imc | **FH KREMS**

UNIVERSITY OF APPLIED SCIENCES

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
- **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
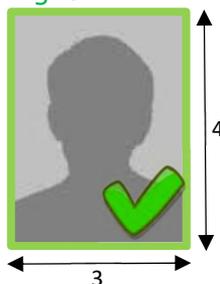
Please use only the following document formats PDF and/or JPEG/JPG.
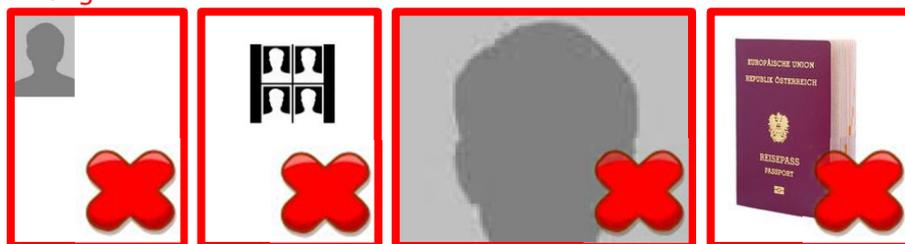
Important information and useful tips

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.
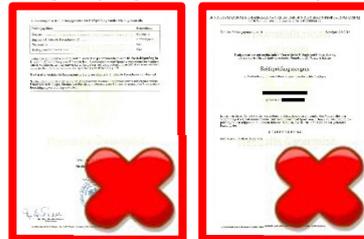
Right

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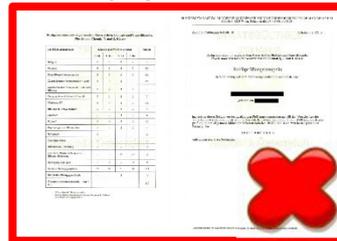
Wrong

single pages of a multiple page document

double pages scanned in landscape mode

Signs and symbols

ℹ️ Hover your cursor over this icon to receive additional information

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

➕ Add new line

🗑️ Delete line

❗ Documents must be uploaded here

✅ Your document has been successfully uploaded

Further hints regarding your online application

| BACK | SAVE AND CONTINUE LATER |

| CONTINUE TO DOCUMENT UPLOAD |

To save your application, press the *Continue* or *Save and continue later* button. You can carry on preparing your application at any time by clicking on the link you received when you registered for the system.

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 ▉▉▉▉▉▉▉▉ in ▉▉ 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

Step 1 of 3: Personal data

Personal data

Gender ⓘ	Academic title (in front of the name)
First Name*	Academic degree (after the name)
Surname*	Former surnames ⓘ
Date of birth* — mm/dd/yyyy	Place of birth*
Nationality*	Country of birth*
Country*	Telephone/mobile phone* ⓘ
Post code	E-mail address*
Town/city*	Skype ID ⓘ
Address*	

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

If you should already have an academic title or degree (written before or after your name), please enter the correct abbreviation in the appropriate fields.

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*

[⌄]

Document number*

[ ]

Issuing state of the document*

[⌄]

Date of issue*

[🗓]

Issuing authority*

[ ]

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

Step 2 of 3: Qualification

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.

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*

| mm/dd/yyyy | 🗓 |

Issuing country*

| | ⌄ |

☐ To be provided later

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

| BACK | CONTINUE TO DOCUMENT UPLOAD |

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 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.

Step 3: Document upload

Step 3 of 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. 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!)* ℹ️

Choose File | No file chosen   UPLOAD

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

Choose File | No file chosen   UPLOAD

Your CV (curriculum vitae) in a tabular form - personal data sheet*

Choose File | No file chosen   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 3).

Confirmation for change of name

> Marriage certificate or confirmation for change of name
>
> ⊘ [Choose File] No file chosen   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*
>
> ⊘ [Choose File] No file chosen   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)*
>
> ⊘ [Choose File] No file chosen   UPLOAD

Proof of English language skills

For your application for the Bachelor degree programme, you must also provide one of the following proofs of your proficiency in English:

- 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*
>
> ⊘ [Choose File] No file chosen   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.

Statement of motivation and essay

Statement of motivation and Essay (composed according to the guideline)
❗   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.

Your statement of motivation and essay

Please write your statement of motivation and your essay in accordance with the requirements listed below in the language of instruction of the Bachelor degree programme. Take position on the statements, answer the questions and pay attention to the defined character limits per input box.

Please explain briefly the motivation and reasons for the intended studies.
(max. 600 characters including spaces and paragraphs)*

characters:

SAVE

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)

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