



Pre-Registration for New Students

This manual explains the application „Pre-Registration“.

Target group for this documentation: Those interested in studying but **have never studied at BOKU before** and wish to register for a study program at BOKU **for the first time**

Please address requests to: For questions regarding your studies please contact Study Services / "Studienservices":
studienervices@boku.ac.at
<http://www.boku.ac.at/studabt/>

For technical questions please contact ZID/BOKU-IT Hotline:
hotline@boku.ac.at
<http://short.boku.ac.at/it-hotline>

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1 Process and Deadlines

Prior to your **initial admission** for a university degree program at BOKU, an online pre-registration via the internet is required. There you enter your data and upload a picture for your student ID (BOKUcard) **before** you then see the Student Registration Office (Studienservices).

If you have previously studied at BOKU, a pre-registration is **not** required (this applies to so-called „Mitbeleger“, in case of study program changes and when you resume your university studies, etc.)

The online **pre-registration** is the **first** step. The **second** step is your **admission** („Zulassung“) in the Student Registration Office („Studienservices“). You need to register in person and during the consultation hours. Both steps must be completed within the admission period.

The deadlines for registration at BOKU can be found on the Student Registration Office's information pages.

2 Data Collection / Which Data Needs to Be Prepared

2.1 Preparation

Prior to your admission to a university degree program at BOKU, an online pre-registration via the internet is required.

In order to do so, the following is needed:

- your **personal data** (name, address of place of study, home address, for Austrian citizens also your social security number),
- and a **digital photo** for your student ID which is then uploaded:
(**max. 500 kB**, max. 273 x 355 pixel, possible formats: JPG, GIF, PNG, TIF).
Please note the [guidelines](#) for passport photos.

2.2 Access

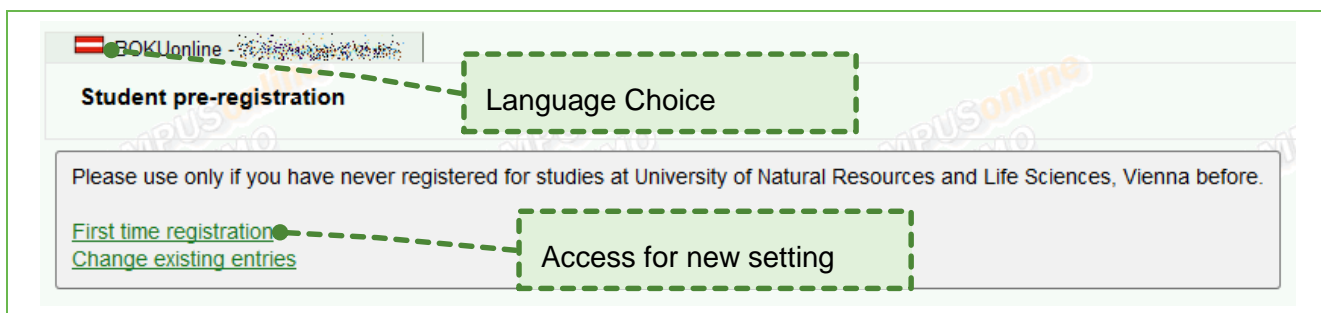
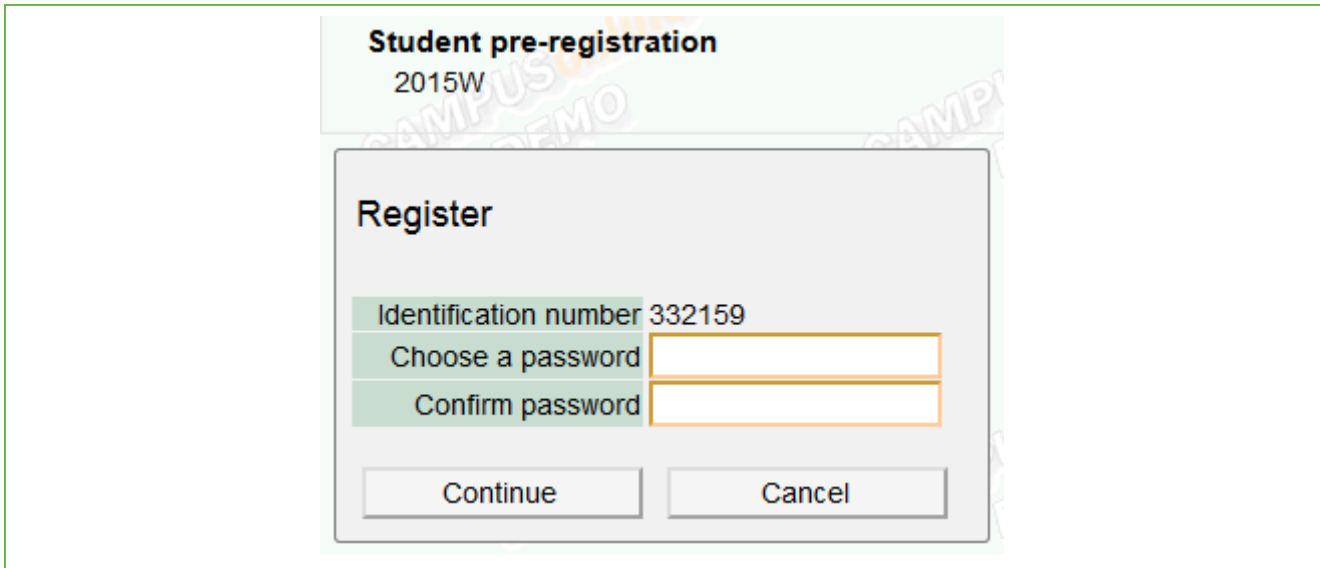


