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:	For questions regarding **study law** and **content** regarding pre-registration please contact the Study Services: studienservices@boku.ac.at https://boku.ac.at/studienservices For technical questions please contact the BOKU IT-Hotline: boku-it@boku.ac.at http://short.boku.ac.at/it-hotline

Contents

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

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

If you are a **<u>former BOKU employee</u>** 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/wbselbstregperson.register for initial registration.
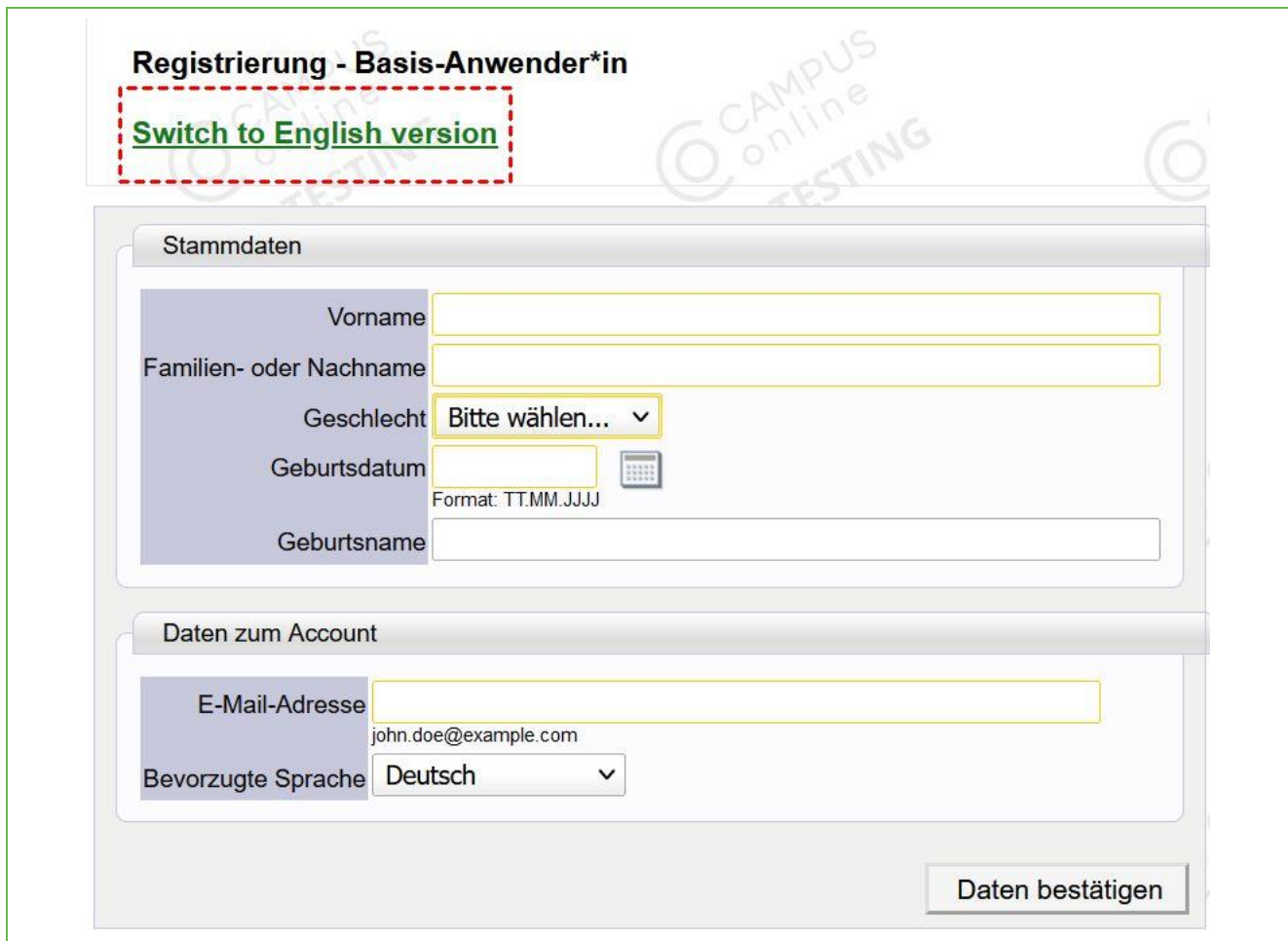

Fill in the fields and confirm the data.

