

Pre-registration for new students

These instructions describe the "Pre-registration for studies" application.

Target audience of the documentation:	Prospective students who have not yet studied at BOKU and would like to enroll in a BOKU degree program for the first time.
Please send	For questions regarding study law and content regarding pre-registration
requests to:	please contact the Study Services:
	studienservices@boku.ac.at
	https://boku.ac.at/studienservices
	For technical questions please contact the BOKU IT-Hotline:
	<u>boku-it@boku.ac.at</u>
	http://short.boku.ac.at/it-hotline

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1 Process and deadlines

If you are registering for studies at BOKU <u>for the first time</u>, you have to enter your data through an online pre-registration and upload a picture for the student ID card (BOKUcard) **before** you go to the Study Services for admission.

Pre-registration (online) is the **first step**. The **second step** is **admission** in the Study Services (in person during office hours). Both must be done within the respective deadline.

The deadlines for admission at BOKU can be found on the information pages of the Study Services: <u>https://boku.ac.at/studienservices/themen/termine-fristen/zeittafel</u>

2 Who has to use the pre-registration process?

The pre-registration is for (prospective) students who have not yet studied at BOKU and would like to register for studies at BOKU for the first time.

If you **are or were** <u>**already a BOKU student</u></u>, no new pre-registration is necessary** (applies to co-enrollment, change or resumption of studies, etc.).</u>

If you are a **<u>BOKU employee</u>**, please note point 10.

If you are a **former BOKU employee** and wish to study at BOKU please contact the BOKU IT hotline at <u>boku-it@boku.ac.at</u>.

3 Data entry – Which data has to be prepared?

Online pre-registration is required prior to admission to studies at BOKU.

For this purpose you will need:

- Your **personal data** (name, address at the place of study, **only** for Austrian citizens also social security number),

- a sufficiently secure password that complies with BOKU guidelines (see figure 3)

- and a digital picture for the student ID to upload:

Please follow the <u>'usual image guidelines'</u> for ID card images.

4 Getting started and creating a basic account

If you do not yet have a (basic) account at BOKU, open the link https://online.boku.ac.at/BOKUonline/wbselbstregperson.register for initial registration.



Fill in the fields and confirm the data.

Important: existing students do not have to fill out a pre-registration!

See point 1: If you are or were already a BOKU student, no new pre-registration is necessary (applies to co-enrollment, change or resumption of studies, etc.).

The first step after clicking on the link to register is "Switch to English version".

	Q. SESTING
Stammdaten	
Vorname	
Familien- oder Nachname	
Geschlecht	Bitte wählen V
Geburtsdatum	Format: TTMM 1111
Geburtsname	
Daten zum Account	
E-Mail-Adresse	
john.do	pe@example.com
Bevorzugte Sprache Deu	tsch 🗸

Illustration 1: Start of the creation of the basic account



Master data			
waster data			
First name			
Last name			
Gender	Please select v		
Date of birth			
	Format: DD.MM.YYYY		
Maiden name	2		
Account dat	a		
	-		
Email ad	dress		
	jonn.doe@example.com		

Illustration 2: Start of the creation of the basic account - English version

Please fill in your data and set the preferred language to "**English**". After you click on "**Confirm Data**", you can check the entered data before sending. **Important:** check the **e-mail address** you have entered, as a confirmation link cannot be sent if you have entered it incorrectly.

After checking, you can click on **"Submit Data**", after which an **e-mail with the confirmation link** will be sent. Click on the confirmation link contained in it to confirm the e-mail address.

If you do not receive the email within about 5 minutes, check the email address provided or also check the spam folder of your mail program. The code is valid for max. 7 days.

Zur deutschen Version / Switch to german version	gistration - basic user		
	r deutschen Version / Switch to german version		



After confirming your email address, you will be redirected to BOKUonline and choose your future username (login name) and password.

Important: The username cannot be changed afterwards, so please choose it in a way that it is suitable for your future student life.

Recommended is a combination of first and last name (e.g. "mmuster" for Max Mustermann).

Registration - basic user	^
Username Password Confirm new password	
 allowed characters are: a-z, A-Z, 0-9, äöüÄÖÜ must not contain first name, last name, or us must differ from previous passwords by at le must not be listed in most used password list 	ß, !#\$%&()*+,/:;<=>?_@ er name. ast 3 characters ts
 max. 40 Characters must contain Letters (not only digits) lower case letters AND upper case letters AN lower case letters AND upper case letters AN letters only: minimum length 20 characters 	I D digits AND (umlauts or special characters): minimum length 8 characters I D (digits or umlauts or special characters): minimum length 10 characters
	Complete registration Cancel

Illustration 4: Enter username and password

You have about 60 seconds for the input - if this time is exceeded, BOKUonline reports an error. In this case simply click on the confirmation link again and re-enter username and password.



