your home country* (each with street/number, zip code, place, country, phone number and email address). If home address and current address are the same, please fill in the address twice.

You can use the **co-name** field (care of) if your mail gets delivered through your landlord / landlady.

Please check the email address under the header "permanent address" as this will be used for further correspondence between you and our office as well as contact for providing you with the pin code in order to activate your UNIGRAZonline account.

You can name a second *e-mail address*.

Use the field *current address valid until* to declare the date until which you can be contacted at your current address in your home country (please mind holiday breaks).

To prepare your student card (=UNIGRAZCard), you need to upload a digital *picture* of yourself. Use the button "upload picture" and then click on "*Durchsuchen*".

Unicard	
Picture import This pic	ture will be used for your ID card.
Choose a picture using the "	Find" button, then click "Continue".
	Durchsuchen
Maximum file size:	500 kilobyte
Recommended image size:	210 x 240 pixel (w x h) Other formats will be resized in proportion to original size and, if percessary, out centrically
Accepted file formats:	JPG, GIF, TIF, PNG
	Continue Cancel

Maximum file size: Recommended image size: Accepted file formats: 500 kilobyte 210 x 240 pixel (w x h) JPG, GIF, TIF, PNG

Find an appropriate photo corresponding to the criteria indicated and continue the upload.

Unicard		
Picture import This pict	ture will be used for your ID ca	ard.
Continue	Cancel	

If your photo has been uploaded correctly and you have saved your entry, you can find the message "picture uploaded" in your online application. Please note that this photo will not appear on the print-off of your application form – you need to stick an **additional passport photo on your printed application form**. The uploaded picture will only be used for your UNIGRAZCard.

picture	uploaded
	upload picture

#### 2. Data regarding your stay at University of Graz

picture*	uploaded
	upload picture
semester*	winter semester O summer semester vear of study
list of contract type	contract1-ERASMUS (copyable)
partner institution	
	I TRIESTE01 Università degli Studi di Trieste Italien
	I 10.0 LAW, initial+advanced/BA+MA (Stolz), places: 1, free places: -1, for 5 months
	09.4 Translation, Interpretation, Bachelor/Master (Dragaschnig), places: 3, free places: 0, for 5 months
	09.3 Lingusitics, Bachelor (Jandl), places: 0, free places: 0, for 0 months
	13.1 Biology, Bachelor/Master (Müller), places: 1, free places: 0, for 10 months
	09.0 Languages and Phililogical Sciences, Bachelor/Master (Puff), places: 1, free places: 1, for 5 months
subject area code	>10.0 LAW
subject area at KFU*	
	search and add field of study
	B 101 Diploma programme: Law
and the const	
courses at oni Graz-	
	search and add courses
	W 210200 Civil Procedure Law (Basics of Execution and Bankruptcy Law) 5
	<u>w 20740 i Comparative Law ii 5</u> W 200016 Selected Problems (Labour Law) 5
extension of stav	
beginning of stay*/ end of stay*	01 09 2014 [DD MM YYYY] 30 01 2015 [DD MM YYYY]
duration*	5 months v
etatue	
Status	
i confirm data in the form as complete and correct	

Semester: Please choose the correct period of your stay at the University of Graz (winter semester [Sept-Jan/Feb], summer semester [Feb-June/July] or full year [Sept-June/July]). Please indicate the duration of your stay in MONTHS.

*Field of study at University of Graz:* Please click on "search and add field of study" in order to choose the suitable field of study from the select list.

In order to search for your field of study you need to introduce a keyword (for instance Business Administration, Law, etc.) and click on "search". Please click on the correct field and level of study (Bachelor, Master) in order to automatically add the relevant field of study to your data sheet.

If you are a <u>PhD student</u>, you cannot enter your field of study. Therefore, please select the corresponding master program instead. After having completed the online application and having printed the application form, enter the relevant PhD program by hand. The change to PhD level will be taken care of after you hand in the complete application.

add fie	ld of study		
search for law	close	search field of study	
to add a field of study please click one of the fo	llowing links		
B 101 Diploma programme: Law			

**PLEASE NOTE:** Exchange students are usually registered for a bachelor's program. Students who have completed a bachelor's program can be registered for **ONE** master's program if they hand in a **proof of their enrolment on master level including the name of the master program at their home university** signed by the admissions office of their home university.

Students who have completed a master's program can be registered for a PhD program if they hand in a **proof of their enrolment on PhD level including the name of the PhD program at their home university** signed by the admissions office of their home university.