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**".

Illustration 1: Start of the creation of the basic account

![BOKU - Universität für Bodenkultur Wien]

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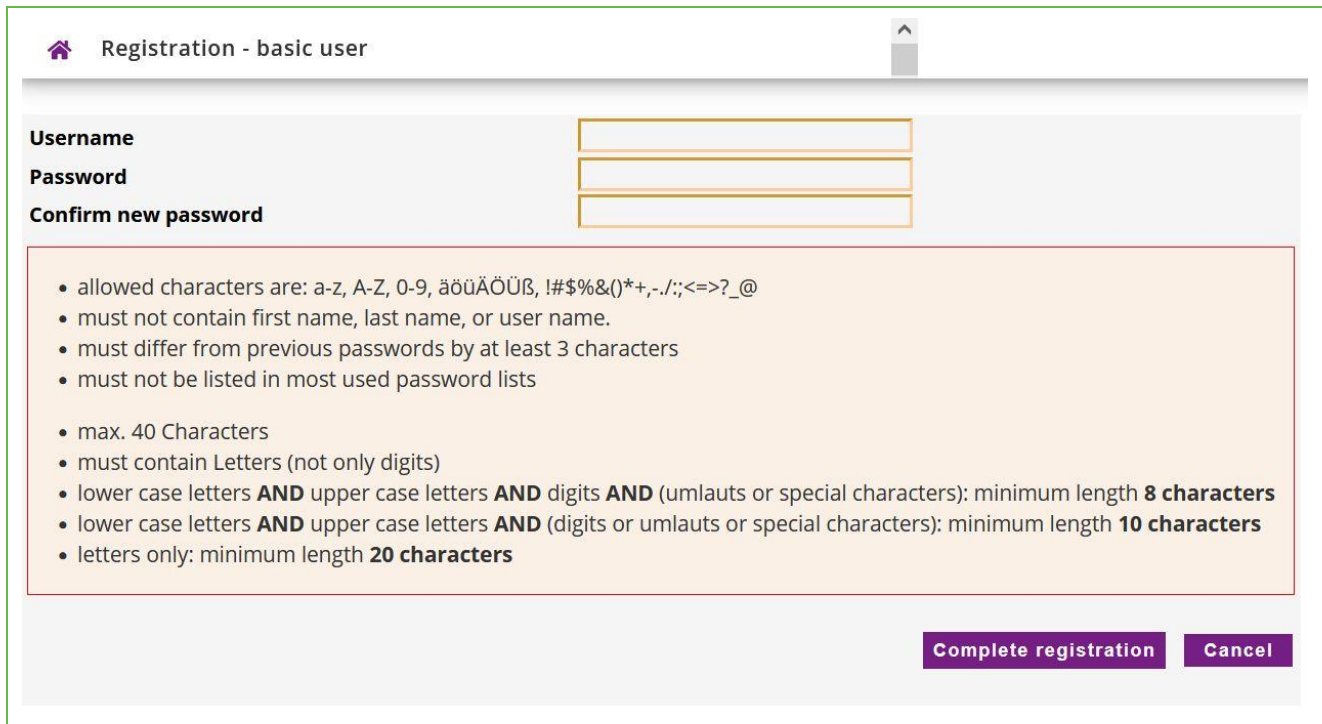
Illustration 3: An email with confirmation link for registration is being sent

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).

