

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 requests to:	<p>For questions regarding study law and content regarding pre-registration please contact the Study Services: studienervices@boku.ac.at https://boku.ac.at/studienervices</p> <p>For technical questions please contact the BOKU IT-Hotline: boku-it@boku.ac.at http://short.boku.ac.at/it-hotline</p>

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1 Process and deadlines

If you are registering for studies at BOKU **for the first time**, 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: <https://boku.ac.at/studienservices/themen/termine-fristen/zeittafel>

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 already a BOKU student**, **no new pre-registration is necessary** (applies to co-enrollment, change or resumption of studies, etc.).

If you are a **BOKU employee**, please note point 10.

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

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 '[usual image guidelines](#)' 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/wbselbstregistperson.register> for initial registration.

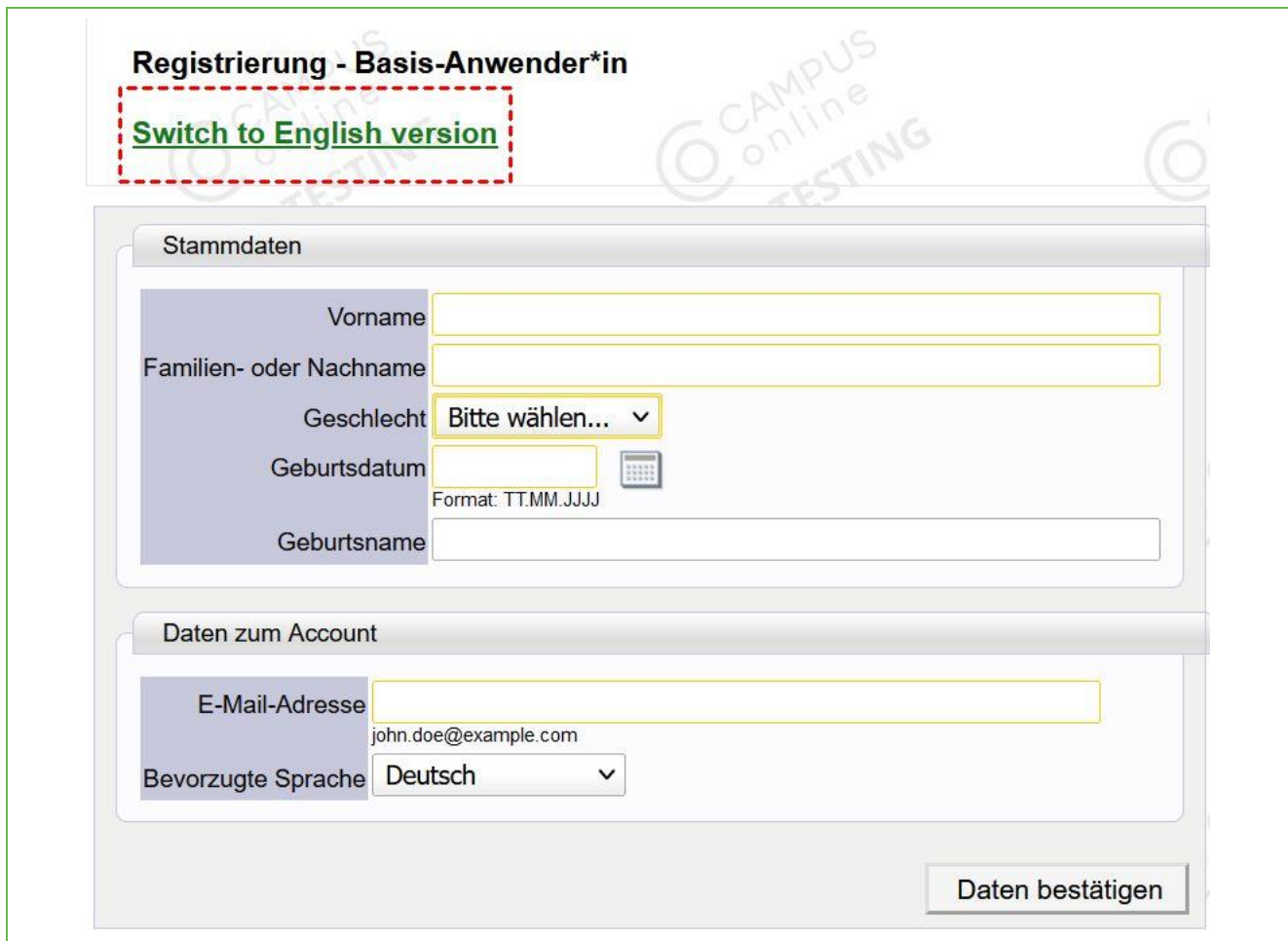
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Fill in the fields and confirm the data.

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**”.



Registrierung - Basis-Anwender*in


[Switch to English version](#)

Stammdaten

Vorname

Familien- oder Nachname

Geschlecht

Geburtsdatum 

Geburtsname

Daten zum Account

E-Mail-Adresse

Bevorzugte Sprache

Daten bestätigen

Illustration 1: Start of the creation of the basic account

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Registration - basic user

[Zur deutschen Version / Switch to german version](#)

Master data

First name
Last name
Gender
Please select...
Date of birth
Format: DD.MM.YYYY
Maiden name

Account data

Email address
john.doe@example.com
Preferred language
German

Confirm data

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.

Registration - basic user

[Zur deutschen Version / Switch to german version](#)

Thank you very much for your registration! You will shortly receive an e-mail to [confirm your e-mail address](#) and activate your access to BOKUonline.

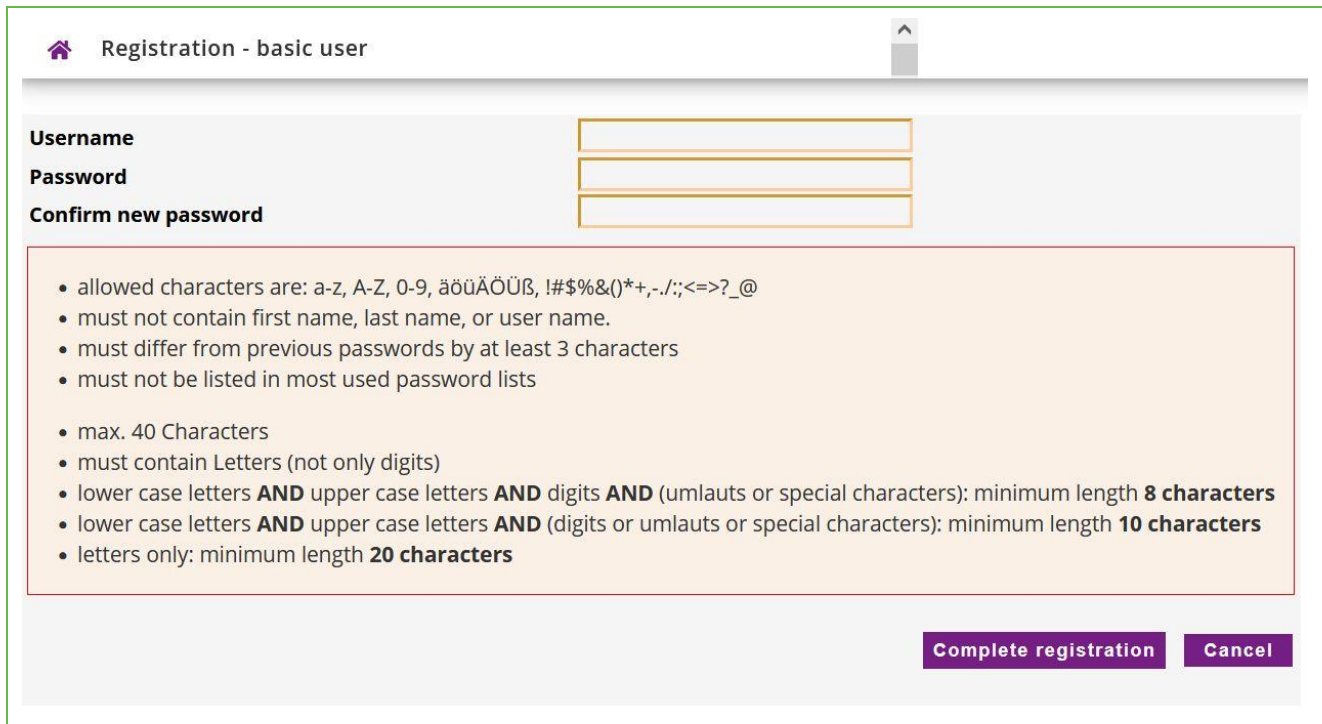
Illustration 3: An email with confirmation link for registration is being sent