Figure 1: Starting pre-registration

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Student pre-registration
2015W

Register

Identification number 332159

Choose a password

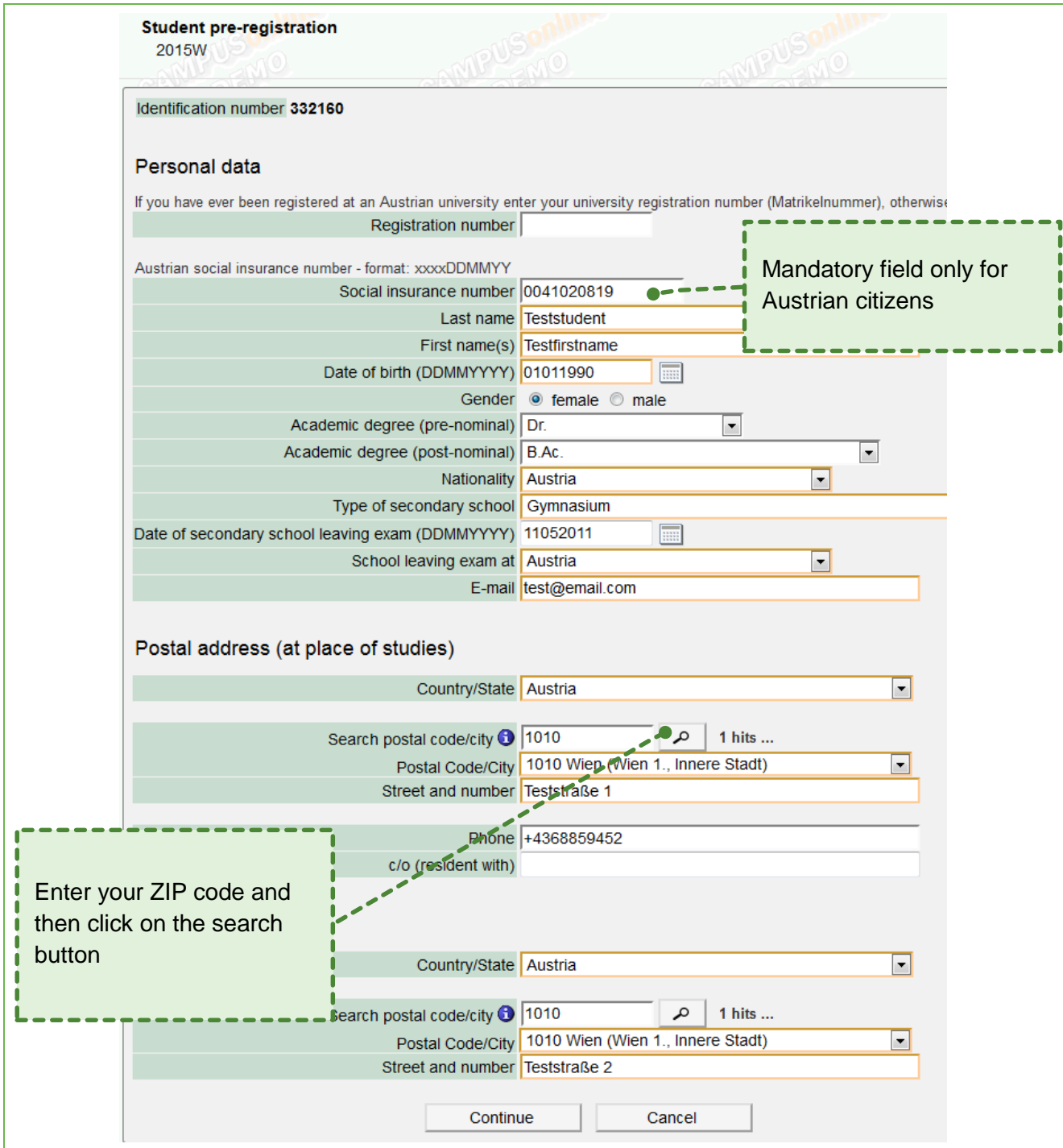
Confirm password

Figure 2: Entering the password

Choose a suitable password (only used for pre-registration), take down or remember your identification number and password.

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2.3 Entering Your General Data



Student pre-registration
2015W

Identification number **332160**

Personal data

If you have ever been registered at an Austrian university enter your university registration number (Matrikelnummer), otherwise

Registration number

Austrian social insurance number - format: xxxxDDMMYY

Social insurance number **Mandatory field only for Austrian citizens**

Last name

First name(s)

Date of birth (DDMMYYYY)

Gender female male

Academic degree (pre-nominal)

Academic degree (post-nominal)

Nationality

Type of secondary school

Date of secondary school leaving exam (DDMMYYYY)

School leaving exam at

E-mail

Postal address (at place of studies)

Country/State

Search postal code/city **1 hits ...**

Postal Code/City

Street and number

Phone

c/o (resident with)

Country/State

Search postal code/city **1 hits ...**

Postal Code/City

Street and number

Enter your ZIP code and then click on the search button

Figure 3: Entering your general data

Be particularly careful when entering your data. Fields framed in orange are mandatory fields and must be completed.

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Explanations:

- The field for Social insurance number is a mandatory field. However, this depends on your citizenship. Thus, please **first select your citizenship**.
- Only enter your matriculation number if you have already received one from another university.
Former BOKU students (also „Mitbeleger“) do NOT need to undergo pre-registration as they are already in the BOKU system.
- Email address refers to a private mailbox (such as Gmail, GMX, etc.)
- For place / ZIP code – enter a part and then click on the **Magnifying Glass Symbol** [🔍].

