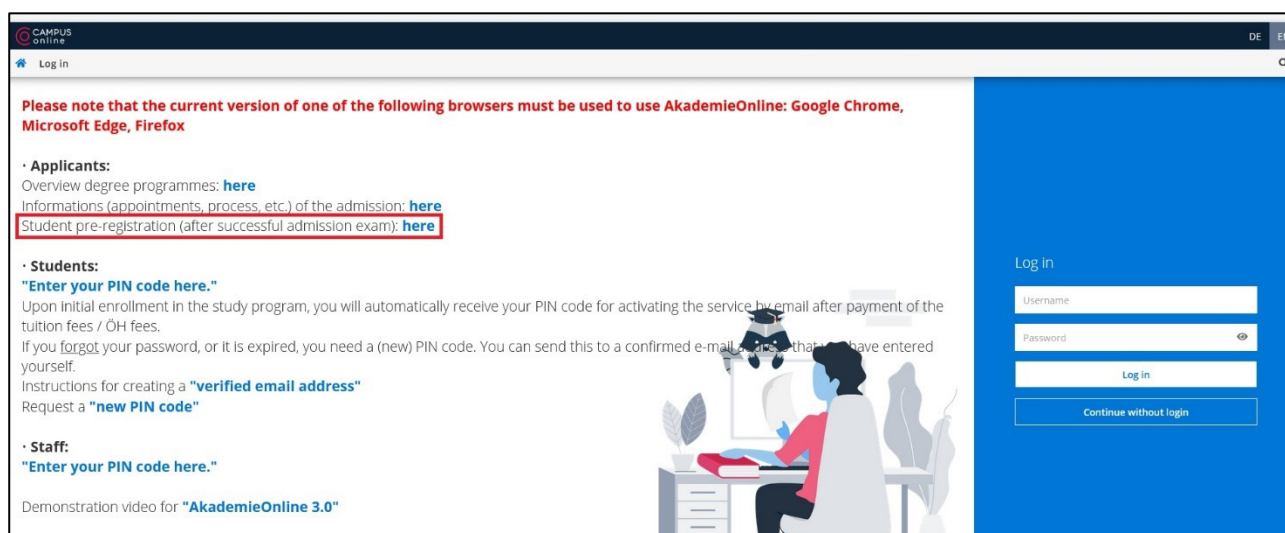


Student Pre-registration for Admission to study

1. Follow this link to the starting page of AkademieOnline: <https://campus.akbild.ac.at>
The page should look like the picture below:
2. On the starting page of AkademieOnline follow the link: Student pre-registration (after passing the entrance examination): here, highlighted in red.
3. Student pre-registration/enrollment for the winter semester 2024/25 is active from 2.09.2024 to 31.10.2024!



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4. On the next page "Registration – basic user" fill in your Name, gender, birthday, e-mail and preferred language and confirm.

CAMPUS online

Registration - basic user / QAKBOnline

Master data

First name

Last name

Gender

Date of birth
Format: DD.MM.YYYY

Maiden name

Account data

Email address
john.doe@example.com

Preferred language

[Confirm data](#)