Note that an application for **<u>"translation/interpretation/transcultural communication with German"</u> is only possible if you are enrolled in a translation degree at your home university. If you fulfil these criteria and if you are studying on <u>bachelor level</u>, please search for the field of study "<b>transcultural communication**" and choose <u>GERMAN</u> as 1<sup>st</sup> foreign language. Should you be studying on <u>master level</u> at your home university, please search for the field of study "**translation**" or "**interpretation**" and choose <u>GERMAN</u> as 1<sup>st</sup> foreign language.

Priority of acceptance into courses in these study areas:

- 1. Students studying translation/interpretation/transcultural communication with German or German Studies at the home university
- 2. Students studying linguistics at the home university (German level must be at least B2)

**Courses at the University of Graz:** Before uploading courses into your online application, look for appropriate courses corresponding to the field of study you have chosen in the online information system of the University of Graz. For details see:

http://static.uni-

graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww\_s\_ugo\_guidelines.pdf

**ATTENTION:** This section is NOT for your course registration at the University of Graz. Courses you selected are for course planning only.

If you click on the button "search and add courses", a new window opens and you can search for courses there.

	UNIGRAZ 
	add courses
search for	close search
©2014 University of Graz - Austria . All Rights Rese	rved.   UNIGRAZonline powered by <u>CAMPUSonline</u> ®   <u>Feedback</u>

Put in (parts of the) course titles or course numbers. After clicking on "search", you will receive a list of matching courses.

U	NIGRAZ
add courses	
search for European Law close search	
to add a course please click one of the following links:	
W A10610 Transferred as: Development of Austrian and European Law. W A10611 Transferred as: Development of Austrian and European Law. W A10612 Transferred as: Development of Austrian and European Law. W A10614 Transferred as: Development of Austrian and European Law. W A10626 Transferred as: European Law. W A16626 Transferred as: Development of Austrian and European Law. W A27242 Transferred as: Development of Austrian and European Law. W FA3801 European Law. W 224205 European Law.	

By clicking on courses, the chosen courses will be added to your online application. Make sure you select courses from the semester you are actually spending at Uni Graz (winter semester = W, summer semester = S).



If you want to delete your entry, click on its title in the online application.

In the following input fields, put in the dates of the *beginning* and the *end of your stay*. Indicate the *duration* of stay in <u>months</u>. Of course, exact dates can still change!

**PLEASE NOTE:** Do not tick off *I* confirm data in the form as complete and correct at this point. Tick it off only when you have finished your online application. (You cannot change your data afterwards!)

#### 3. General information:

Please put in the **date of your secondary school leaving exam / high school diploma,** i.e. the final exam in school <u>BEFORE</u> entering university, and the <u>country</u> in which the secondary school leaving exam was taken.

General information:	
Date of Issue of the High School Leaving Diploma*	30.06.2013 [DD.MM.YYYY]
Country in which the secondary school leaving exa	am was taken Germany
Have you already studied in Austria? (yes/no)* no	
If so, give your student ID number	
At the home university you are enrolled in the follo	wing field/s of study Law
Current level of study at the home university Diplo	oma Studies 💌
Emergency contact details (name, phone, email)*	Maria Sokrates +56 453 643 maria@sokrates.com

#### 4. German knowledge:

*Language Competence:* Please choose your mother tongue from the select list. Regarding your *German* knowledge, please indicate your current level.

German knowledge:	
Your mother tongue is* Greek	•
If German is not your mother tongue:	
My level of German is good	•
I have no knowledge of German 📃	

#### 5. Statistical Survey:

The following part of the online application is for statistical purposes. All students must provide all requested data.

Please answer the questions regarding *professional position* and *level of education* using the select lists. Please remember that you complete all mandatory input fields – marked with \*.

Statistical Survey:	
Are you* presently not employed -	
Is your mother* employed -	
Is your father* employed -	
What is your occupational status * others; not employed	
What is/was your father's occupational status * self-employed with 6-20 employees •	
Which is/was your mother's highest school education * higher non-university education	•
Which is/was your father's highest school education * higher secondary education (Matriculation Examination)	·

#### 6. <u>Registration at the University of Graz:</u>

Exact dates of registration are provided on our website at <u>http://international.uni-graz.at/en/stud/incoming/about-uni-graz/preparing-your-stay/</u> (Registration 1 = beginning Sept, Registration 2 = Mid-Sept, Summer semester registration = Mid-Feb)

When your mobility starts in the winter semester, please choose "Registration 1" **OR** "Registration 2". For mobilities starting in the summer semester, please choose "Summer semester Registration".