2.4 Information on Previous University Study Programs

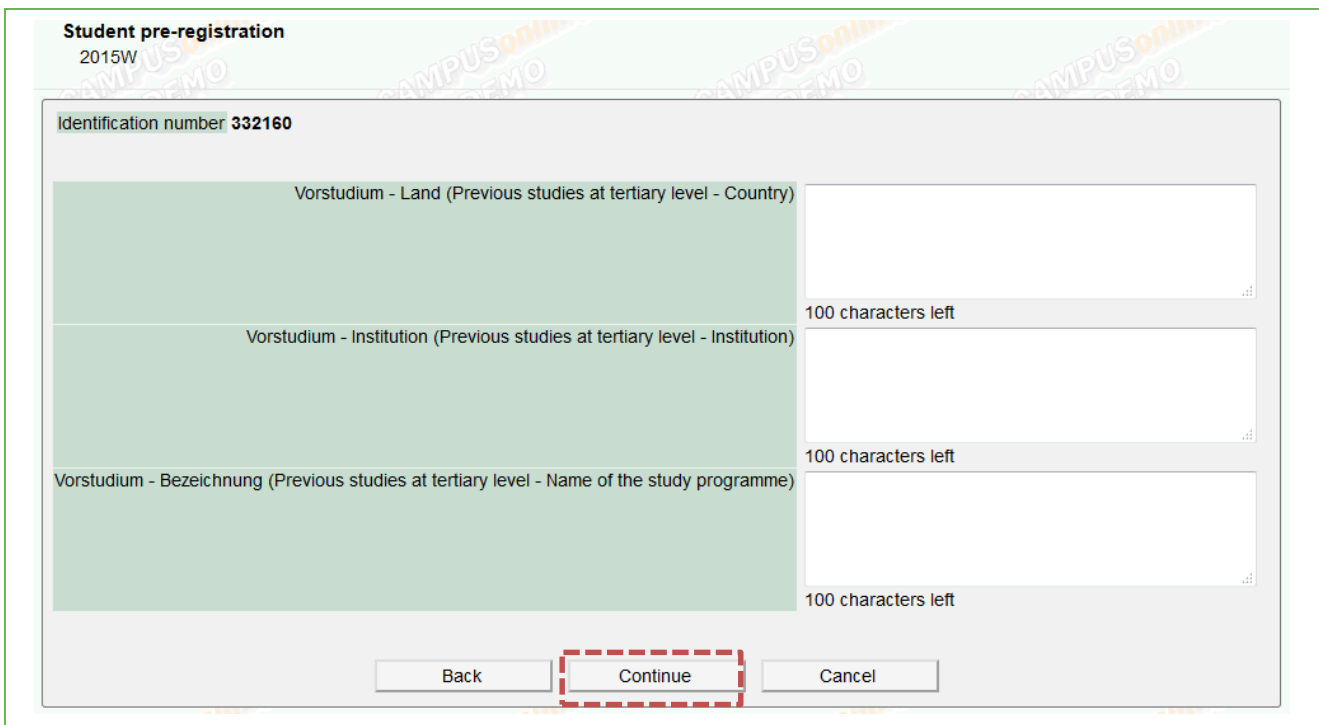