5. It is also possible to go back and correct your data, before submitting:

CAMPUS online

Registration - basic user / QAKBOnline

Master data

First name Ana

Last name Muster

Gender divers

Date of birth 01.03.2000

Maiden name

Account data

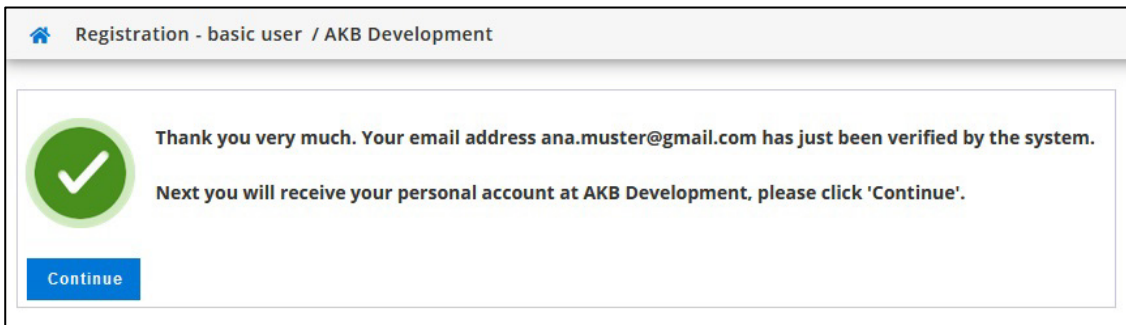
Email address ana.muster@gmail.com

Preferred language Englisch

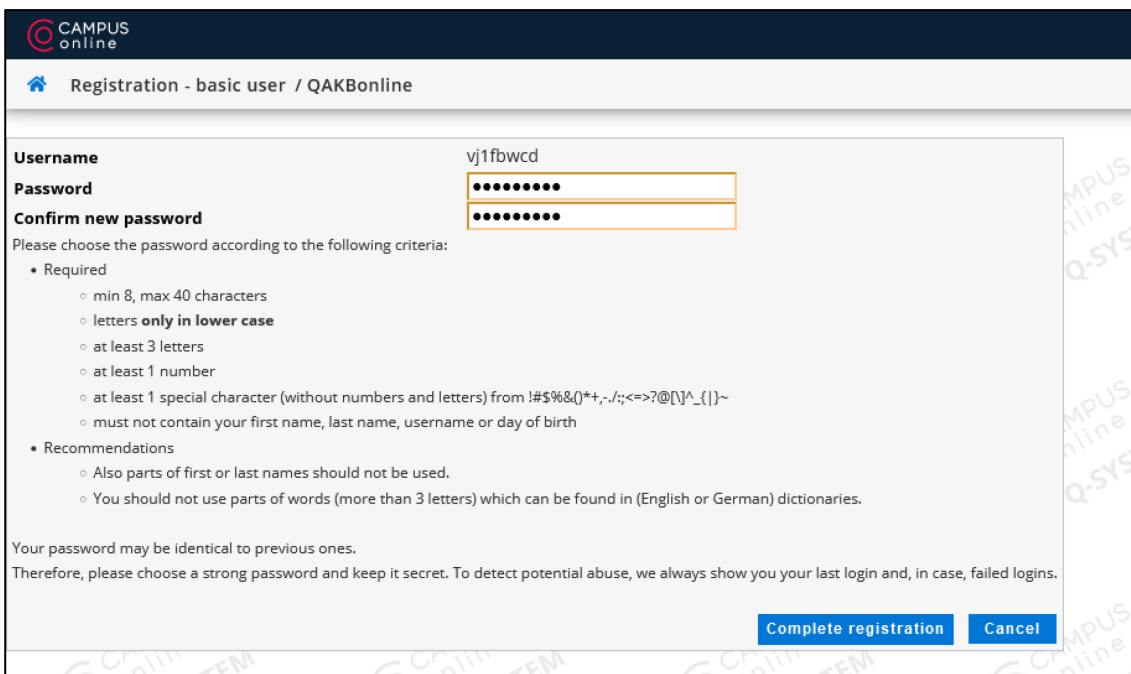
[Back](#) [Submit data](#)

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6. An e-mail from helpdesk@akbild.ac.at will be sent to you to activate your access to the system. Click on the link in your e-mail and in the new window on the “continue” button.



7. Create a password like indicated and save it as well as your username, click on “Complete registration”:



The screenshot shows a web page titled "Registration - basic user / QAKBOnline". The page has a dark blue header with the "CAMPUS online" logo. Below the header, there is a navigation bar with a home icon and the text "Registration - basic user / QAKBOnline". The main content area contains a form with the following fields:

- Username:** vj1fbwcd
- Password:** [masked with 8 dots]
- Confirm new password:** [masked with 8 dots]

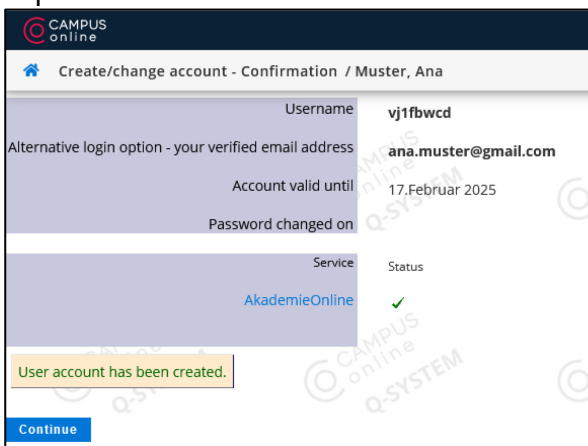
Below the form, there is a section titled "Please choose the password according to the following criteria:" with two main categories:

