

How to Complete the Application Process

Application deadlines:

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

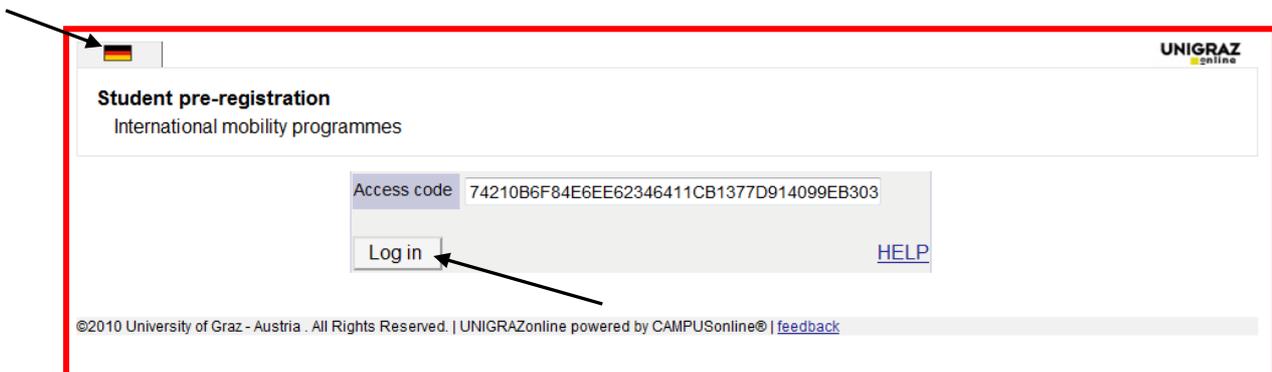
If your stay starts in the summer semester – **1 November** (receiving deadline for application documents in one PDF-file scanned via email)

ATTENTION: Please read the following instructions **CAREFULLY** 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: https://online.uni-graz.at/kfu_online/webnav.browserInfo?pUrl=webnav.systemstatus

Step 1: Log in with your Access Code

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



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 **ALL** 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				
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)	
<input checked="" type="radio"/> male <input type="radio"/> 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]	
picture uploaded				
<input type="button" value="upload picture"/>				

When entering your data please do **NOT** use any characters specific to your language (ć, ê, 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.

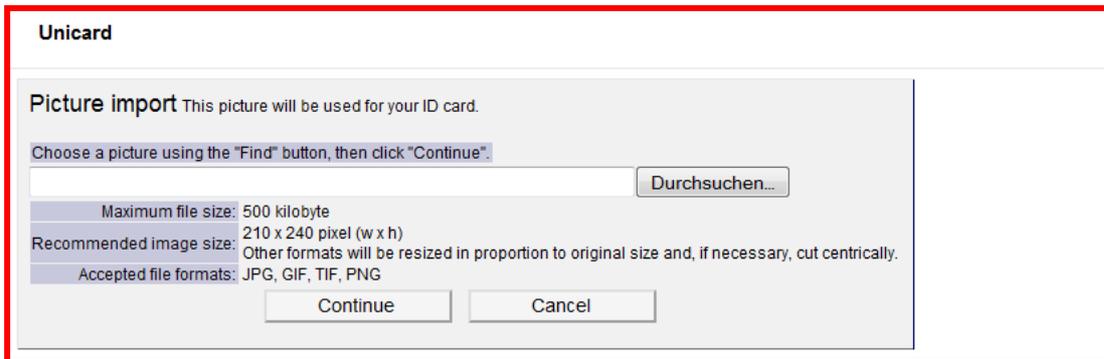
You can use the **co-name** field (*care of*) if your mail gets delivered through your landlord / landlady.

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

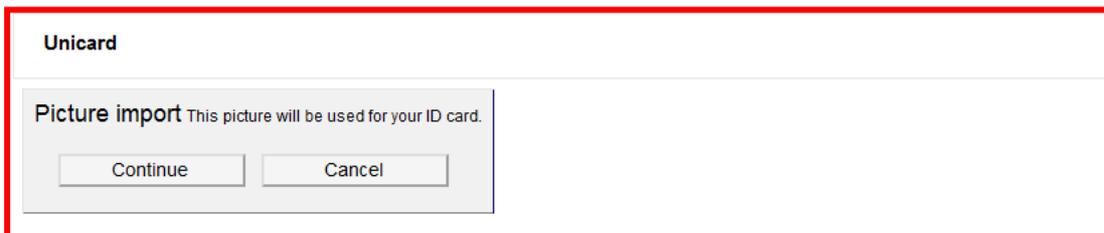
Picture import This picture will be used for your ID card.

Choose a picture using the "Find" button, then click "Continue".

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 necessary, cut centrally.
Accepted file formats: JPG, GIF, TIF, PNG

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

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



Unicard

Picture import This picture will be used for your ID card.

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.