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.
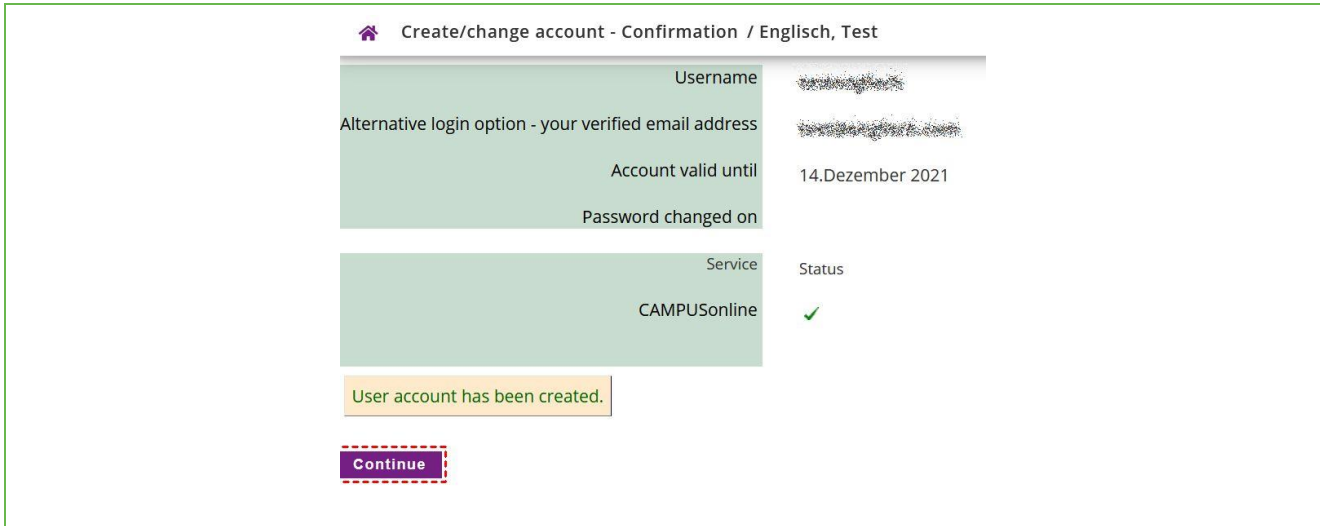
Illustration 5: Der The basic account was created successfully

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

After logging in, you can **change your password** yourself at any time:
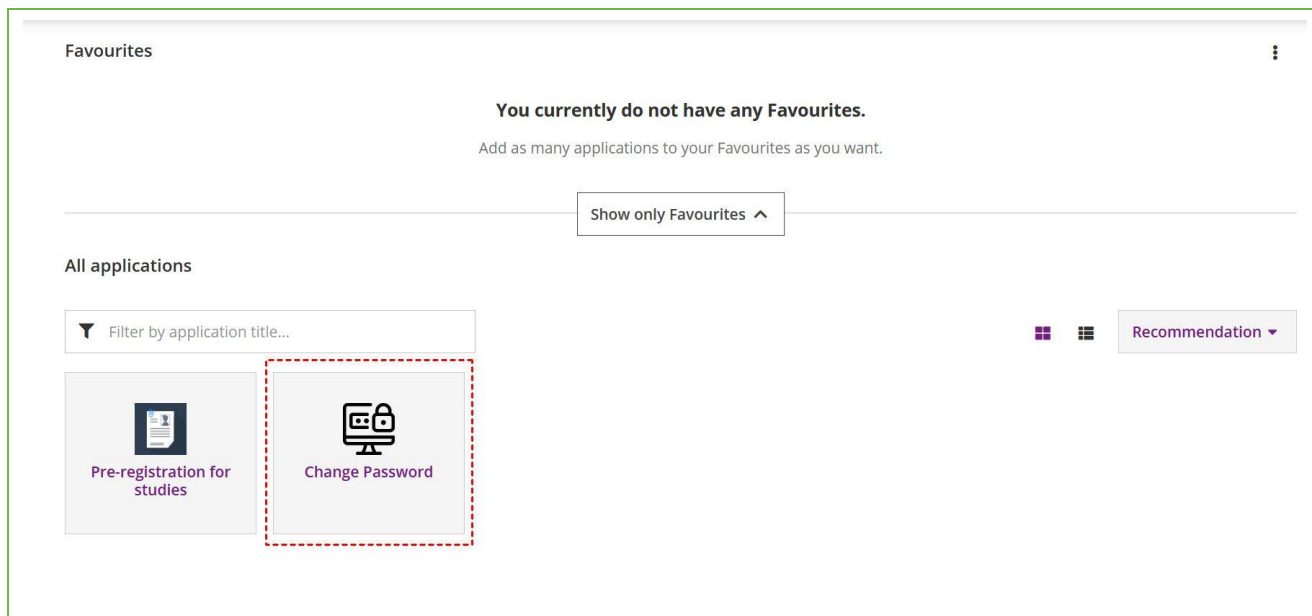
Illustration 7: Change your password

