Guide to applying online for a transnational Bachelor degree programme

A STEP-BY-STEP GUIDE TO APPLYING ONLINE FOR A TRANSNATIONAL BACHELOR DEGREE PROGRAMME

Preparation

Prepare the following documents for your application in digital form (i.e. scanned, max. 5 MB per document).

- **Photo** - as it is required for the passport
- **Passport (ID page containing the data on the passport holder)** or if not available ID card with certified translation
- **Your CV (curriculum vitae)** in a tabular form - personal data sheet that contains at least your full postal address, a photo of you and your entire school education with year details (e.g. 2009 - 2013 primary school).
- **Secondary school leaving certificate or general university entrance qualification** - please provide a full scan of your original document, a complete scan of the proper translation and the legalisation seal combined in one digital file

or if you have not completed secondary school by the time of the application

- **Official and personalised confirmation** - issued by your school - with the exact denomination of your secondary school leaving certificate including the expected date of completion (if the confirmation is not issued in English language, a proper translation is also required)
- **Proof of English language proficiency** - either an English language certificate (e.g. IELTS 5.5 or Cambridge certificate in Level B2) or a confirmation from your secondary school that you have completed your entire secondary school in English
- **Certificate of the foundation year/university preparatory course** – only if applicable a certificate of successful completion of the foundation year/preparatory course - please provide a full scan of your original document and a complete scan of the proper translation if the document is not issued in English language in one digital file

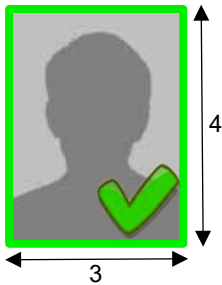Please use only the following document formats PDF and/or JPEG/JPG.

This tool helps you to merge several individual documents into one pdf.

Important information and useful tips

Photo

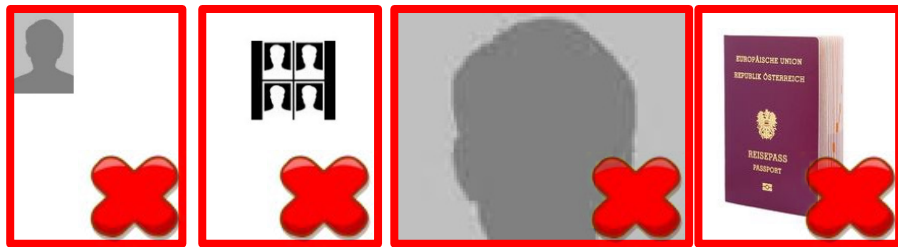Please prepare an all-over photo - as it is required for the passport - scaled proportionally in portrait mode (3:4 aspect ratio).

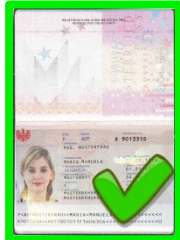Right

Wrong

Passport

Please scan the ID page of your passport

Right

Wrong

Certificates

When scanning multiple page documents, please make sure that all pages are saved in only one digital file.

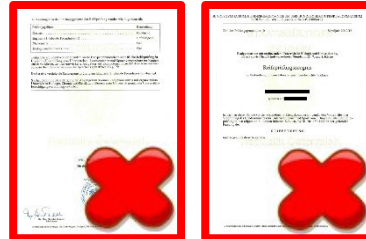Right

Please scan all pages of the certificate (including translation and legalisation seal) and save in only one digital file.
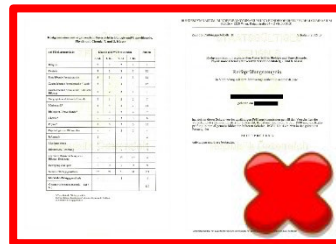

Wrong

single pages of a multiple page document

double pages scanned in landscape mode

This tool helps you to merge several individual documents into one pdf.

Signs and symbols

★ Compulsory field: All fields marked with an asterisk must be completed before you move on to the next step in the application process.