Create/change account - Confirmation / En	iglisch, Test
Username	testinglines
Alternative login option - your verified email address	intillalifier, com
Account valid until	14.Dezember 2021
Password changed on	
Service	Status
CAMPUSonline	~
User account has been created.	
Continue	

Illustration 5: Der The basic account was created successfully

The account creation is now completed. From this point on you can also access **BOKUonline** at <u>https://online.boku.ac.at/</u> and log in with the **username and password** you just created.

Please note: Your account can be used only to access BOKUonline and does not work with other BOKU IT services.



Illustration 6: Log in to BOKUonline



★ Home Favourites You currently do not have any Favourites. Add as many applications to your Favourites as you want. Show only Favourites ∧ All applications T Filter by application title	:	۹
Favourites You currently do not have any Favourites. Add as many applications to your Favourites as you want. Show only Favourites ^ All applications Filter by application title	I	
You currently do not have any Favourites. Add as many applications to your Favourites as you want. Show only Favourites ^ All applications Filter by application title		
Add as many applications to your Favourites as you want. Show only Favourites All applications Filter by application title Recomm		
All applications		
All applications		
🝸 Filter by application title 📑 🧱 Recomm		
T Filter by application title Recomm		
	nendation 🔻	
Pre-registration for studies Change Password		

After logging in, you can **change your password** yourself at any time:

Illustration 7: Change your password

If you have **forgotten your password**, please contact the BOKU IT hotline at <u>boku-it@boku.ac.at</u> to have your account reset using a PIN code.

5 Creation of a pre-registration for studies

On your BOKUonline business card/workplace you will see the link **"pre-registration for studies"** which leads you to a **new pre-registration**.

	B() (() online)				DE EN
ñ	Home				۹
	Favourites				:
			You currently do not have any Favourites.		
		Ac	dd as many applications to your Favourites as you want.		
			Show only Favourites 🔨		
	All applications				
	Eilter by application title			 Recommenda	tion *
	• Theory application does			 Recommenda	
	Ē	ēð			
	Pre-registration for Char	nge Password			
	studies				





Start to fill out your pre-registration by clicking on "+ Enter new application".

	BOKU online	$\tau \in [0,\infty)$	1.1	DE	EN
*	My Applications				۹
	▲ Identification number:				
	Welcome! You can pre-register for your studies here. Please note that after pre-registration you will need to register at the Study Services. Importance the identification number and the documents listed at the end of the pre-registration.	ant: For admis	ssion you	ł	
[+ Enter new application				
	Number of applications: 0				

Illustration 9: Start pre-registration by entering a new application

Outside of the admission period, the following message appears:

ONLINE APPLICATION		Help
Information	Information	
	There are currently no degree programmes open for online application in Summer semester 2022S.	
Cancel		

Illustration 10: Pre-registration outside of the admission period



Regularly, the beginning of the pre-registration looks like this:

ONLINE APPLICATION	Help Support
• Start of course Select degree programme Personal data Correspondence address Permanent home address	Start of course Attention: Please enter the pre-registration data carefully, as they can only be changed again by the Study Services during the admission process. You are starting a pre-registration for the following semester: Start of course Summer semester 2022S Please have a recent passport photo ready for pre-registration. If you wish to apply to more than one field of study, please make this known during the on-site admissions process in Study Services.
Cancel Preview	Back Continue

Illustration 11: Beginning the pre-registration

5.1 Beginning of studies

Please enter your data **carefully**, as once entered it can only be changed by Study Services. Fields outlined in yellow are **mandatory** and must be filled in. The semester for which you can preregister for a study program at BOKU is predefined. Please have a **recent passport photo** ready for the pre-registration. The specifications can be found under point 2 (data collection).

Clicking on "Next" will take you to the selection of the field of study.



5.2 Selection of type of study and degree programme

When selecting the degree programme, you can first choose the **type of studies** ("Bachelor programme", "Master programme" or "Doctoral programme").