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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, äöüÄÖÜß, !#\$%&()*+,-./:;<=>?_@
- must not contain first name, last name, or user name.
- must differ from previous passwords by at least 3 characters
- must not be listed in most used password lists
- max. 40 Characters
- must contain Letters (not only digits)
- lower case letters **AND** upper case letters **AND** digits **AND** (umlauts or special characters): minimum length **8 characters**
- lower case letters **AND** upper case letters **AND** (digits or umlauts or special characters): minimum length **10 characters**
- letters only: minimum length **20 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.

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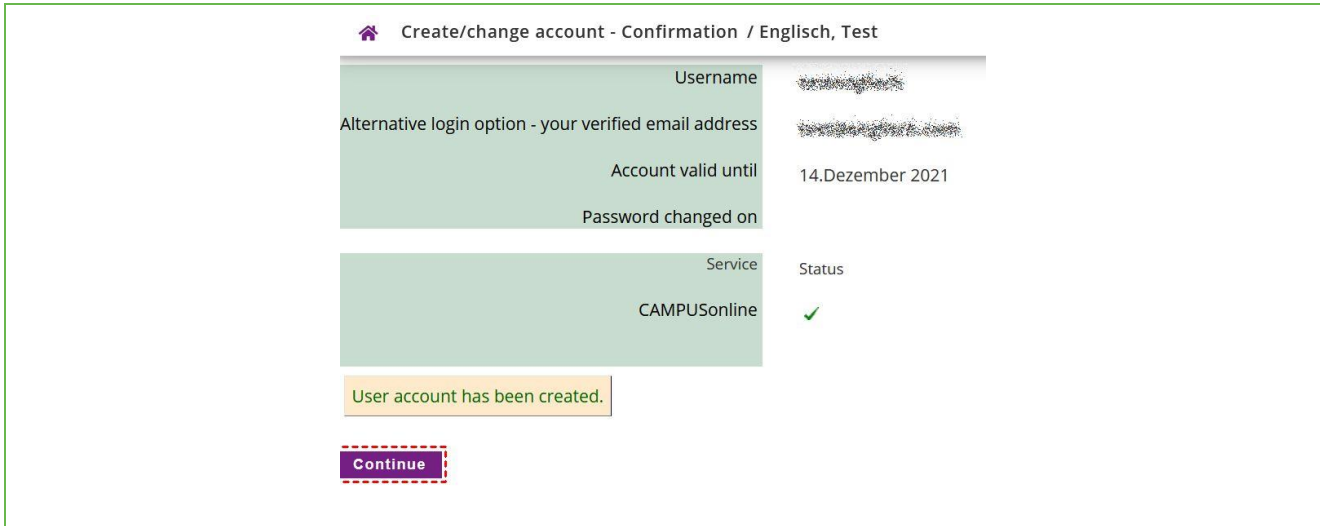


Illustration 5: Der The basic account was created successfully

The account creation is now completed. From this point on you can also access **BOKUonline** at <https://online.boku.ac.at/> 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

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

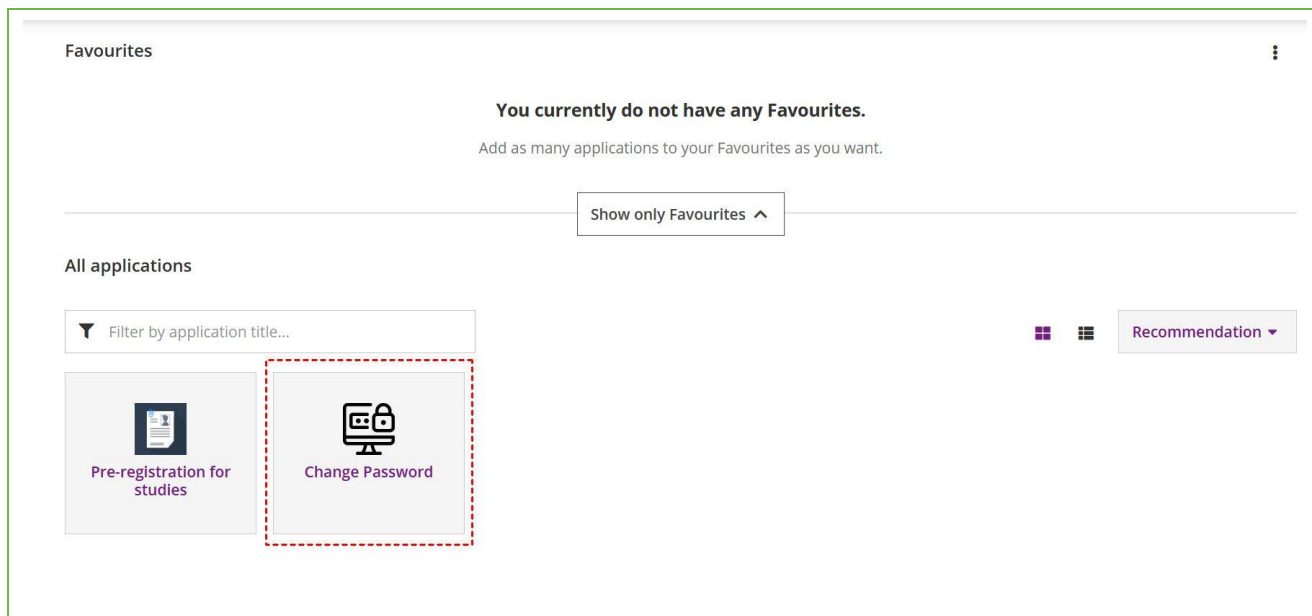


Illustration 7: Change your password

If you have **forgotten your password**, please contact the BOKU IT hotline at boku-it@boku.ac.at 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**.