2. Data regarding your stay at University of Graz

picture* uploaded
upload picture

semester* winter semester summer semester year of study

list of contract type

partner institution
[TRIESTE01 Università degli Studi di Trieste Italien](#)
 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 Linguistics, 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 Philological Sciences, Bachelor/Master (Puff), places: 1, free places: 1, for 5 months

subject area at KFU*

[B 101 _____ Diploma programme: Law](#)

courses at Uni Graz*

[W 210200 Civil Procedure Law \(Basics of Execution and Bankruptcy Law\) 5](#)
[W 207401 Comparative Law II 3](#)
[W 209016 Selected Problems \(Labour Law\) 5](#)

extension of stay

beginning of stay*/ end of stay*
 [DD.MM.YYYY] [DD.MM.YYYY]

duration*

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 PhD student, 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.

UNIGRAZ online

add field of study

search for

to add a field of study please click one of the following 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 **„translation/interpretation/transcultural communication with German”** 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 bachelor level, please search for the field of study **“transcultural communication”** and choose GERMAN as 1st foreign language. Should you be studying on master level at your home university, please search for the field of study **“translation”** or **“interpretation”** and choose GERMAN as 1st foreign language.

Priority of acceptance into courses in these study areas:

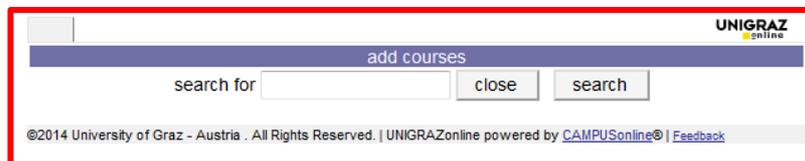
1. Students studying translation/interpretation/transcultural communication with German or German Studies at the home university
2. Students studying linguistics at the home university (German level must be at least B2)

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:

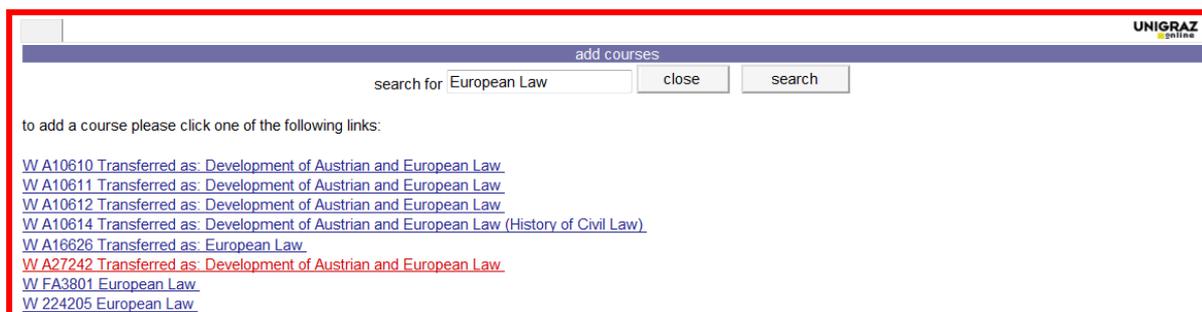
http://static.uni-graz.at/fileadmin/bib/downloads/studierende/incoming/ugo/bibwww_s_ugo_guidelines.pdf

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.

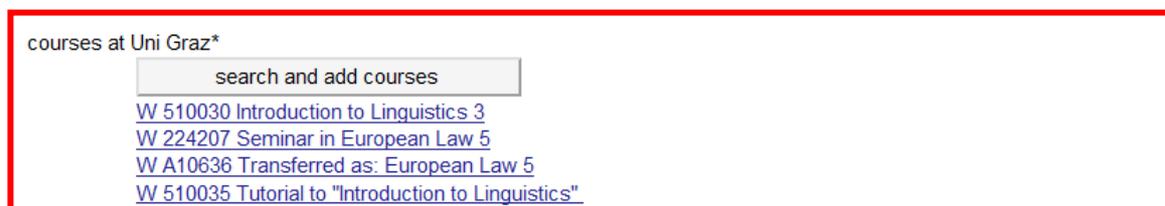


Put in (parts of the) course titles or course numbers. After clicking on „search“, you will receive a list of matching courses.



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 **months**. 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 **BEFORE** entering university, and the **country in which the secondary school leaving exam was taken**.

General information:

Date of Issue of the High School Leaving Diploma* [DD.MM.YYYY]

Country in which the secondary school leaving exam was taken

Have you already studied in Austria? (yes/no)*

If so, give your student ID number

At the home university you are enrolled in the following field/s of study

Current level of study at the home university

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*

If German is not your mother tongue:
My level of German is

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 mother's occupational status* unpaid family worker in agriculture and forestry ▾

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. Registration at the University of Graz:

Exact dates of registration are provided on our website at <http://international.uni-graz.at/en/stud/incoming/about-uni-graz/preparing-your-stay/> (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 registration session:

winter semester/academic year: Registration 1 Registration 2

Summer semester: Registration

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 complete address for an INTERNATIONAL dispatch (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 letter and letter supporting your visa / residence permit application are to be sent 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.

[Study Confirmation](#)
[Application Form](#)

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!

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 (**download** form from online application). Please note that screenshots 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. **Note:** English documents will be accepted if the home university issues official documents alternatively in the national language and English (incl. stamp and signature). **Please note that academic advisor might request additional documentation in case of master/PhD applications.**
 - 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 admissions office of your home university 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 → Note: 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 admissions office of your home university 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 → Note: 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

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

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:

<http://international.uni-graz.at/en/stud/incoming/welcome-guide-stud/>

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