		Help	Suppor
Select degree programme			
Type of studies	Please select	~	
	Select degree programme Type of studies	Select degree programme Type of studies Please select	Select degree programme Type of studies Please select

Illustration 12: Selecting the degree programme



Afterwards you can choose the **degree programme** you would like to start at BOKU.

NLINE APPLICATION			Help	Suppo
tart of course	Select degree programme	2		
elect degree programme ersonal data	Type of studies	Bachelor programme	~	l
orrespondence address ermanent home address	Degree programme	UH 033 255 Bachelor's programme; Agricultural Sciences	~	l
igher education entrance ualification	Type of admission	Pre-registration for studies		
	I already applied for the s	selected degree programme at BOKU within the past year.		
			11 -	

Illustration 13: Choosing the study field

When selecting a degree programme, please indicate whether you have already applied for the chosen degree programme at BOKU within the last year.

The choice of studies can still be changed or supplemented by the Study Services during the further admissions procedure (e.g. in case of individual studies, selection of several studies, etc.).



5.3 Entering your personal data

degree programme nal data pondence address nent home address education entrance adton Date of birth Gender Place of birth Country of birth Place of birth Maiden name 1st nationality Please select 2rd nationality Please select	f course	Personal data	
nail data pondence address nent home address education entrance education entrance cation Date of birth Country of birth Place of birth Country of birth Places select Maiden name Ist nationality Please select	degree programme		
pondence address nent home address education entrance adion Social security no. Date of birth Cender Place of birth Country of birth Places select Maiden name Ist nationality Please select	nal data	Matriculation number	
nent home address education entrance action Social security no. Date of birth Gender Place of birth Country of birth Please select Maiden name Ist nationality Please select Znd nationality Please select	pondence address	First name	
education entrance sation Social security no. Date of birth Gender Place of birth Place of birth Country of birth Please select Maiden name 1st nationality Please select 2nd nationality Please select	nent home address	Surname Surname	
Date of birth Gender Place of birth Country of birth Maiden name 1st nationality Please select	education entrance	Social security no.	
Gender Place of birth Country of birth Please select Maiden name 1st nationality Please select 2nd nationality Please select	cation	Date of birth	
Place of birth Country of birth Please select Maiden name 1st nationality Please select 2nd nationality		Gender	
Country of birth Please select ~ Maiden name		Place of birth	
Maiden name 1st nationality Please select ~ 2nd nationality Please select ~		Country of birth Please select	
1st nationalityPlease select2nd nationalityPlease select		Maiden name	
2nd nationality Please select		1st nationality Please select ×	
		2nd nationality Please select	

Illustration 14: Entering your personal data

Explanations:

- The matriculation number only needs to be filled out if you have already received a matriculation number from another Austrian university.

- Former BOKU students do NOT need to pre-register, as they have already been registered in the BOKU system.

- Some data such as the first and last name, the stated date of birth and the stated gender are automatically filled in based on your previously provided data and cannot be changed.

- If you select "Austria" as citizenship, the social security number and place of birth are mandatory.

- Please enter the citizenship carefully, because in case of an incorrect entry it can only be changed again in the admission process on site by the Study Services!



5.4 Enter address data (Address for correspondence- resp. home address)

LINE APPLICATION		Help Sup
rt of course	Correspondence address	
<u>ect degree programme</u> sonal data	Korrespondenzadresse (Studienadresse)	
respondence address	Mail delivery c/o	
ner education entrance	Street and number Postal Code/City Country/State Please select Region Please select	
	Telephone number Email address	
	My correspondence address (during the semester) is identical with	my permanent home address.
		· · · · · · · · · · · · · · · · · · ·
Desident		Book Contin

Illustration 15: Entering your address data

Please fill in your **address information**. The correspondence address is the same as your study address. If your correspondence address is also your home address, please select the field "My home address (during the semester) is identical with my correspondence address (study address)."

If this is not the case, please also enter the address data of your home address in the next step.



5.5 Enter higher education entrance qualification

ONLINE APPLICATION		Help Support
Start of course	igher education entrance qualification	
Select degree programme Personal data Correspondence address • Higher education entrance qualification	School type Please select Date of certificate Format: DD.MM.YYYY Issuing country Please select	
<u>quanteron</u>		
Cancel Preview		Back Continue

Illustration 16: Entering your higher education entrance qualification

Please enter here the **highest completed education** that entitles you to study at a university/college (e.g. High School, university entrance exam, etc.), the certificate date and the issuing state.