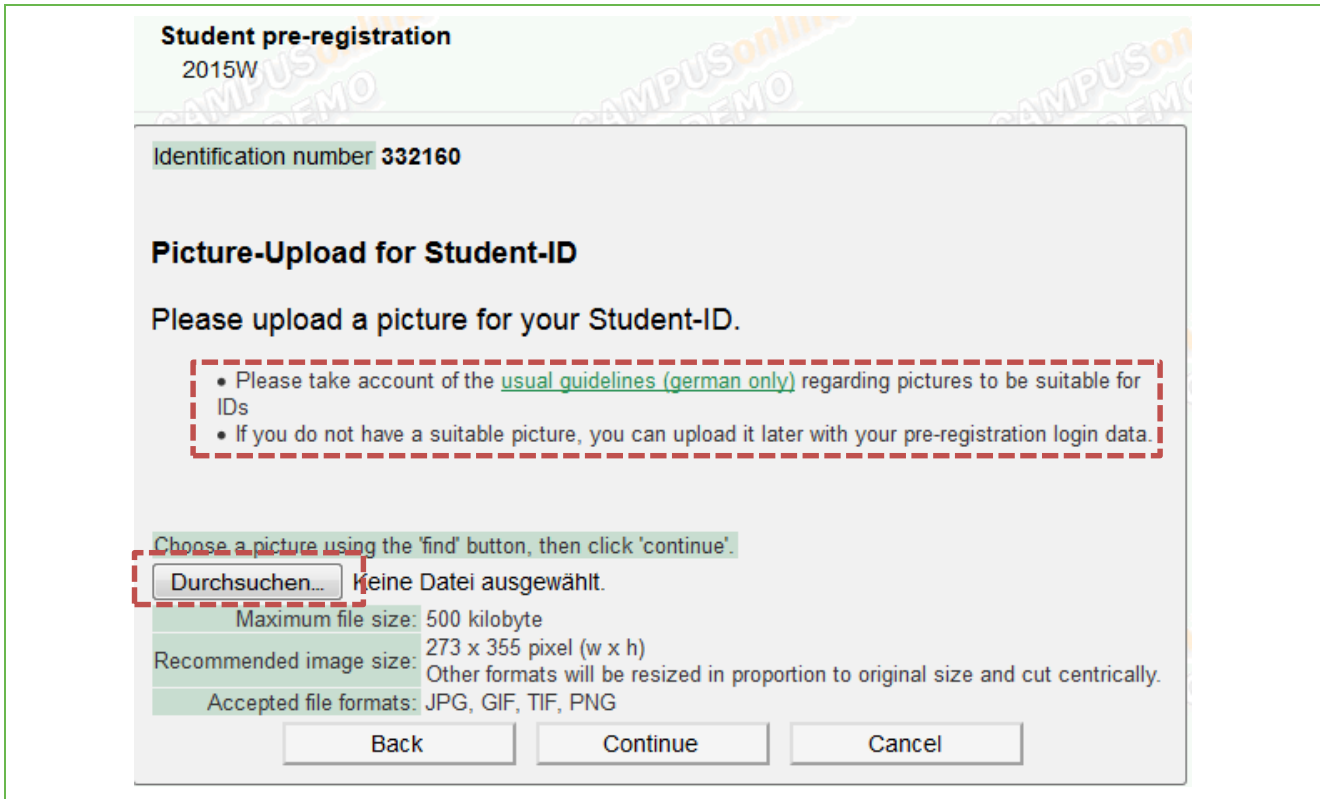
Figure 4: Entering Date on your previous study programs