- Required:**
 - min 8, max 40 characters
 - letters **only in lower case**
 - at least 3 letters
 - at least 1 number
 - at least 1 special character (without numbers and letters) from !#\$%&()*+,-./:;<=>@[\\^_{}~
 - must not contain your first name, last name, username or day of birth
- Recommendations:**
 - Also parts of first or last names should not be used.
 - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

At the bottom of the form, there is a note: "Your password may be identical to previous ones. Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins." At the bottom right of the form, there are two buttons: "Complete registration" and "Cancel".

8. Your account is being created, you get a confirmation, click on “Continue”:

Important: Your verified email address is also a login option!



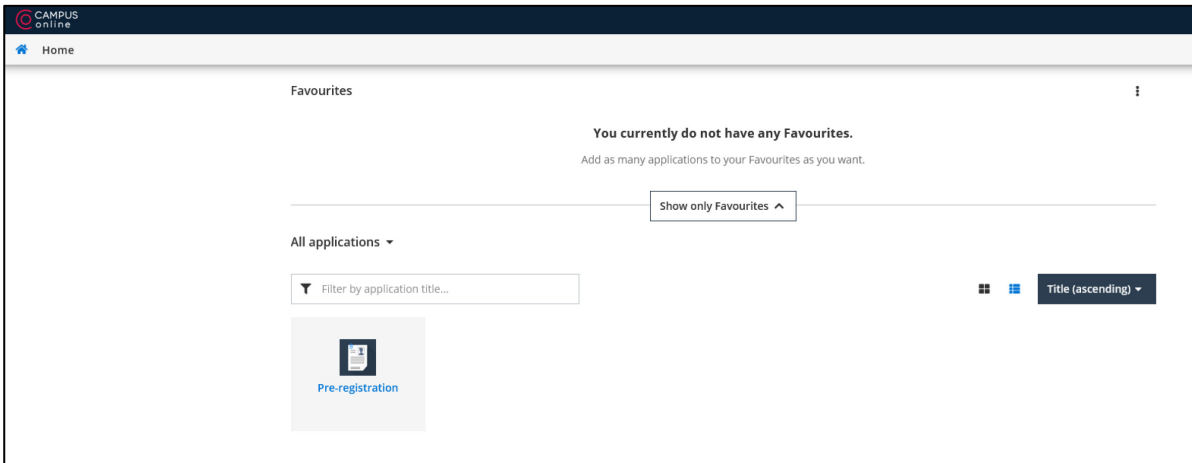
The screenshot shows a web page titled "Create/change account - Confirmation / Muster, Ana". The page has a dark blue header with the "CAMPUS online" logo. Below the header, there is a navigation bar with a home icon and the text "Create/change account - Confirmation / Muster, Ana". The main content area contains a table with the following information:

Username	vj1fbwcd
Alternative login option - your verified email address	ana.muster@gmail.com
Account valid until	17, Februar 2025
Password changed on	
Service	Status
AkademieOnline	✓