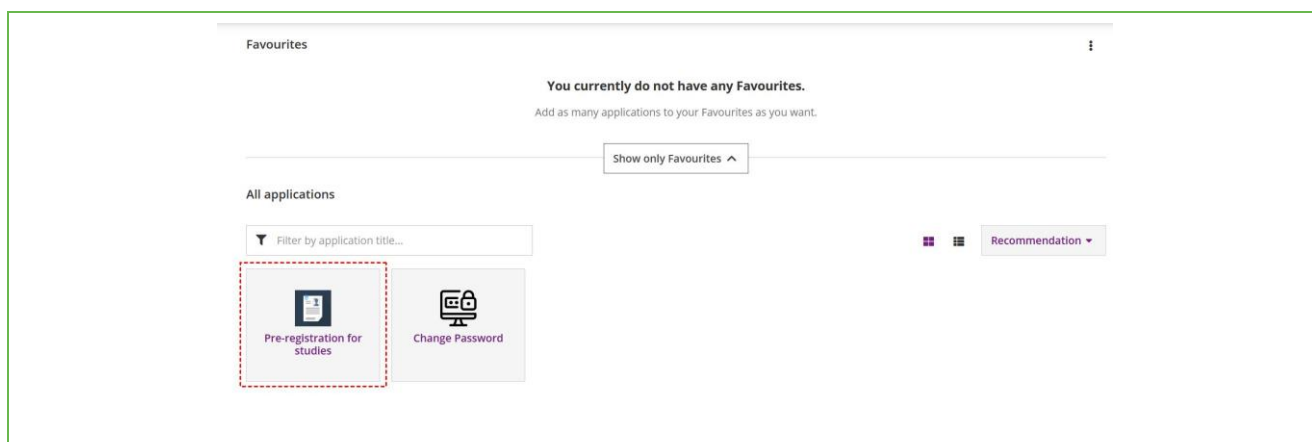
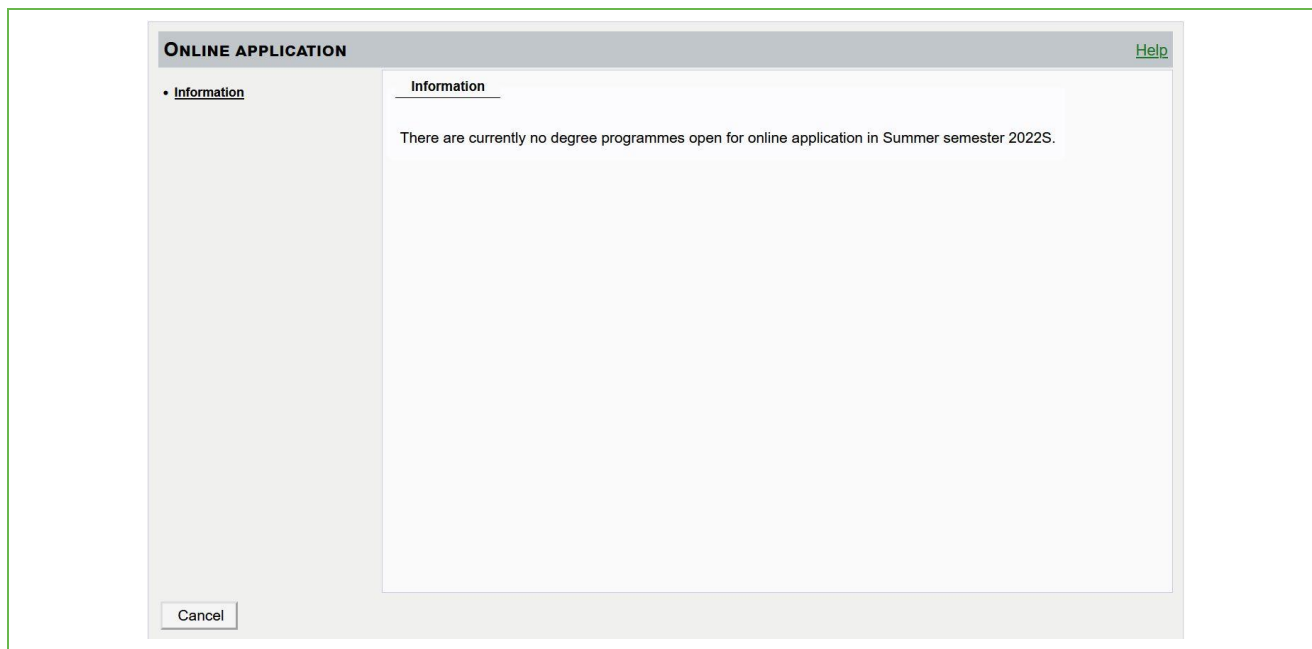


Illustration 8: BOKUonline business card/workplace after logging in

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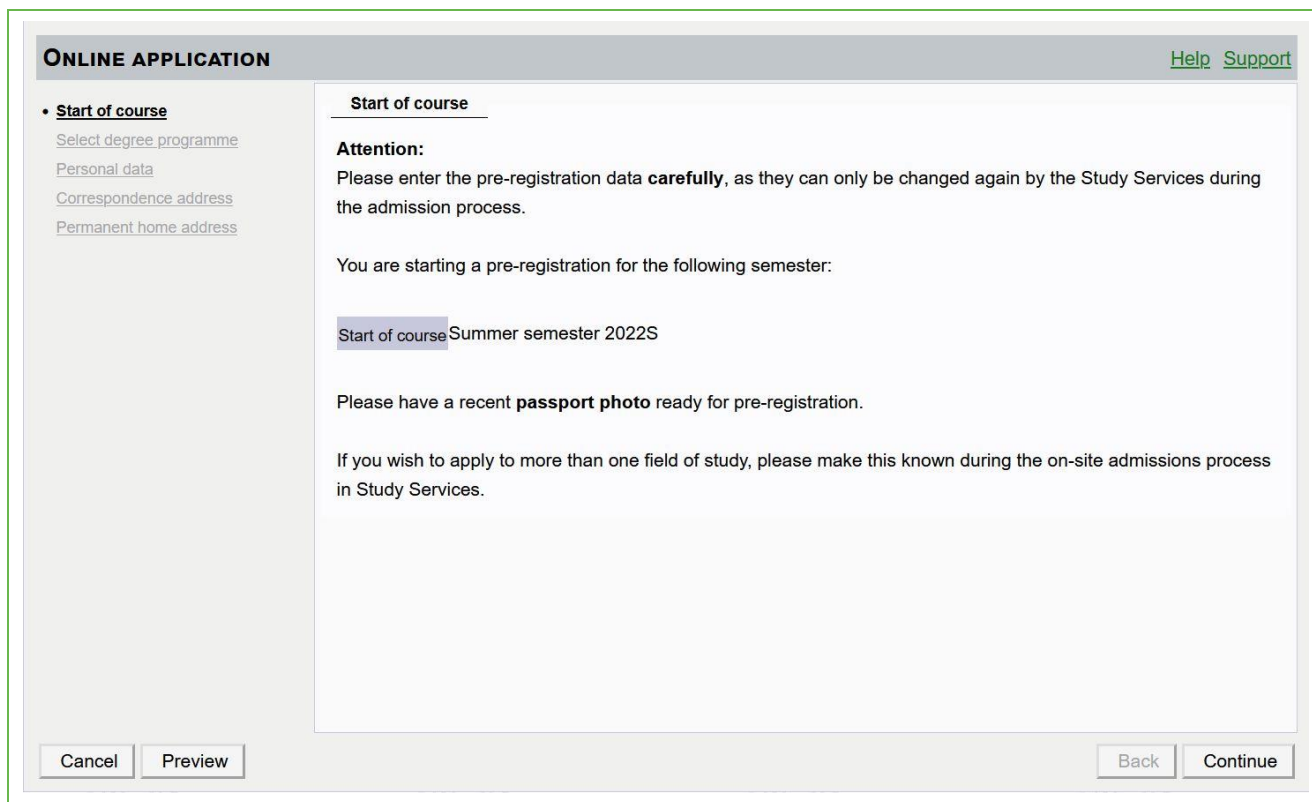
Outside of the admission period, the following message appears:



The screenshot shows a web interface titled "ONLINE APPLICATION" with a "Help" link in the top right. On the left, there is a sidebar with a link "Information". The main content area is titled "Information" and contains the text: "There are currently no degree programmes open for online application in Summer semester 2022S." At the bottom left, there is a "Cancel" button.

Illustration 9: Pre-registration outside of the admission period

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



The screenshot shows a web interface titled "ONLINE APPLICATION" with "Help" and "Support" links in the top right. On the left, there is a sidebar with a link "Start of course" and four sub-links: "Select degree programme", "Personal data", "Correspondence address", and "Permanent home address". The main content area is titled "Start of course" and contains the following text:

- 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.

 At the bottom, there are four buttons: "Cancel", "Preview", "Back", and "Continue".