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**.
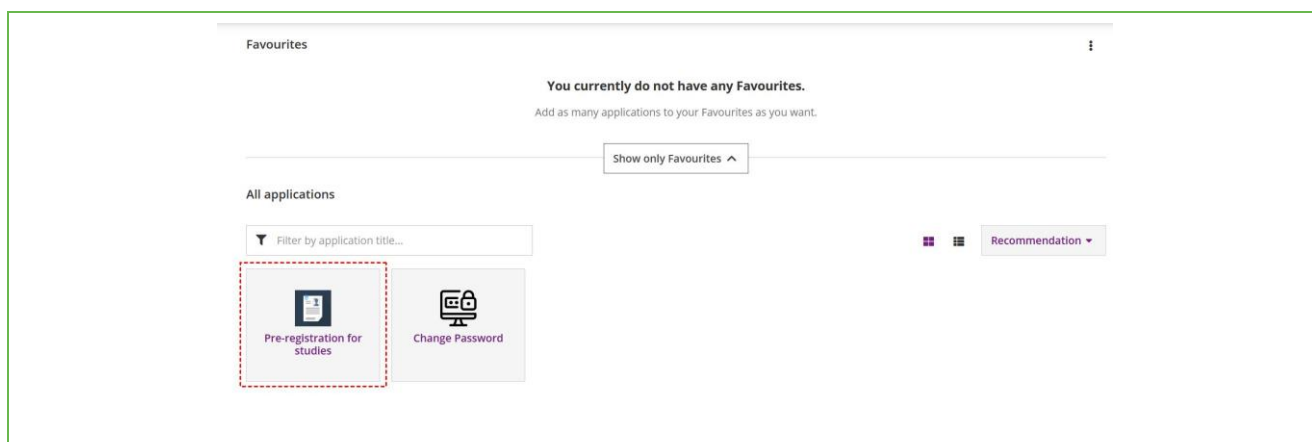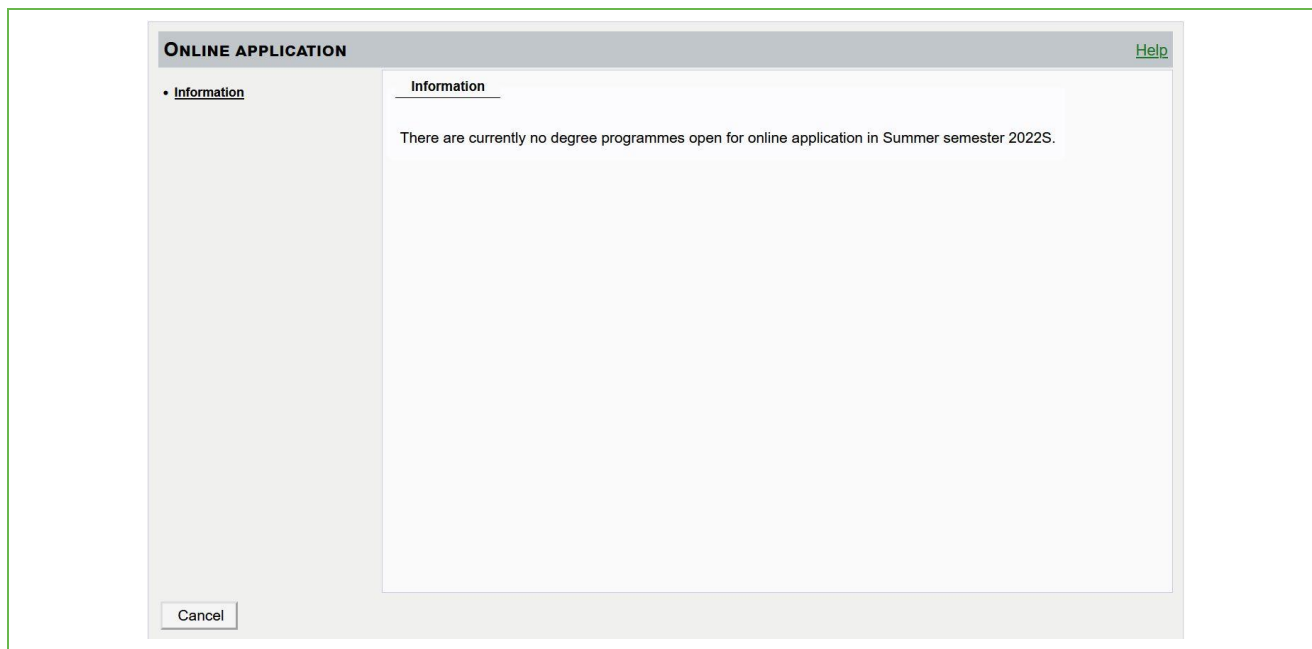