ⓘ Hover your cursor over this icon to receive additional information

✓ Your document has been successfully uploaded/ the area has been completed successfully

❗ Documents must be uploaded here/ the area is still incomplete

✚ Add a new optional document

Further hints regarding your online application

BACK	SAVE AND CONTINUE LATER

CONTINUE

To save your application, press the *Continue* or *Save and continue later* button. You can carry on completing your application at any time by clicking on the link you received by email. Please note, the link is only valid until the application deadline.

Your Online application at a glance

When pressing the "Continue" or "Save and continue later" button, all the details you have already entered are automatically saved.

You can continue your online application for the Bachelor Programme ███████████████████████ at a later time by entering your personal access link.
At the current stage, **your online application is not completed.**

Please consider:

- the **application deadline on** █████████ when you proceed and complete your online application
- only complete online applications submitted before the application deadline will be accepted
- once you have submitted your completed online application you will not be able to make any further changes

Category	Status
PERSONAL DATA	✓
QUALIFICATIONS	❗
DOCUMENT UPLOAD	❗

You easily can see, with the listing of your application categories and status, where further inputs are required.

Before submitting your application, you must upload the required documents.

Step 1: Personal data

Personal data

Gender ⓘ

Nationality*

First Name*

Date of birth*

Surname*

Place of birth*

Former surnames (only necessary if surname has changed) ⓘ

Country of birth*

Country*

Post code

Town/city*

Complete and valid postal address*

Telephone/mobile phone* ⓘ

Personal data, that you have already entered when registering, will be used. You should then complete all the other fields, where applicable.

If your surname has changed e.g. by marriage, then please enter your former surname. Additionally, you have to upload a proof of the change in name.

In the *Address* field, you must include a number with the street name.

In the *Telephone/mobile phone* section, enter the country code with a '+' sign (e.g. '+43' for Austria) first and then your telephone/mobile number.

Detailed data to your identification document

Document type*

[⌄]

Issuing state of the document*

[⌄]

Issuing authority*

[   ]

Document number*

[   ]

Date of issue*

[📅]

You have to provide detailed information regarding your identification document. Please select the document type first and then complete the other input fields.

Step 2: Qualifications

Higher education entrance qualification

To qualify for admission for the Bachelor Programme ███████████████ in ███████████, a proof of general university entrance qualification (e.g. High School Diploma or A-Levels) is required. Please provide correct data.

Only if you should apply before you obtain the general higher education qualification, please activate the checkbox "To be provided later". In this case you have to submit the proof of your general higher education entrance qualification until your start of studies.

Completion date*

Issuing country*

☐ To be provided later

A higher education entrance qualification (e.g. High School Diploma or A-Levels) is required if you are applying for a Bachelor degree programme.

If you have not yet completed secondary school and obtained such a qualification, please mark the *To be provided later* checkbox. This means you are not required to fill in the *Completion date* field. In this case you have to submit the proof of your general higher education entrance qualification until your start of studies.

Proof of English language proficiency

For your application you must provide either an English language certificate (e.g. IELTS 5.5 or Cambridge certificate in Level B2) or a confirmation from your secondary school that you have completed your entire secondary school in English.

In case you already have a relevant proof of English language proficiency, there is nothing to activate here. Please **activate the checkbox** "To be provided later" **only if you apply before you obtain the English language certificate.**

☐ To be provided later

Applicants are required to provide a proof of English language proficiency. If you have already an English language certificate in the required level, you can leave the checkbox blank.

Only in case you apply before you obtain an English language certificate, please activate the checkbox *To be provided later*.

Foundation year/University preparatory course

Please choose the option that applies to you.*

○ I am not doing/ I have not completed a Foundation year/University preparatory course.
○ I am currently doing a Foundation year/University preparatory course.
○ I have already completed a Foundation year/University preparatory course.

Many applicants for a transnational degree programme have completed or are currently in a foundation year/ university preparatory course. For this reason, we ask you to tick the option, that applies to you.