Registration at the University of Graz	:	
I will attend the following compulsory regi winter semester/academic year: Registra Summer semester: Registration 🗑	stration session: tion 1 📄 Registration 2 📄	
Do you have any further comments?		×

#### 7. Address for Acceptance Letter and Visa Confirmation

In order to send to you the acceptance documents, please enter the <u>complete address for an</u> <u>INTERNATIONAL dispatch</u> (street, no., post code, city and **COUNTRY**) in the format as indicated below.

Address for acceptance letter and visa confirmation:		
Please enter the exact address your acceptance visa / residence permit application are to be sent	letter and letter supporting your to.	
Make sure the address is complete and correct!*	116 W Princeton Street Fayetteville AR 72701 USA	

#### Completing the online application

After finishing the online application, tick off *confirm data in the form as complete and correct*. You cannot change your data afterwards!

I confirm data in the form as complete and correct\* 🗌

## Step 3: Printing the Application Form and the Study Confirmation incl. Signature

Print the complete application form and the Study Confirmation by using the buttons at the top in your online application.



Attach a photo in the designated area on the upper right hand corner on page 1 and sign the application form at the bottom on page 2!

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Have your academic coordinator COMPLETE, SIGN and STAMP the Study Confirmation.



#### Step 4: Sending the complete application

Application Deadline (receiving deadline) for scanned application documents via email:

1 June	For the following winter semester / academic year
1 November	For the following summer semester

#### Documents to be sent:

- 1. "Application form" incl. applicant's original signature on page 2 (<u>download</u> form from online application). Please note that <u>screenshots</u> of the online application will **NOT** be accepted.
- 2. "**Study confirmation**" incl. original signature and stamp of coordinator at home university (*download* form from online application)
- 3. Transcripts/Diplomas. Please bear in mind that all scanned academic documents must be signed and stamped by the University. Exception: Automatically generated documents that do not bear any stamp and signature. <u>Note</u>: English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp and signature). <u>Please note that academic advisor might request additional documentation in case of master/PhD applications.</u>

#### a. for bachelor level:

• **Transcript** of all bachelor courses taken so far in national language **AND** translated into English or German

#### b. for master's level:

• Confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on master level including the name of the master program** at your home university

• **Transcript** of all master's courses taken so far in national language **AND** translated into English or German  $\rightarrow$  <u>Note</u>: If no master courses were taken or assessed so far, please hand in your complete bachelor transcript in national language **AND** translated into English or German

#### c. for doctoral level:

• confirmation issued by the <u>admissions office of your home university</u> that you are currently **enrolled on doctoral/PhD level including the name of the doctoral/PhD program** at your home university

• **Transcript** of all doctoral level courses taken so far in national language **AND** translated into English or German  $\rightarrow$  <u>Note</u>: If no doctoral level courses were taken or assessed so far, please hand in your complete master transcript in national language **AND** translated into English or German

#### 4. Curriculum Vitae / Resumee (in English or German)

#### 5. Copy of identity page of your passport / for EU citizens: copy of ID card will also be accepted

<u>Please note that your temporary admission in the frame of a mobility program does not replace the</u> <u>admission procedure at the University of Graz when applying for a degree program.</u>

These forms have to be emailed in one PDF-file to the contact person of your exchange program:

Erasmus+, SEN, Utrecht Network CEEPUS c/o Georg Göschl Tel.: +43 316 380 1246 erasmus.incoming@uni-graz.at Joint Study, ISEP AEN, MAUI, REARI-RJ c/o Christa Grassauer Tel.: +43 316 380 1254 christa.grassauer@uni-graz.at

#### ERASMUS+ International c/o Georg Göschl Tel.: +43 316 380 1246 erasmusplus.intl.incoming@uni-graz.at

#### We cannot accept incomplete applications!

After your complete application has reached us and been processed, we will send you the acceptance and visa or residence permit letters. We will send the letters during **June/July** to those students who will start their mobility in the winter semester, and during **December/January** to those students who will start their mobility in the summer semester.

Our welcome guide is available as download at: <u>http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/</u>

We are looking forward to receiving your application. Should you have any further questions after having read the instructions in this online help <u>carefully</u>, feel free to contact us!