Illustration 8: BOKUonline business card/workplace after logging in
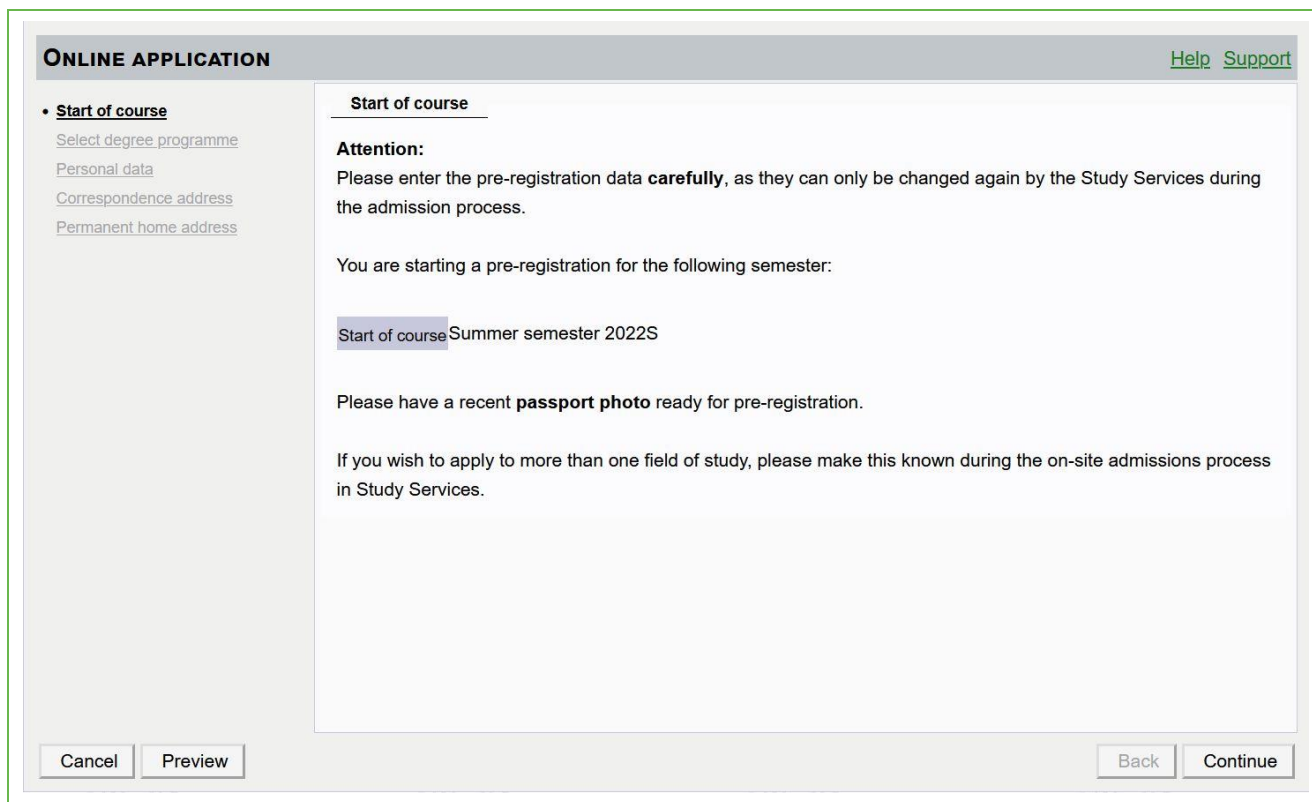
Outside of the admission period, the following message appears:

Illustration 9: Pre-registration outside of the admission period

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

Illustration 10: Beginning the pre-registration
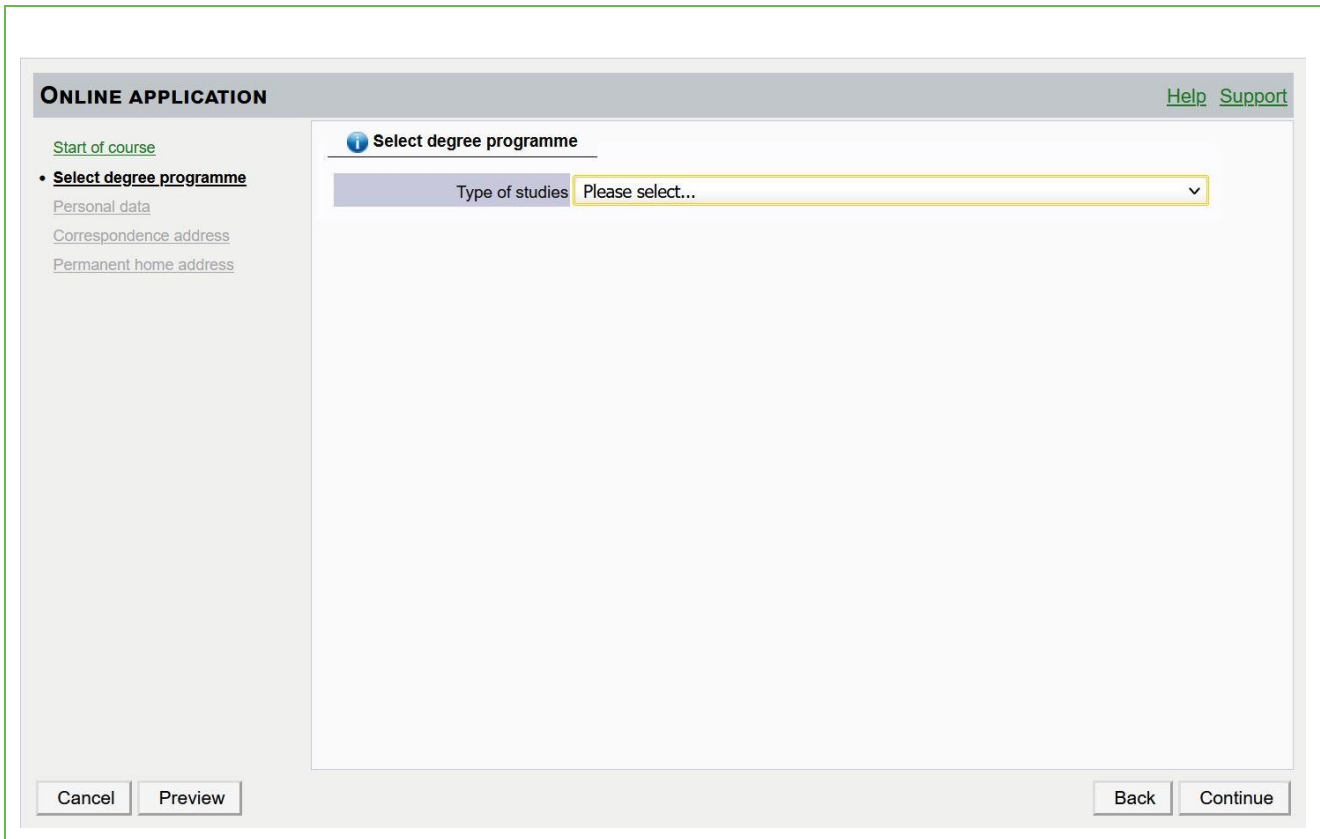
5.1 Beginning of studies