Illustration 10: Beginning the pre-registration

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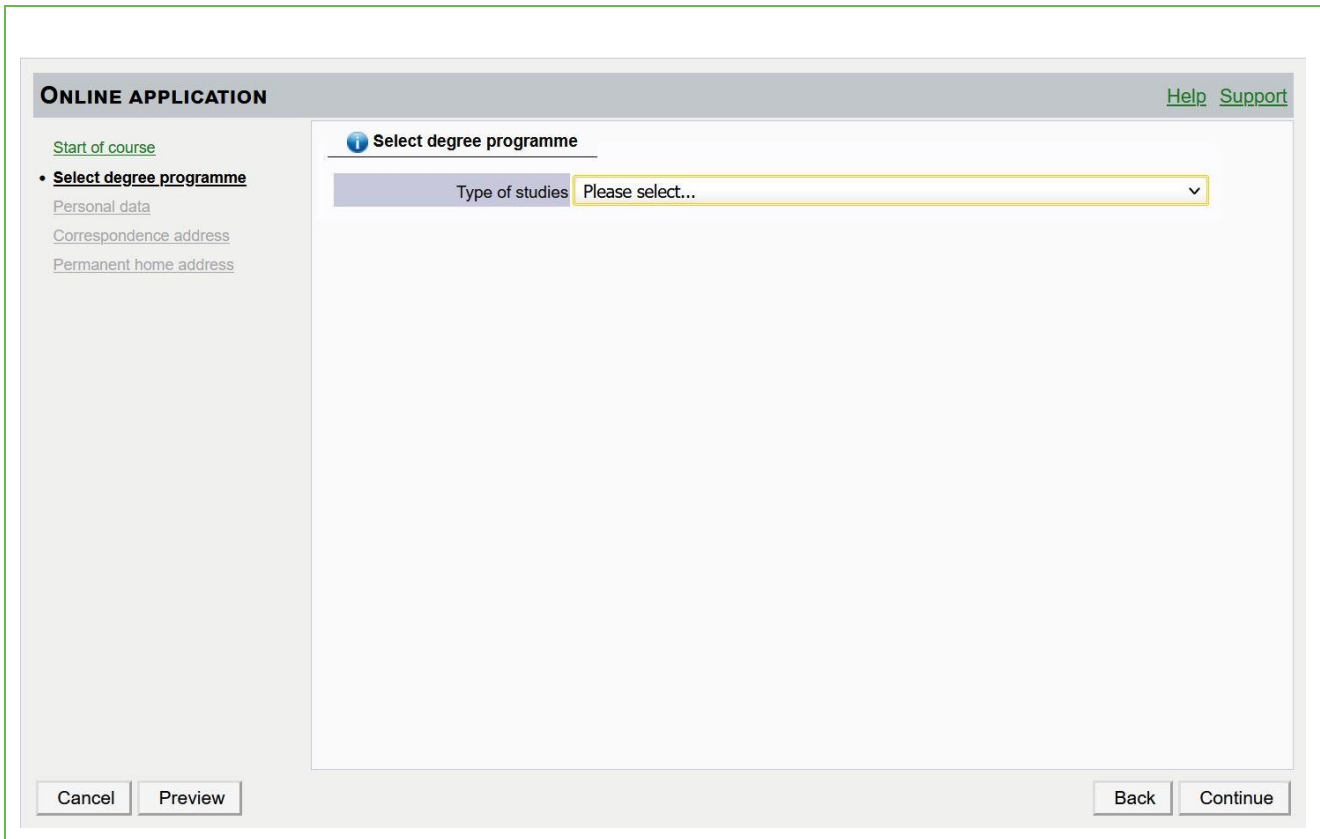
5.1 Beginning of studies

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 pre-register 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").

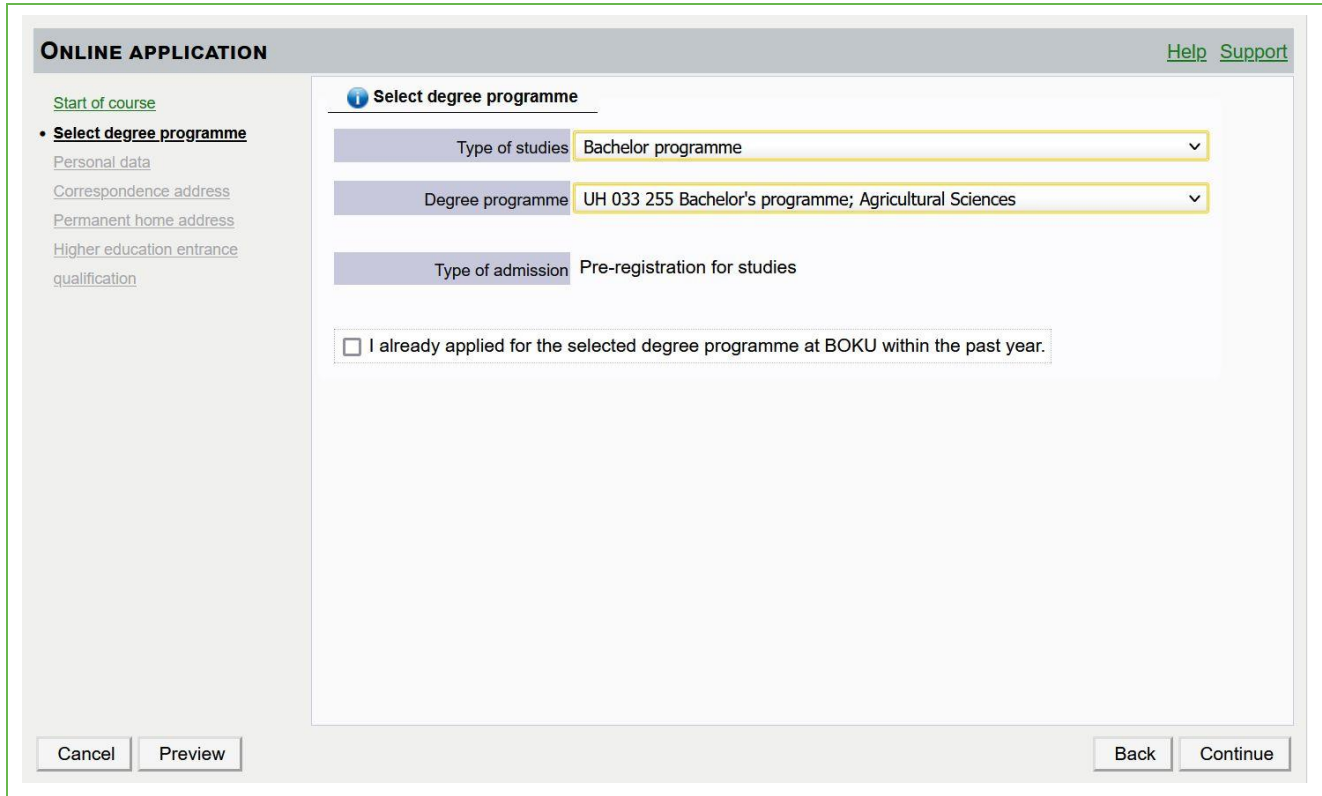


The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar contains links: 'Start of course', 'Select degree programme' (highlighted with a bullet point), 'Personal data', 'Correspondence address', and 'Permanent home address'. The main content area is titled 'Select degree programme' and features a dropdown menu labeled 'Type of studies' with the text 'Please select...' and a downward arrow. The dropdown is highlighted with a yellow border. At the bottom of the form, there are four buttons: 'Cancel', 'Preview', 'Back', and 'Continue'.