Mandatory statistical survey

According to the Bildungsdokumentationsgesetz (act governing educational documentation) § 18 para. 6 and 7 and the Universitäts- und Hochschulstatistik- und Bildungsdokumentationsverordnung (UHSBV - University and Higher Education Statistics and Education Documentation Ordinance) §§ 26 and 27, applicants for transnational degree programmes offered in cooperation with Austrian universities and higher education institutions are obliged to complete the UHSTAT1 survey.

Information about your legal guardians
The following issues refer to your legal guardians (parents or persons who were in the role of the parents, e.g. stepparents or foster parents). If you should not know some details of your legal guardians, please select the answer option 'unknown'.

Legal guardian 1/mother

Year of birth*

Country of birth (in today's borders)*

Country of the highest completed level of education (in today's borders)*

Legal guardian 2/father

Year of birth*

Country of birth (in today's borders)*

Country of the highest completed level of education (in today's borders)*

Note: All fields marked with an asterisk * must be completed!

BACK	CONTINUE TO DOCUMENT UPLOAD

Please complete the mandatory statistical survey and choose the answers to the best of your knowledge and belief.

Step 3: Document upload

My document upload

Please upload the documents required for your application here.

Important pointers

Upload each document separately. Thus, when scanning multiple page documents, please make sure that all pages are saved in only one digital file. This tool helps you to merge several individual documents into one pdf. Useful explanations can be found in the Guide to applying online

Please use only the following document formats (max. 5 MB per document):
- PDF
- JPEG/JPG

You can replace uploaded documents with a different document until you submit your complete online application.

International degrees

All certificates issued outside Austria must be translated into German or English and legalised by a notary or by the Austrian diplomatic representation. Please make sure that the digital file contains a full scan of the original document, a complete scan of the proper translation and the legalisation seal.

In this section you need to upload the documents required for your application. Please upload each document separately. You can replace uploaded documents at any time until you submit your online application.

Mandatory documents

Photo - as it is required for the passport (JPEG/JPG only!)* ⓘ

Browse… No file selected.   UPLOAD

Passport (ID page containing the data on the passport holder) or if not available ID card with certified translation*

Browse… No file selected.   UPLOAD

Your curriculum vitae (CV) - personal data sheet that contains at least your full postal address, a photo of you and your entire school education with year details (e.g. 2009 - 2013 primary school).*

Browse… No file selected.   UPLOAD

Mandatory documents are either general or related to your selected degree programme. Additional files can be uploaded in the *Other documents (optional)* section.

For an explanation of the format specifications of the photo please consider the graphics on page 2.

For multi-page documents, please ensure that all pages are stored together in **one** digital document (see explanation on page 4).
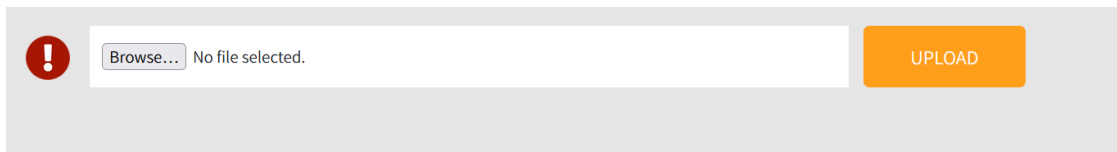
Confirmation for change of name

Confirmation for change of name (e.g. Marriage certificate)*

Browse… No file selected.   UPLOAD

If you indicated a former surname/ maiden name(s) in Step 1 – *Personal data*, then you have to upload a confirmation of the change of name (e.g. marriage certificate).

Proof of higher education entrance qualification

> **Secondary school leaving certificate or general university entrance qualification - please provide a full scan of your original document, a complete scan of the proper translation and the legalisation seal combined in one digital file***
>
> ⛔ | Browse… No file selected. | **UPLOAD**

If you marked the *To be provided later* checkbox in the *Higher education entrance qualification* section in Step 2, you should upload

- an **official and personalised confirmation** - issued by your school - with the exact denomination of your secondary school leaving certificate including the expected date of completion (if the confirmation is not issued in English language, a proper translation is also required)

> **Official and personalised confirmation - issued by your school - with the exact denomination of your secondary school leaving certificate including the expected date of completion (if the confirmation is not issued in English language, a proper translation is also required)***
>
> ⛔ | Browse… No file selected. | **UPLOAD**

Proof of English language skills

For your application, you must also provide a proof of your proficiency in English. If you have not activated the checkbox *To be provided later* you need to upload either an

- English language certificate (e.g. IELTS 5.5 or Cambridge certificate in Level B2)

or

- a confirmation from your secondary school that you have completed your entire secondary school in English.