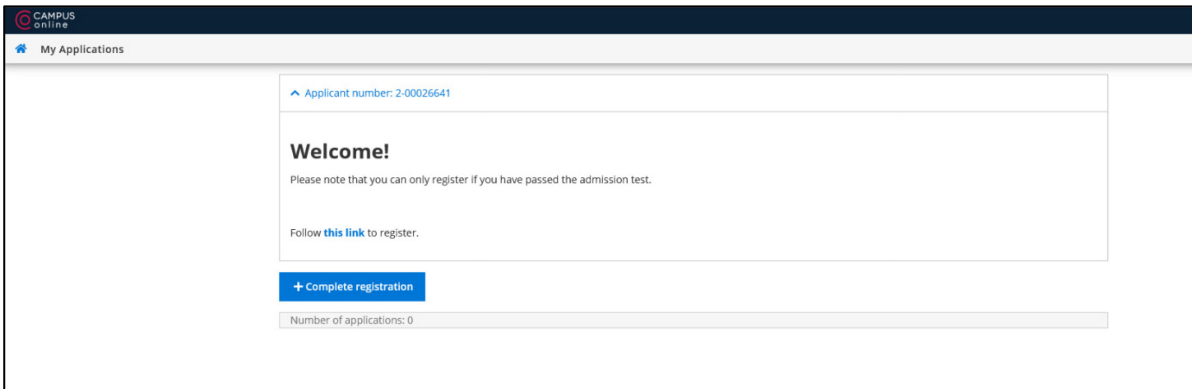
Below the table, there is a yellow box with the text: "User account has been created." At the bottom left of the page, there is a blue button labeled "Continue".

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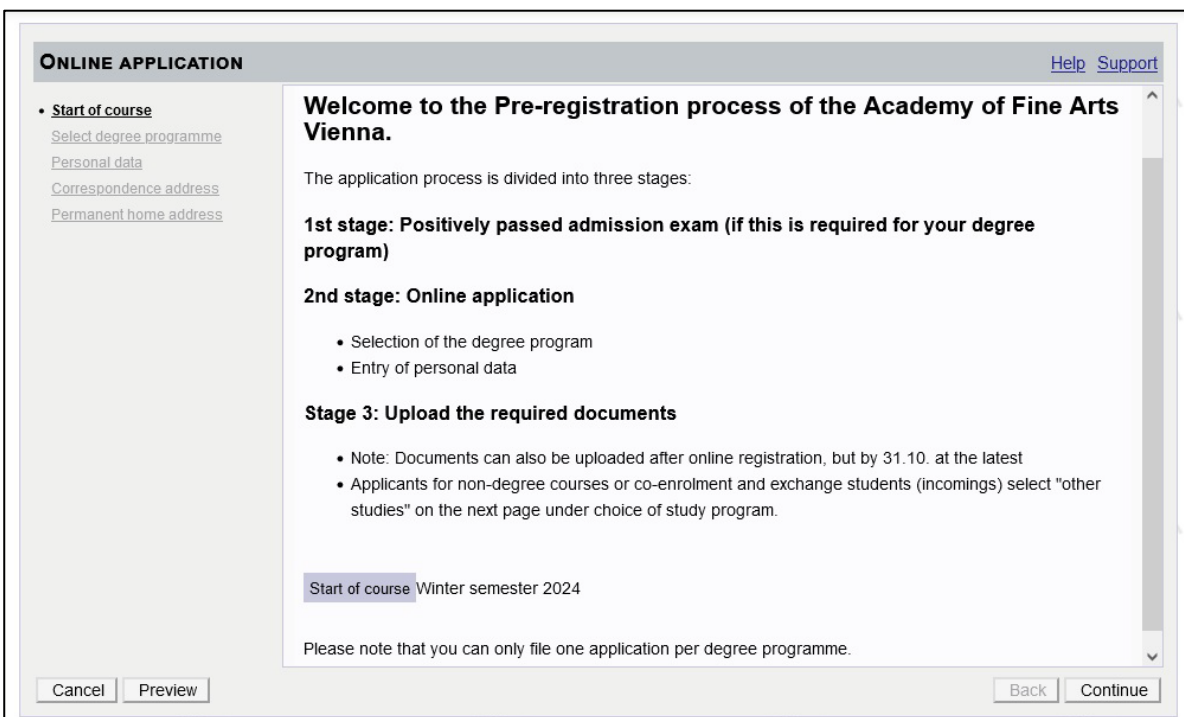
9. Start the pre-registration by clicking on the app:



10. Start the pre-registration by clicking the blue "+Complete registration" button:



11. Now you are completing the stage 2: fill in your data for the online pre-registration at the Academy.



12. Select your study programme

First, type of studies: Bachelor, Master, Diploma, Teacher Training Bachelor or Master, Doctoral programme.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)

- **Select degree programme**
- [Personal data](#)
- [Correspondence address](#)
- [Permanent home address](#)