Illustration 11: Selecting the degree programme

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



The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a sidebar with navigation links: 'Start of course', 'Select degree programme' (highlighted), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'qualification'. The main content area is titled 'Select degree programme' and contains three dropdown menus: 'Type of studies' set to 'Bachelor programme', 'Degree programme' set to 'UH 033 255 Bachelor's programme; Agricultural Sciences', and 'Type of admission' set to 'Pre-registration for studies'. Below these is a checkbox labeled 'I already applied for the selected degree programme at BOKU within the past year.' which is currently unchecked. At the bottom are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

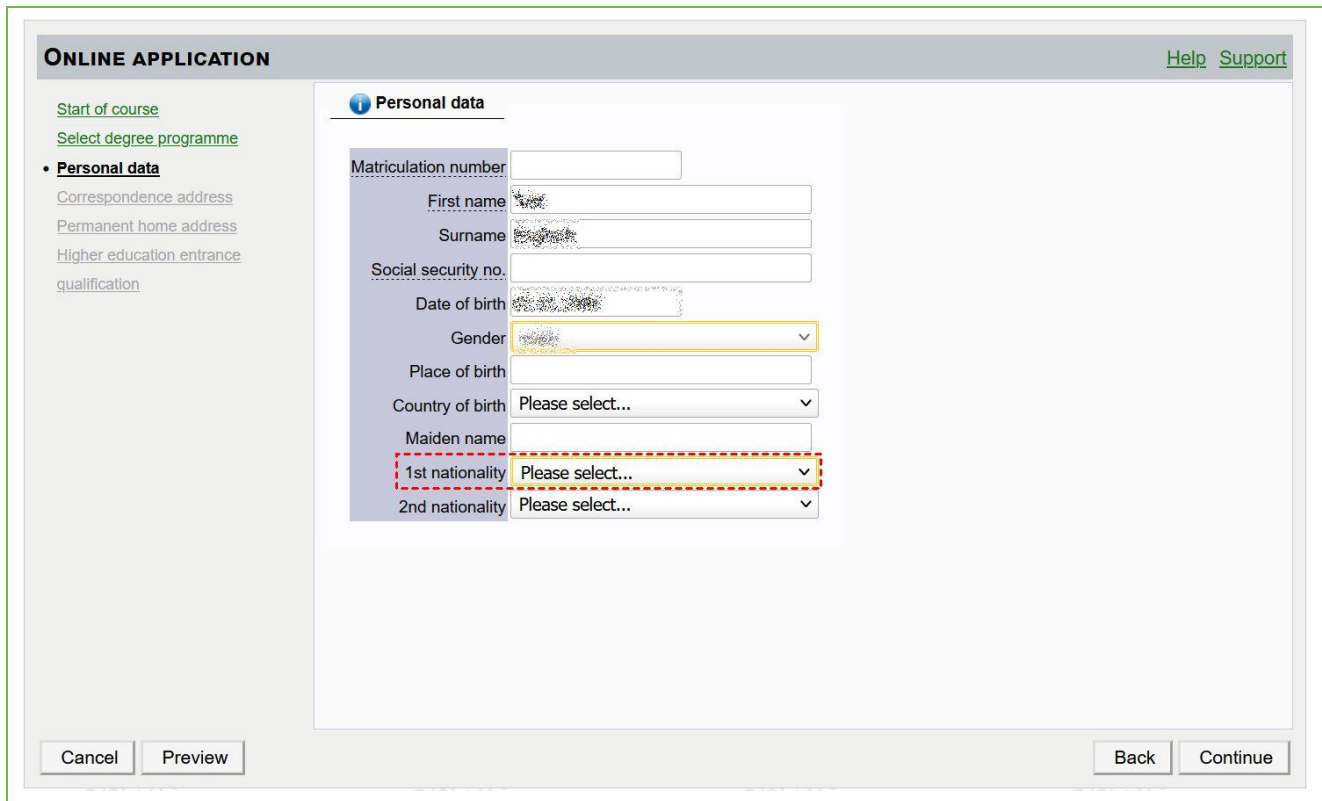
Illustration 12: Choosing the study field

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.).

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5.3 Entering your personal data



The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar contains links: 'Start of course', 'Select degree programme', and 'Personal data' (which is highlighted with a blue dot). Below these are links for 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'qualification'. The main area is titled 'Personal data' and contains the following fields:

- Matriculation number:
- First name:
- Surname:
- Social security no.:
- Date of birth:
- Gender:
- Place of birth:
- Country of birth:
- Maiden name:
- 1st nationality: (highlighted with a red dashed box)
- 2nd nationality:

At the bottom, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

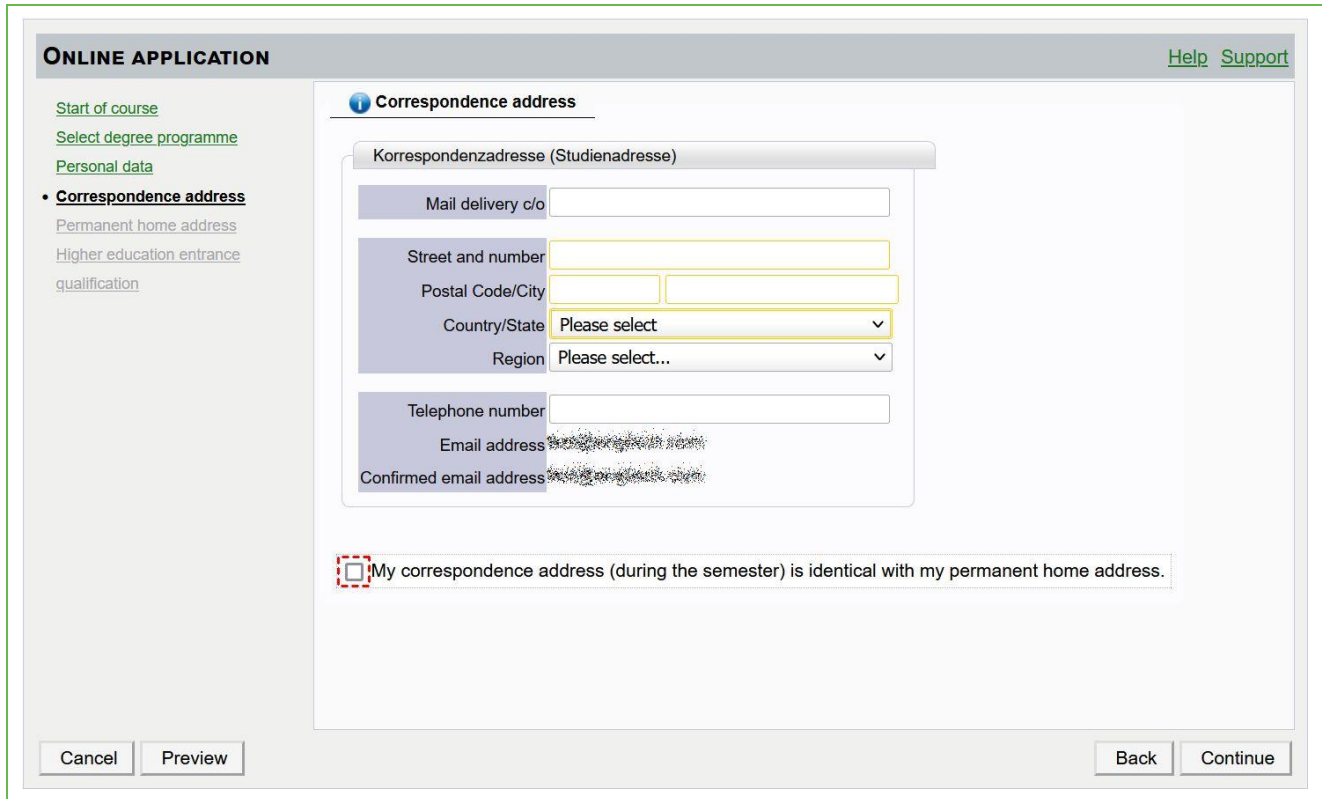
Illustration 13: Entering your personal data

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** (including co-enrollees) **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!

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



The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar contains links: 'Start of course', 'Select degree programme', 'Personal data', and 'Correspondence address' (which is highlighted with a blue dot). Below these are links for 'Permanent home address', 'Higher education entrance qualification', and 'qualification'. The main content area is titled 'Correspondence address' and contains a form for 'Korrespondenzadresse (Studienadresse)'. The form includes fields for 'Mail delivery c/o', 'Street and number', 'Postal Code/City' (split into two boxes), 'Country/State' (a dropdown menu with 'Please select'), 'Region' (a dropdown menu with 'Please select...'), 'Telephone number', 'Email address', and 'Confirmed email address'. At the bottom of the form, there is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' which is currently unchecked. At the bottom of the page, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

Illustration 14: 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.