If you have previously done a university study program, please enter the following:

- Country of your previous study program
- Institution (university, Fachhochschule) and
- The name of your previous study program;
- **Otherwise please leave the fields empty**

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2.5 Uploading the Photo for your Student ID



Student pre-registration
2015W

Identification number **332160**

Picture-Upload for Student-ID

Please upload a picture for your Student-ID.

- Please take account of the [usual guidelines \(german only\)](#) regarding pictures to be suitable for IDs
- If you do not have a suitable picture, you can upload it later with your pre-registration login data.

Choose a picture using the 'find' button, then click 'continue'.

Durchsuchen... keine Datei ausgewählt.

Maximum file size: 500 kilobyte
Recommended image size: 273 x 355 pixel (w x h)
Accepted file formats: JPG, GIF, TIF, PNG

Back Continue Cancel

Figure 5: Photo upload – search photo

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Please note the guidelines for valid passport photos. Click on [guidelines](#) to find further information on valid passport photos.

Please upload a current photo of yours (273 x 355 pixel [w x h], max. 500 kB).

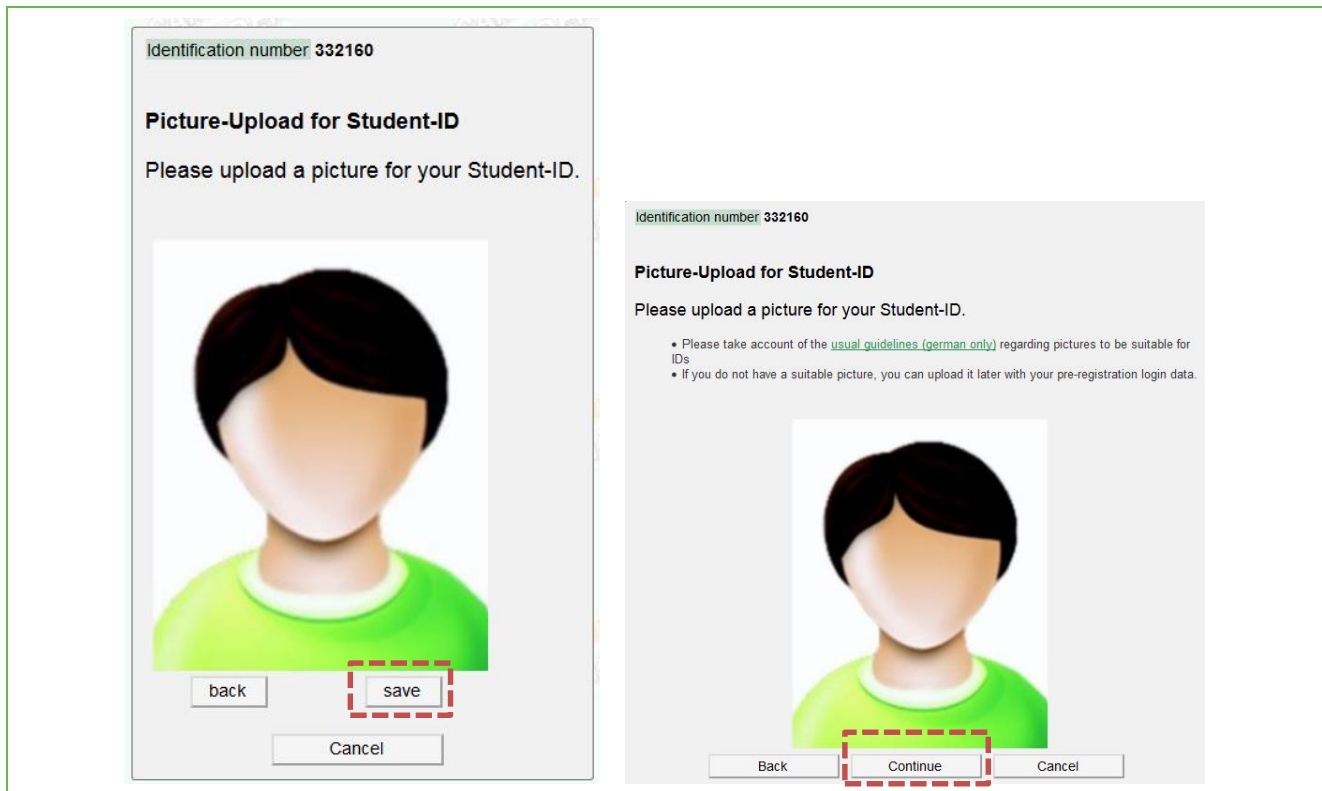


Figure 6: Photo upload – fixing your photo

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2.6 Entering Statutory Statistical Data (UStat1)

Student pre-registration
2015W

Identification number **332160**

University Entry Survey Ustat 1
as per regulation in the Educations Documentation Act currently in force (§ 9 Abs. 6 Bildungsdokumentationsgesetz, BGBl. I Nr. 12/2002).

You are	employed
Your mother is	employed
Your father is	employed

Present (past) professional position

yours	household
your mother's	freelance
your father's	employee, private sector

Highest level of education completed by

your mother	higher secondary education (Matriculation Examination)
your father	foreman/forewoman, master

Back Continue Cancel

Statistik Austria is grateful for your co-operation!

Notes on the University Entry Survey