Important note: if you have acquired your higher education entrance qualification abroad (in another state than Austria) please choose the School type **"25 foreign secondary school leaving exam**" and enter the issuing state (e.g. Germany, France, etc.)

School type	25 - foreign secondary school leaving exam	~
Date of certificate	Format: DD.MM.YYYY	
Issuing country	/ France	~

Illustration 17: Entering your higher education entrance qualification from another issuing state than Austria



Start of course	Most current photo (as f	or ID)	^
Select degree programme	Updated	Upload	The uplead of a passport photo
			according to the legal requirements
Higher education entrance			for passport photos, is obligatory
qualification			and is required for the issuance of
Most surrent photo (as for ID)			your student ID
• Most current photo (as for ib)	no photo		your student ID.
			Please respect the following
			Picture requirements for the upload:
			File size: min. 13/X1/8
			Aspest ratio approx. 24
	Preview		Aspect faile approx. 5.4
		Durchsuchen Keine Datei ausgewählt.	

5.6 Uploading a current passport photo

Illustration 18: Uploading a current passport photo - choosing the photo

Your student card is an official identification document. Accordingly, the same rules apply for selecting the photo to be used. The person must be clearly recognizable and not be wearing any headgear (caps, hoods, etc.). The photo must be taken from the front and show the entire head; anything below the shoulders cannot be included in the picture.

Further information on valid passport photos can also be found at: https://www.bmi.gv.at/607/files/Passbild_Kriterien_2022.pdf





Please upload a recent photo of yourself (image size: min. 137x178, file size: max. 10MB, aspect ratio approx. 3:4).





Illustration 20: Uploading a current passport photo - positioning the image

Please select and position the selected image.

Important: once you click on "Next", the photo **can no longer be changed**. An incorrect entry will delay the issuance of your BOKUcard after a successful admission!



6 Summary of your data

review - Application number: 74844	
PLEASE NOTE	
Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.	
Start of course	
Summer semester 2022S	
Select degree programme	
Type of studies Bachelor programme	
Degree programme UH 033 255 Bachelor's programme) Agricultural Sciences	
Type of admission Pre-registration for studies	
□ I already applied for the selected degree programme at BOKU within the past year.	
Personal data	
Marticulation number First and Kein Sustame Setublis Social security (S) Date of bink Genetar Place of bink Country of the Place select Mation name 1st nationality 2nd nationality Correspondence address	
Korrespondenzadresse (Studienadresse)	
Mail delivery c/o	
Bitet and number vision and the semester's is identical with my nermanent home address	
Higher education entrance qualification	
School type () () () () () () () () () () () () ()	
Most current photo (as for ID)	
Updated Once you have uploaded a picture to BOKUonline - Custom you can no longer exchange it. If you want to chang the current picture please contact the study services.	3e
Confirmation	
Click on Associant then on "Cond" to submit your application electronically. If subsequent changes are percenting you can have the data	
Click or register allo uter on Jenni to solini you expension recubincery in subsequent changes are lected as it. Solitor to solitise the damas of product solitise and the solitise solitise solitise to the solitise of the solitise solitise to the solitise to the solitise solitis	
Click on register and uter on Service survive admission procession recubinicary is subsequent canaged by Subsequent canaged by Subsequent activity and a subsequent canaged by Subsequent canaged by Subsequent activity and subsequent canaged by Subsequent canaged by Subsequent activity and subsequent canaged by Subsequent activity and subsequent canaged by Subsequent activity. I an Subsequent canaged by Subsequent activity and subsequent canaged by Subsequent canaged by Subsequent activity. I and Subsequent activity and subsequent canaged by Subsequent activity. I and Subsequent activity and subsequent activity and subsequent activity. I and subsequent activity activit	
Click on register allo tier inn 3em to solmit you expension recubincely in subsequent callinges are increased by you can have in dua changed by Study Services during the admission process.	>

Illustration 21: Summary of your data

Check your entries, **tick the box** for consent and then click on "**Send**" to submit the preregistration electronically. If changes are necessary, you can inform the Study Services on site during admission and have the data changed.



Click on Agree and then on "Se	nd" to submit your application	electronically. If subsec	uent changes are necessary	, you can have the data
changed by Study Services dur	ing the admission process.			
I hereby declare that the s	tatements contained herein ar	e true and complete, ar	id herewith allow the the BOI	KU to further process my data
internally I am fully aware	that any false statements on	ny behalf can lead to a	exclusion from admittance	and enrolment at university. V
internally. I all fully aware				
would like to point out that	due to legal requirements we	have to store your data	for a year.	