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5.5 Enter higher education entrance qualification

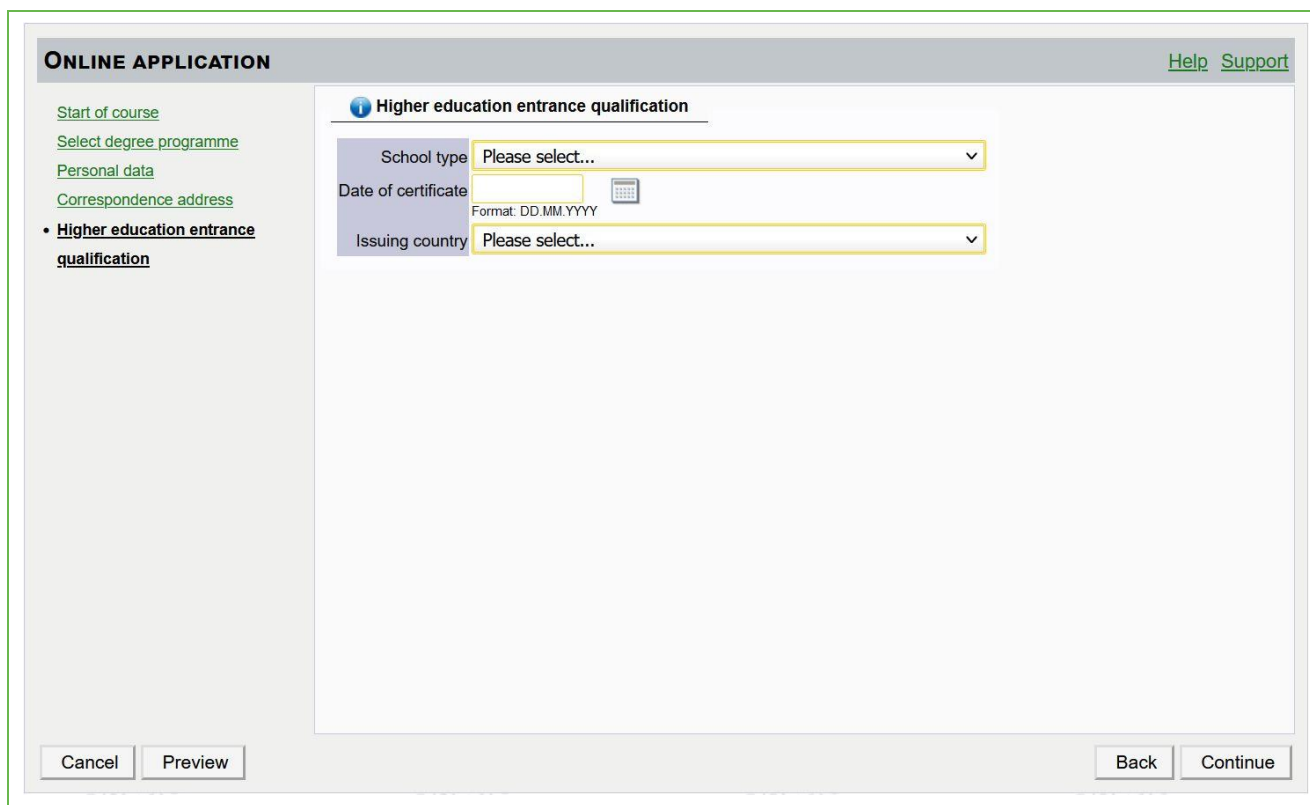


Illustration 15: Entering your higher education entrance qualification

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.)

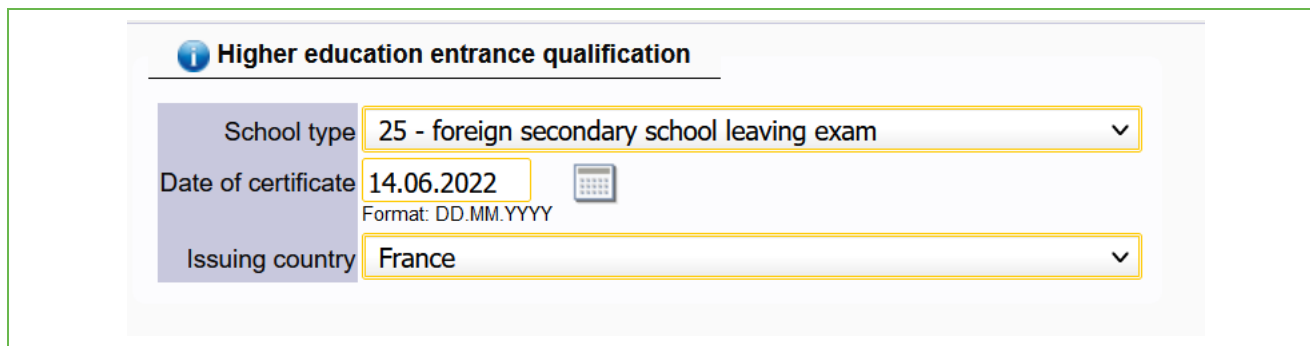
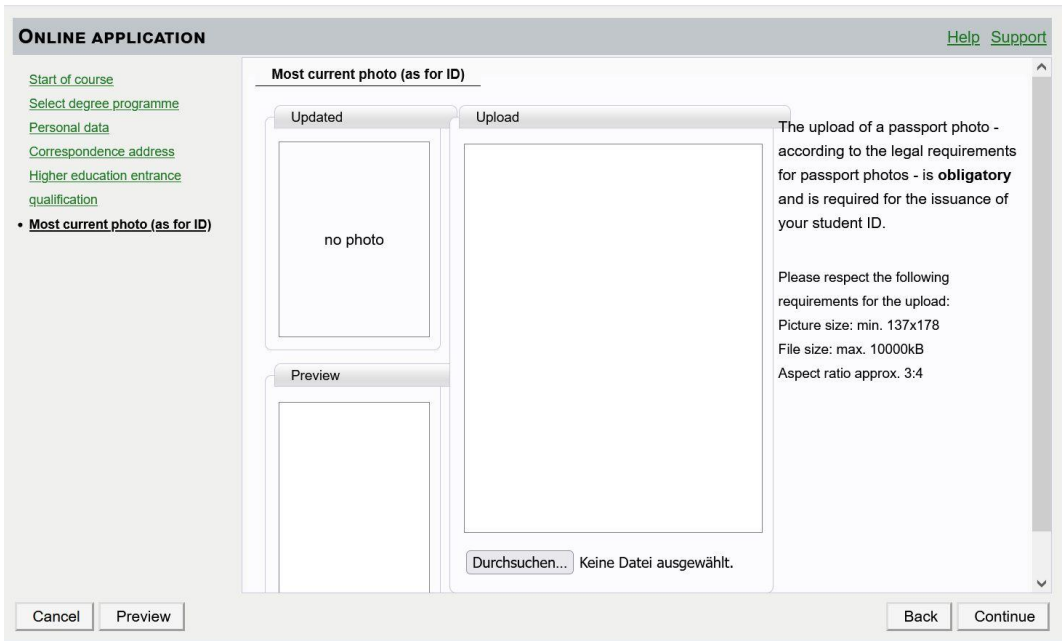


Illustration 16: Entering your higher education entrance qualification from another issuing state than Austria

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5.6 Uploading a current passport photo