The Education Documentation Act (Bildungsdokumentationsgesetz) promulgated in the Federal Law Gazette I Nr. 12 of January 8th 2002 regulates the usage of pupils' and students' data for administrative and statistical purposes. Statistik Austria is commissioned to prepare the yearly education statistics. § 9 par. 6 allows for the surveying of first-year students on their social and familial situation.

The UStat 1 questionnaire serves to collect statistical information on education-related and socio-economic characteristics of persons studying at Austrian universities or enrolled in Specialized College education courses (*Fachhochschul-Studiengänge*). Surveys on the social background of first-year students provide important indicators of a country's higher education system and form an essential basis for the planning of regional, national as well as international education and training policies.

The UStat 1 questionnaire applies to the area of universities as well as to Specialized College education courses (*Fachhochschul-Studiengänge*).

Figure 7: Input field for UStat1 information

Please enter all required answers as otherwise registration at the Student Registration Office („Studienservices“) is not possible. The data are later automatically passed on to Statistik Austria.

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3 Data Summary

Data entered

Please verify your entries. By sending the data you confirm their accuracy. False data may result in a rejection of admission to studies.

Identification number **332160**

Personal data

Registration number	
Social insurance number	
Last name	
First name(s)	
date of birth	
Gender	
Academic degree (pre-nominal)	
Academic degree (post-nominal)	
Nationality	
Type of secondary school	
date of school leaving examination	
E-mail	

Postal address (at place of studies)

Country	
Region	
Postal code	
place	
Street and number	
Phone	
c/o (resident with)	

Home address

Country	
Region	
Postal code	
place	
Street and number	

master data

Vorstudium - Land (Previous studies at tertiary level - Country)	
Vorstudium - Institution (Previous studies at tertiary level - Institution)	
Vorstudium - Bezeichnung (Previous studies at tertiary level - Name of the study programme)	

Picture-Upload for Student-ID

Please upload a picture for your Student-ID.