Illustration 22: Summary – tick the box for consent and submit through "Send"

After submitting by clicking on "Send" you will be redirected:

hank you for your application!		
our pre-registration is hereby completed.		
or information on how to proceed, please click "Continue".		

Illustration 23: Completion of the pre-registration



7 Necessary documents (identification number and documents)

In the next step, you will receive your **identification number**, which you need for the admission. The identification number has the format 2-00XXXXXX and can be found at the end of the text:

BOKU online My applications /				• • •	DE E
	K Go to overview	Basic data			
	Basic data	Identification number			
	Submission of application	Application number			
	Enrollment	Degree programme Bachelor's programme; Food Science and Biotechnology Winter semester 2024W			
	Enrollment	Submission of application Status Image: received electronically Image:	a		
		For more information and opening hours please check: https://boku.ac.at/studienservices Submittal of the following documents and forms is required for admission to a degree programme: 1. Valid passport or proof of citizenship and an official photo ID 2. Proof of general university entrance qualification (Exception: Frasmus students) 3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes) 4. Social insurance number (only, if you are insured with an Austrian social insurance institution, proof: e-card) 5. A confirmation that the student social survey UHStat1 has been completed (if you have an Austrian social accurity number or substitute code): https://www.statistik.at/uhstat/uhstat1 If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit: 1. Record of studies from the former and/or current university 2. valid Student ID card or valid passport 3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes) In case of co-registration, please contact us at studienservices@bokuac.at All documents must be submitted as originals or certified copies. Any documents submitted in a language other than German or English require a certified translation. We look forward to welcoming you in person at BOKU!			

Illustration 24: Identification number, documents and important information

Come to Study Services with all listed documents and assigned identification number during the admission period.

You can also find the identification number in the overview (see next illustration).



If you want to call up the pre-registration again, click on the arrow next to the application in the overview. On top you will find your identification number.

		DE E	N
My Applications			2
	V Identification number:		
	+ Enter new application		
	Number of applications: 1 Control of applications: 1 Con	cally	
	Bachelor's programme; Food Science and Biotechnology Winter semester 2024W	>	

Illustration 1: Call up pre-registration again

8 Subsequent corrections

Unfortunately, subsequent corrections in the electronic pre-registration are not possible.

If necessary, the data can be changed again by the Study Services during the further admission procedure. Nevertheless, we urge you to enter the correct data from the start.

9 Incomplete or incorrect pre-registration

If you have forgotten or lost your username or password, please contact the BOKU IT-Hotline at <u>boku-it@boku.ac.at</u> (see end of point 3).

If your pre-registration data is incomplete or incorrect for other reasons, simply leave your preregistration in its incomplete, incorrect state and complete and correct the data together with the staff of the Study Services during admission.

The staff of the Study Services will go through all the data you have entered with you during admission anyway and will advise you on any points that are unclear.

10 Next steps

- Counselling and admission to studies at the Study Services (during the admission period).
- Payment of the Austrian Student Union (ÖH) contribution or tuition fee.
- Activation of the BOKUcard and your student account.



11 Pre-registration for studies for BOKU employees

If you are a **BOKU employee / staff member**, you can pre-register after logging in to BOKUonline at <u>https://online.boku.ac.at</u> on the level of the respective organisational unit.

To do so, click on the link "Pre-registration for studies".

The remaining steps are the same as in the pre-registration for students.

Please note: the social security number and citizenship is not chosen from your staff account. The Study Services can enter it upon submission.

The view at the end differs from the student view.

You may need to expand the relevant information under "Enrollment" by clicking on the arrow. You will find the identification number at the top.