The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar lists navigation options: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', and 'Most current photo (as for ID)'. The main area is titled 'Most current photo (as for ID)' and contains three tabs: 'Updated', 'Upload', and 'Preview'. The 'Updated' tab shows a placeholder 'no photo'. The 'Upload' tab shows a large empty box for the photo, with a 'Durchsuchen...' button below it and the text 'Keine Datei ausgewählt.'. To the right of the 'Upload' tab, there is a text box stating: 'The upload of a passport photo - according to the legal requirements for passport photos - is **obligatory** and is required for the issuance of your student ID. Please respect the following requirements for the upload: Picture size: min. 137x178 File size: max. 10000kB Aspect ratio approx. 3:4'. At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

Illustration 17: 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

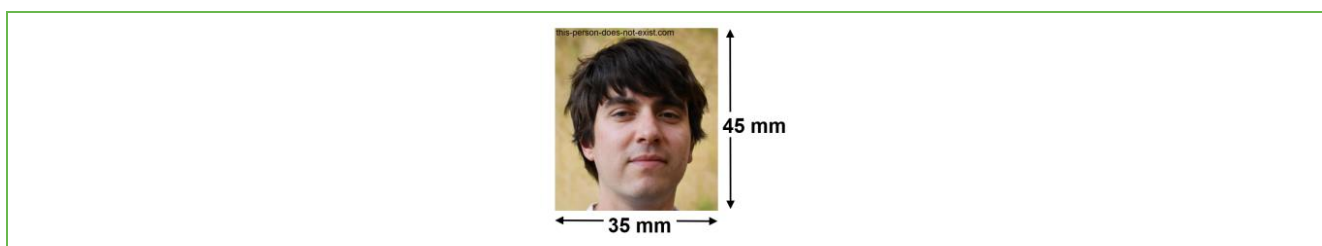


Illustration 18

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

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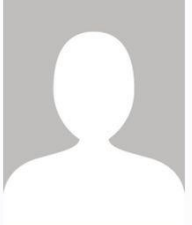
ONLINE APPLICATION

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
• Most current photo (as for ID)

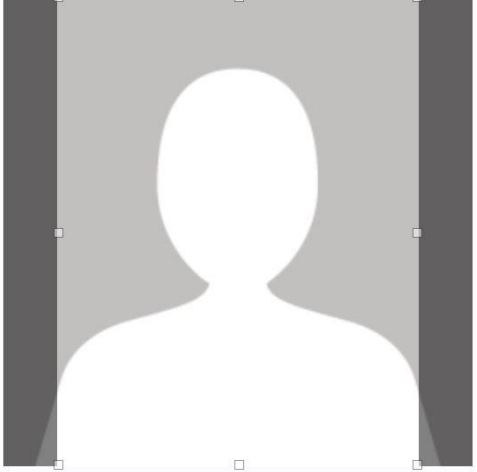
Updated

no photo

Preview



Upload



Durchsuchen... Keine Datei ausgewählt.

The upload of a passport photo - according to the legal requirements for passport photos - is **obligatory** and is required for the issuance of your student ID.

Please respect the following requirements for the upload:

Picture size: min. 137x178

File size: max. 10000kB

Aspect ratio approx. 3:4

Cancel

Preview

Back

Continue

Illustration 19: 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

OVERVIEW - APPLICATION NUMBER: 123456789

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

Matriculation number: 123456789

First name: John

Surname: Doe

Social Security ID: 1234567890

Date of birth: 01.01.1990

Gender: male

Place of birth: Vienna

Country of birth: Please select...

Maiden name: Doe

1st nationality: Austria

2nd nationality:

Correspondence address

Korrespondenzadresse (Studienadresse)

Mail delivery: o/o

Street and number: 123456789

Postal Code/City: 123456789

Country/State: Austria

Telephone number: 123456789

Email address: john.doe@boku.ac.at

Confirmed email address: john.doe@boku.ac.at

☐ My correspondence address (during the semester) is identical with my permanent home address.

Higher education entrance qualification

School type: Gymnasium

Date of certificate: 01.01.2018

Issuing country: Austria

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 change the current picture please contact the study services.

Confirmation

Click on Agree and then on "Send" to submit your application electronically. If subsequent changes are necessary, you can have the data changed by Study Services during the admission process.

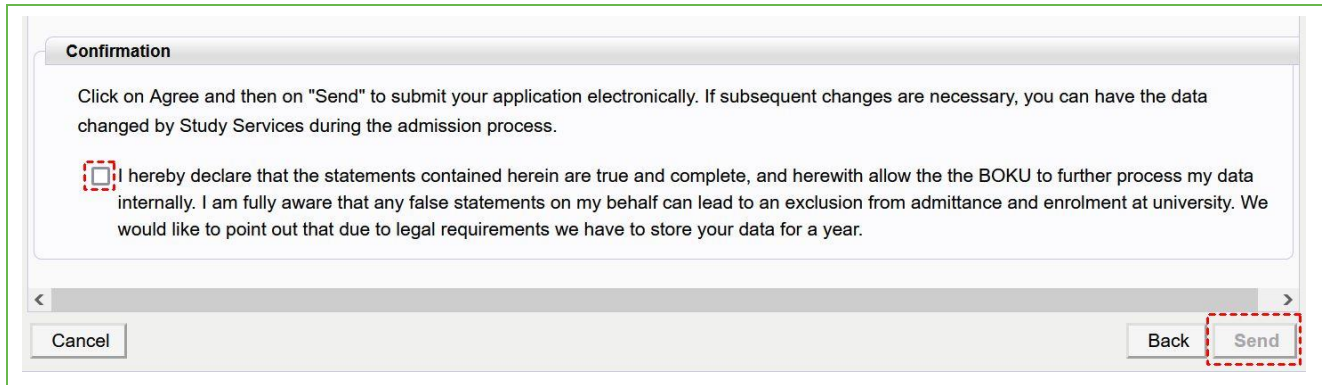
☐ I hereby declare that the statements contained herein are true and complete, and herewith allow the BOKU to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university. We would like to point out that due to legal requirements we have to store your data for a year.

Cancel Back Send

Illustration 20: Summary of your data

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

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Confirmation

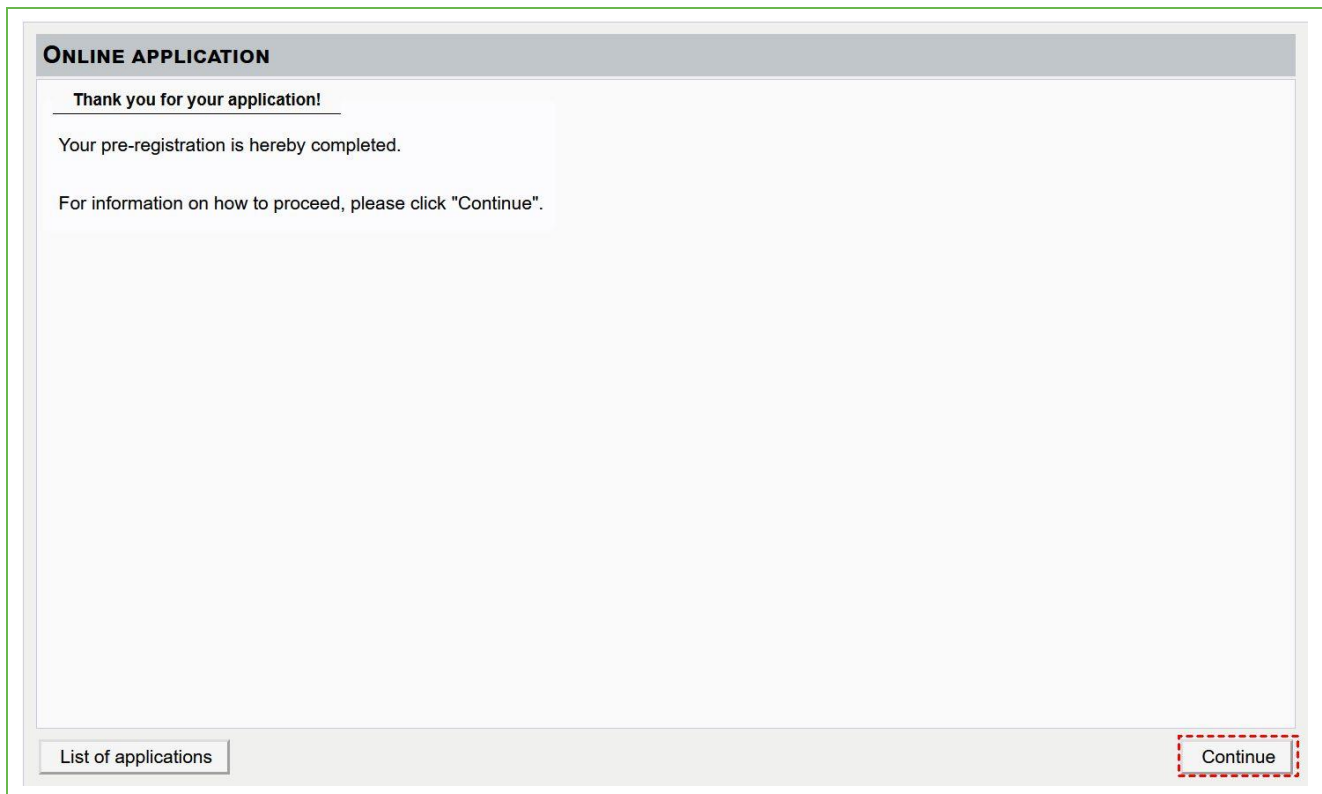
Click on Agree and then on "Send" to submit your application electronically. If subsequent changes are necessary, you can have the data changed by Study Services during the admission process.