Select degree programme

Type of studies: Please select...
Please select...
Bachelor programme
Master programme
Diploma programme
Doctoral programme
other study
Teacher Training Bachelor's Programme
Teacher Training Master's Programme

Cancel Preview Back Continue

Then, exact degree programme:

- Diploma Programme: Fine Arts, Scenography, Conservation/Restauration
- Bachelor Programme: Architecture Bachelor
- Master Programme: Architecture Master, Critical Studies
- Teacher Training: Bachelor or Master Programme

Please note: For non-degree students, co-registration and exchange students, please choose "other study". Then the respective programme.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)

- **Select degree programme**
- [Personal data](#)
- [Correspondence address](#)
- [Permanent home address](#)

Select degree programme

Type of studies: other study

Degree programme: Please select...
Please select...
UR A01 außerordentliches Studium
UR I01 Incomings
UR M01 Mitbelegung

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13. Now fill in your personal data:

- First name(s)
- Surname
- Date of birth
- Gender
- Citizenship/Nationality

All fields tagged in yellow are mandatory, the others you may leave blank!
Persons with Austrian citizenship need to enter their Social insurance number.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
• **Personal data**
[Correspondence address](#)
[Permanent home address](#)

Personal data

First name	Ana
Surname	Muster
Social security no.	
Date of birth	01.01.2000
Gender	female
Place of birth	
Country of birth	Please select...
Maiden name	
1st nationality	Please select...
2nd nationality	Please select...

14. Then, fill in your correspondence address.

If your correspondence address is identical with your home address, please tick the checkbox, if not, fill in also the permanent address.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
• **Correspondence address**
[Permanent home address](#)
[University entry survey](#)

Correspondence address

Correspondence address (semester address)

Mail delivery c/o	
Street and number	Musterstraße 4/20
Postal Code/City	1160 Wien
Country/State	Austria
Region	Wien
Telephone number	
Email address	ana.muster@gmail.com
Confirmed email address	ana.muster@gmail.com

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

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

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15. The next step links you to a statistic questionnaire for Austria. The Academy has no access to this data. If you want to complete it, choose one answer at every item, everything is anonymous. If you don't want to complete it, choose "unknown".

In the first item, choose your country of birth.

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
• **University entry survey**

University entry survey

Information
According to § 9 sect. 6 of the Educations Documentation Act, the post-secondary educational institutions have carrying out statistical surveys.
Students are required to fill in the electronic survey form UHStat 1 by Statistics Austria.

UHStat 1 query

Personal details

Country of birth

Information about your legal guardians
The following questions refer to your parents or the persons who assumed a relevant role (such as persons w stepparents or foster parents).

Legal guardian 1/mother

Year of birth	<input type="text" value="Please select..."/>
Country of birth	<input type="text" value="Please select..."/>
Country of highest level of education completed	<input type="text" value="Please select..."/>

Then, enter the particulars of your parents:

- Year of birth
- Country of birth
- Country of highest level of education completed
- In the item "Highest completed education", choose the highest level of formal education completed by your legal guardian (parents, mother, father).

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
• **University entry survey**
[Passport or identity card](#)
[Residence Registration form \("Meldezettel"\)](#)
[Departure certificate](#)
[Knowledge of German language](#)

University entry survey

Country of birth

Information about your legal guardians
The following questions refer to your parents or the persons who assumed a relevant role (such as persons w stepparents or foster parents).

Legal guardian 1/mother

Year of birth	<input type="text" value="unknown"/>
Country of birth	<input type="text" value="unknown"/>
Country of highest level of education completed	<input type="text" value="unknown"/>
Highest completed education	<input type="text" value="I do not know what degree my legal guardian got."/>

Legal guardian 2/father

Year of birth	<input type="text" value="unknown"/>
Country of birth	<input type="text" value="Apprenticeship or school for intermediate vocational education (education without university entrance qualification)"/>
Country of highest level of education completed	<input type="text" value="Higher secondary school with university entrance qualification"/>
Highest completed education	<input type="text" value="University/university of applied sciences/university college of teacher education"/>

16. Now, you continue to stage 3:

- Upload the required documents in pdf format!
- Depending on your program, you have to upload different documents.
- First required document is your passport or identity card:

The screenshot shows a web application interface titled "ONLINE APPLICATION" with a "Help Support" link in the top right. On the left, a navigation menu lists various steps: "Start of course", "Select degree programme", "Personal data", "Correspondence address", "University entry survey", "Passport or identity card" (which is highlighted with a red dot), "Residence Registration form ('Meldezettel')", "Departure certificate", and "Knowledge of German language". The main content area is titled "Passport or identity card" and is divided into two sections. The "Current document" section contains a table with columns for "File name", "Type", "File Size", and "Date", and a message stating "No document uploaded". The "New document" section provides instructions: "The following document types are accepted: Portable Document Format (.pdf). You can only upload one file. The maximum file size is 5 MB." It also includes a note about uploading documents after the application deadline (31.10.2024) and a file selection area with a "File" button, a "Durchsuchen..." button, and the text "Keine Datei ausgewählt." At the bottom of the interface, there are "Cancel" and "Preview" buttons on the left, and "Back" and "Continue" buttons on the right.

Required documents can also be uploaded after pre-registration, but latest by 31.10.2024, at the end of the enrolment period!

For information on required documents for your programme, please check on the website: www.akbild.ac.at/en/studies/general-study-information/admission/online-admission-to-study-in-winter-semester-2024

17. You get an overview on all data you filled in. Check carefully, if everything is correct.

OVERVIEW - APPLICATION NUMBER: 1-00000743

PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After **marking the approval checkboxes** (at the bottom of the page) click on the **SEND** button to submit the application electronically.

Start of course

Winter semester 2024

Select degree programme

Type of studies: Diploma programme

Degree programme: UR 605 Diploma programme: Fine Arts

I already applied for the selected degree programme at AKBILD within the past year.

Personal data

First name	Ana
Surname	Muster
Social security no.	
Date of birth	01.03.2000
Gender	<input type="text" value="divers"/>
Place of birth	
Country of birth	<input type="text" value="Bangladesh"/>
Maiden name	
1st nationality	Bangladesh
2nd nationality	

If everything is correct, tick the checkbox and click on the "Send" button:

Confirmation

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

I hereby declare that the statements contained herein are true and complete, and herewith allow the the AKBILD 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.

18. You successfully completed the pre-registration!

ONLINE APPLICATION

Thank you for your pre-registration!

You have successfully completed the registration process.

Once the documents you have submitted have been checked, you will receive the payment details from the Registrar's Office with the necessary instructions. Paid tuition fees/ÖH fees are only deemed to have been paid once they have been credited to your student account.

Further information can also be found under the link "[General study information](#)"

19. You can also see the confirmation in your account in the pre-registration app. You don't get an additional confirmation via e-mail.

The screenshot displays the 'My applications' interface for application ID 1-00000743. It features a navigation menu on the left with options for 'Basic data', 'Submission of application', and 'Enrollment'. The main content area is divided into three sections: 'Basic data', 'Submission of application', and 'Enrollment'. The 'Basic data' section lists the applicant number (2-00026641) and application number (1-00000743). The 'Submission of application' section shows a status of 'received electronically' and provides instructions on document submission. A table lists required documents: 'Passport or identity card' (received), 'Residence Registration form ("Meldezettel")' (deadline 31.10.2024), 'Departure certificate' (deadline 31.10.2024), and 'Knowledge of German language' (deadline 31.10.2024). The 'Enrollment' section notes that no information is available regarding enrollment at the Academy of fine arts Vienna.

20. For information on required documents for your programme, please check on the website: www.akbild.ac.at/en/studies/general-study-information/admission/online-admission-to-study-in-winter-semester-2024

21. After pre-registration, you will get an automatic mail with the payment information from studienabteilung@akbild.ac.at.

- Don't forget to state the correct reference number in the reference field, so that the Academy is able to trace your online payment.
- Also, make sure that the amount is correct.
- Pay as quickly as possible to avoid trouble with the deadline which is 31.10.2024.
- After successful payment you will get your PIN-Code via e-mail which has to be activated within five days.

22. Finally, bring 2 passport pictures and your passport/ID card to the Registrar's Office, to get your student ID. (Mon-Fri 9-12 am., Schillerplatz 3, room E5)