> **Proof of English language proficiency - either an English language certificate (e.g. IELTS 5.5 or Cambridge certificate in Level B2) or a confirmation from your secondary school that you have completed your entire secondary school in English***
>
> ⛔ | Browse… No file selected. | **UPLOAD**

If you cannot provide the proof of English language proficiency at the time of the application, then you must submit this document until your start of studies at the latest.

Proof of Foundation year/University preparatory course

If you have selected the option, *I have already completed a foundation year/university preparatory course*, then you need to upload an official certificate of successful completion.

Certificate of successful completion of the foundation year/preparatory course - please provide a full scan of your original document and a complete scan of the proper translation if the document is not issued in English language in one digital file*

Browse… No file selected.
UPLOAD

If you have selected the option, *I am currently doing a a Foundation year/University preparatory course*, then you must submit this document until your start of studies at the latest.

Statement of motivation and essay

Statement of motivation and essay (composed according to the guideline, written in English language)*

COMPOSE/MODIFY STATEMENT OF MOTIVATION AND ESSAY

The statement of motivation and the essay are integrated part of the online application. You are required to compose the statement of motivation and the essay according to the questions in the input form. In order to initiate the input form, please press the *compose/ modify statement of motivation* button.

Statement of motivation and essay

Please write your statement of motivation and the essay **in English language** in accordance with the requirements listed below and mind the character limit per text box.

> Please write your statement of motivation referring to the points listed below:
>
> - Please explain briefly the motivation and reasons for the intended studies.
> - Explain your visions for a professional career hereby reflecting the importance of the intended studies for your professional future.
> - Which topics/options that the programme offers seem to be specifically appealing to you? Please give reasons.
> - Reflect briefly on your personal strengths/weaknesses and the bearing they may have on the studies.
> - Describe briefly experiences that are related to the intended studies.
>
> (1500 to max. 3000 characters including spaces and paragraphs)

Please fill out the form and answer the questions according to the requirements.

With the *Save* button below each input field you can save the entries of the corresponding input field.

To continue your statement of motivation and the essay at a later time, press the *Save and continue later* button at the bottom of the page.

As soon as you have answered all questions and thus you have completed your statement of motivation and the essay, press the *Save and close* button.

Then you can proceed and submit your online application.

Other documents (optional)

Other documents (optional)

Please enter a description of the document (e.g. course, other qualification, seminar) before you upload it. By using the "Change" button, you can modify the description or change the uploaded document.

Description *

| Browse… | No file selected. | UPLOAD |

In this section you can upload additional documents. Before uploading a document, you must enter a description. After you have uploaded a document, you can replace it and change the description by pressing the *Change* button.

You can add new fields to upload further documents as required.

Status of your online application

Category	Status
PERSONAL DATA	✅
QUALIFICATIONS	✅
DOCUMENT UPLOAD	✅

Your online application at a glance. To return to a particular step and make any changes, simply click on the name of the step in the list.

My comments

Use the comments field to provide us with additional information:

Please make use of the *My comments* field to provide any relevant additional information.

Confirm and submit your application

Confirm

Please note that once you have submitted your completed online application, you will not be able to make any further changes.

☑ I confirm that the information I have provided is correct, and I acknowledge that only fully completed applications will be processed. *

SUBMIT APPLICATION

You will be required to confirm all compulsory fields before you can submit your application.

Please note that once you have submitted your completed application, you will not be able to make any further changes or upload any additional documents.

After your application has been submitted, you will receive a confirmation by e-mail.

We look forward to receiving your application. If you have any questions, please do not hesitate to contact us.

IMC Krems Prospective Student Advisory Service

E: admission@fh-krems.ac.at