☐ I hereby declare that the statements contained herein are true and complete, and herewith allow the the BOKU to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university. We would like to point out that due to legal requirements we have to store your data for a year.

[Cancel](#) [Back](#) [Send](#)

Illustration 21: Summary – tick the box for consent and submit through “Send”

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



ONLINE APPLICATION

Thank you for your application!

Your pre-registration is hereby completed.

For information on how to proceed, please click "Continue".

[List of applications](#) [Continue](#)

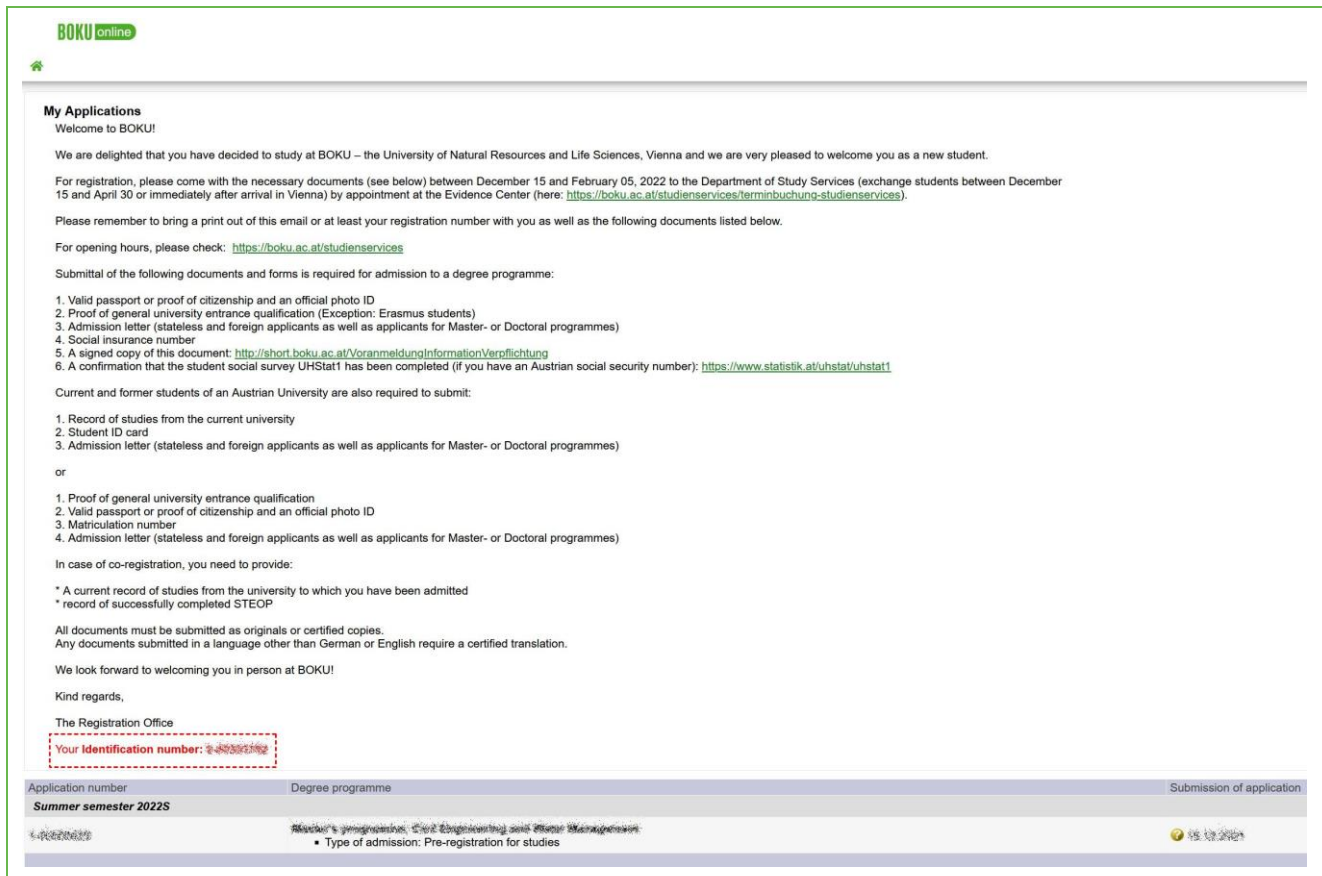
Illustration 22: Completion of the pre-registration

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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
Welcome to BOKU!

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.

For registration, please come with the necessary documents (see below) between December 15 and February 05, 2022 to the Department of Study Services (exchange students between December 15 and April 30 or immediately after arrival in Vienna) by appointment at the Evidence Center (here: <https://boku.ac.at/studienservices/terminbuchung-studienservices>).

Please remember to bring a print out of this email or at least your registration number with you as well as the following documents listed below.

For 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: Erasmus students)
3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes)
4. Social insurance number
5. A signed copy of this document: <http://short.boku.ac.at/VoranmeldungInformationVerpflichtung>
6. A confirmation that the student social survey UHStat1 has been completed (if you have an Austrian social security number): <https://www.statistik.at/uhstat/uhstat1>

Current and former students of an Austrian University are also required to submit:

1. Record of studies from the current university
2. Student ID card
3. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes)

or

1. Proof of general university entrance qualification
2. Valid passport or proof of citizenship and an official photo ID
3. Matriculation number
4. Admission letter (stateless and foreign applicants as well as applicants for Master- or Doctoral programmes)

In case of co-registration, you need to provide:

- * A current record of studies from the university to which you have been admitted
- * record of successfully completed STEOP

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!

Kind regards,
The Registration Office

Your identification number: 2-00501302

Application number	Degree programme	Submission of application
Summer semester 2022S	Master's programme: Civil Engineering and Water Management	
	• Type of admission: Pre-registration for studies	

Illustration 23: Identification number, documents and important information

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

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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 boku-it@boku.ac.at (see end of point 3).

If your pre-registration data is incomplete or incorrect for other reasons, simply leave your pre-registration 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 <https://online.boku.ac.at> 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.

BOKU-IT

History

Last Change: 15. June 2023

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

<https://short.boku.ac.at/it-pre-registration>

Document		Pre-registration for new students	Voranmeldung_EN_V.4.1.2_2023-05-15.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	
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	