BUKU online ● ⊜	Starth V R A M 1 7
 University of Natural Resources University Management Special Institutions and Eacilitie 	
Departments Other Scientific Units Service Units Advocacy Groups Associated Facilities	Application - status Identification number Application number Application number Berge programme Bachelor's programme, Landscape Architecture and Landscape Planning Start of course Winter semester 2024W
	Back to "My Applications"
AMPUS	V Q Submission of application
(O, on system	Status
<i>α</i> .3.	received electronically · ·
. 15	Required documents (for admission)
- CAMPO - M	Documents stated herein must be submitted
O ° C SIST	Most current photo (as for ID)
4	▼ - Enrollment
AMPUS	Welcome to BOKUI
(O, on SYSTEM	We are delighted that you have decided to study at BOKU – the University of Natural Resources and Life Sciences, Vienna and we are very pleased to welcome you as a new student.
Q.2	For registration, please come with the necessary documents (see below) between June 18th and September 5th (Bachelor programmes!) - respectively October 31st - 2024 to the Department of Study Services (exchange students between June 18th and October 31st or immediately after arrival in Vienna) by appointment at the Evidence Center (there: <u>https://boku.ac.at/studienservices/studentservices</u>).
	Please remember to bring a print out of this page or at least your identification number with you as well as the following documents listed below.
CAMPUS ON	For more information and opening hours please check: https://boku.ac.at/studienservices
O on SYSTEM	Submittal of the rollowing occurrents and forms is required of admission to a degree programme.
u.	 Proof of general university entrance qualification (Exception: Erasmus students) Admission letter (statelesa and foreign applicants as well as applicants for Master or Doctoral programmes) Social insurance number (only, if you are insured with an Austrian social insurance institution, proof: e-capital student social survey UHStaft has been completed (if you have an Austrian social security number or substitute code): <u>https://www.statistik.at/</u>
MPUS	unsaturunstatt If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit:
6 Contine asystem	Unstaturnistati If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit: 1. Record of studies from the former and/or current university 2. valid Student ID card or valid passport 3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes)
Contine Contine Contine	Unstativanisati If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit: 1. Record of studies from the former and/or current university 2. valid Student ID card or valid passport 3. Admission letter (statules and foreign applicants as well as applicants for Master- or Doctoral programmes) In case of co-registration, please contact us at <u>studienservices@boku.ac.at</u>
Contine QSISTEM	Unstativantian If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit: 1. Record of studies from the former and/or current university 2. valid Student ID card or valid passport 3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes) In case of co-registration, please contact us at <u>studientervices@boku.ac.at</u> All documents must be submitted as originals or certified copies. Any documents submitted in a language other than German or English require a certified translation.
Contine Ostifice	If you have Austrian citizenship and have passed the general university entrance qualification in Austria and are already studying or have studied at an Austrian university, you are also required to submit: 1. Record of studies from the former and/or current university 2. valid Student ID card or valid passport 3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes) In case of co-registration, please contact us at <u>studenservices@boku.ac.at</u> All documents must be submitted as originals or cartified copies. Any documents submitted in a language other than German or English require a cartified translation. We look forward to welcoming you in person at BOKU! Exercise Comparison of the comparison

Illustration 2: Expand relevant information



Click on "My applications" to access the overview, where you will also find the identification number.

You can also call up the pre-registration and/or the control view again.

B() (() online				Staff:	•• • ••••••	
•			Search	\[\] \[\[\] \[💿 🛈 🔜 🏜	
 University of Natural Resources University Management Special Institutions and Faciliti Departments Scientific Initiatives Other Scientific Units Service Units Advocacy Groups Associated Facilities 	My Applicat	number:		Operations	Enter new application	
	Application number	Degree programme	Submission of application	Admission Enrollment	Operations	
	Winter semester 2024W					
		Bachelor's programme; Landscape Architecture and Landscape Planning • Type of admission: Pre-registration for studies	Ø 05.06.2024		9	
	©2024 University of N	atural Resources and Life Sciences, Vienna. All rights reserved. BOKUonline Q-System - Dater	istand 2024-03-20 07:29:32 powered	d by CAMPUSonline® About This S	ite Feedback Documentati	

Illustration 3: Overview



History

Last Change: 6. June 2024

The **current version** of this documentation can be found on the BOKUT IT service pages at: <u>https://short.boku.ac.at/it-pre-registration</u>

Document		Pre-registration for new students	Voranmeldung_EN_V.4.2.0_2024-06-05.docx	
Source Document		BOKU		
Update Date/ Author	Versio n	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 \rightarrow Studienservices		
2021-12-14 (WPH/ BOKUIT)	4.0	Complete revision – basic account.		
2022-02-03 (WPH/ BOKUIT)	4.1	New item: Who needs to use the pre-registration New Note and Screenshot (Login to BOKUonline) Layout adaption		
2022-08-02 (WPH/ BOKUIT)	4.1.1	Information and Screenshot on foreign secondary school leaving exam added Notes on social security number updated Link for current version updated to English version		
2023-06-15 (RW/BOKU-IT)	4.1.2	Link to passport photo rules updated		
2024-06-05 (WPH/BOKU-IT)	4.2.0	New look for students in CO 3.0, new screenshots and descriptions		