Image imported ✓

Figure 8: Input summary

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Please check your data input. In case of necessary corrections, please use the “Back” button.

Only when clicking the “Continue” your data is actually recorded and stored. If you cancel your entry before that, no information is stored and you have to start the entry process afresh.

Print all essential documents and get your login details via Email by sending yourself a confirmation.

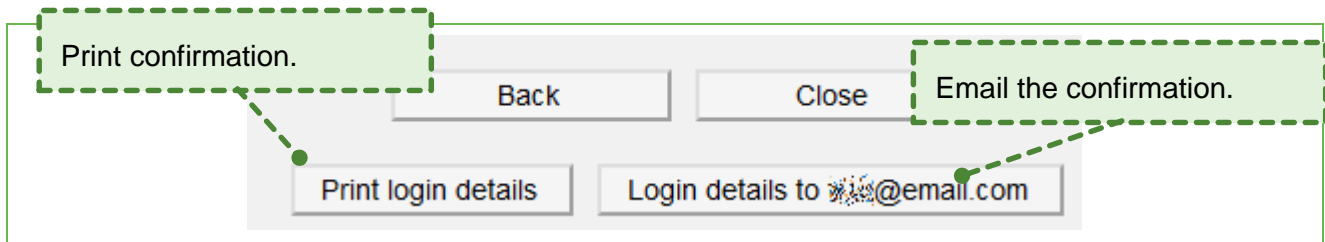


Figure 9: Print or send your summary as an email

Now click on “**Close**” to terminate your pre-registration process.

Bring all your documents along to the Student Registration Office during the registration period.

4 Subsequent Correction

If you wish to add or change your input, please follow this procedure:

- Access the system via:
<http://online.boku.ac.at/BOKUonline/studentenvoranmeldung.startseite>
- Click on “Change existing entries”
- Enter your ID and password.

In case you forgot or lose your ID or password or if your pre-registration data is incomplete or incorrect, please do not try to create a new account with a new ID. Leave your pre-registration in the incomplete or incorrect state – also see points 5 and 6.

4.1 Incomplete or incorrect pre-registration

In case you could not complete or correct your data due to a forgotten or lost ID or password or in case your pre-registration data is incomplete due to other reasons, leave the pre-registration data as it is in its incomplete or incorrect state. Only add or correct the data set with a staff member once you are at the admission at the Student Registration Office.

The staff members there will review the data you entered with you and advise you in all aspects that might need further clarification.

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5 What to Do Next

- Decision of which study program(s) you wish to enroll at BOKU.
- Counseling and admission to a study program at the Student Registration Office („Studienservices“) during the actual admission period.
 - Payment of the student union fee and the student fee („Studienbeitrag“).
 - Activation of your BOKUcard and the IT account.

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History

Last Change: 6. Mail 2015

The **current version** of this document can be found on the IT service pages at:

<http://short.boku.ac.at/it-voranmeldung>

Document		Pre-Registration for New Students	Voranmeldung_EN_V.3.2.2_2016-05-02.docx
Source Document		BOKU	---
Update Date/ Author	Version	Changes	
2011-01-18 (LW/ZID)	2.0.0.	Documentation (Master release 2) renewed and revised for better readability	
2011-03-08 (LW/ZID)	2.0.1.	Photo upload for student card revised Pictures renewed and revised for better readability	
2011-06-15 (HP/ZID)	2.1.0.	Title changed (change new students – active students) URL of application corrected Pre-registration with study program choice (incl. Screenshots)	
2012-06-15 (HP/ZID)	3.1.0.	New regulation on admission starting 2012/13 Pre-registration without choice of study program	
2014-02-07 (AA/ZID)	3.2.0.	Revision: new layout, corrections	
2015-05-06 (MO/ZID)	3.2.1	New Screenshots in EN. Layout corrections.	
2016-05-02 (RW/ZID)	3.2.1	"Studienservices" for questions concerning studies Studienabteilung → Studienservices	