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 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").
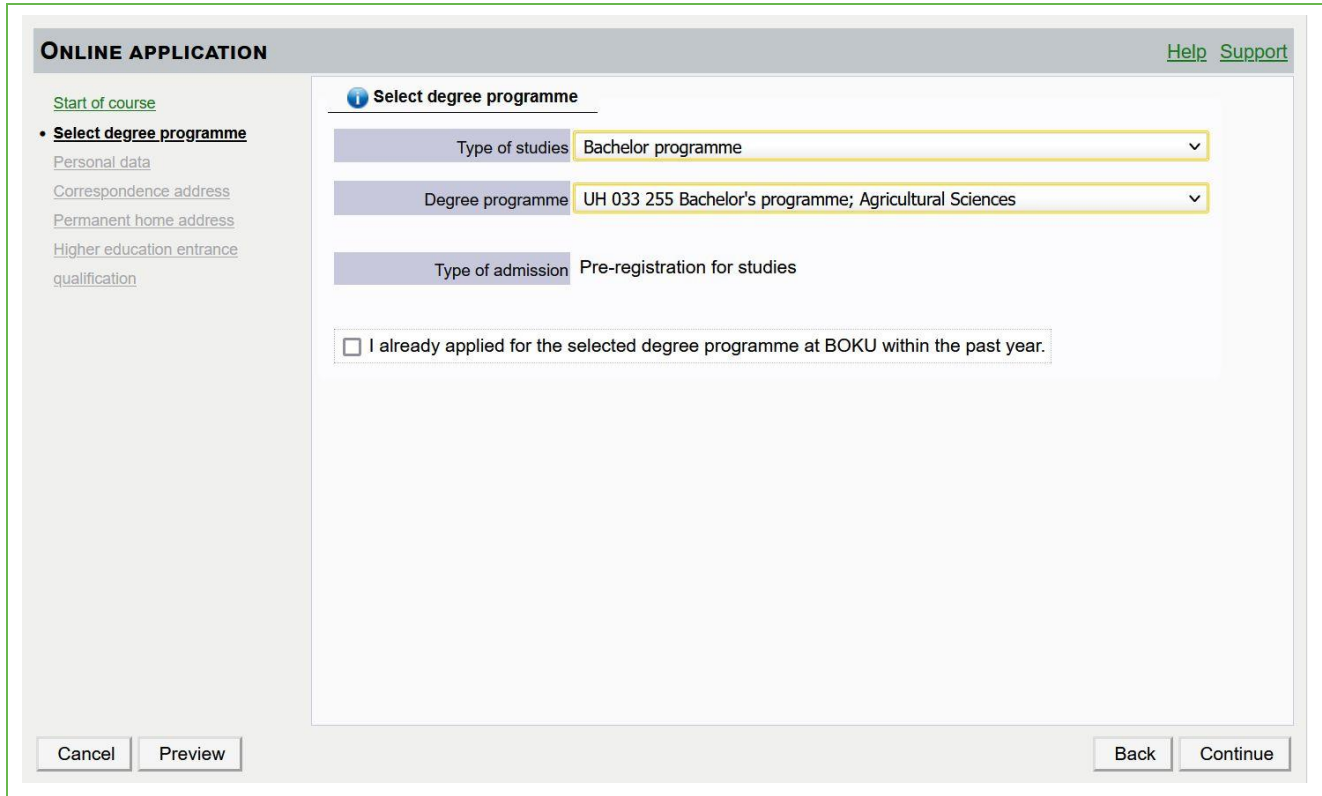
Illustration 11: Selecting the degree programme

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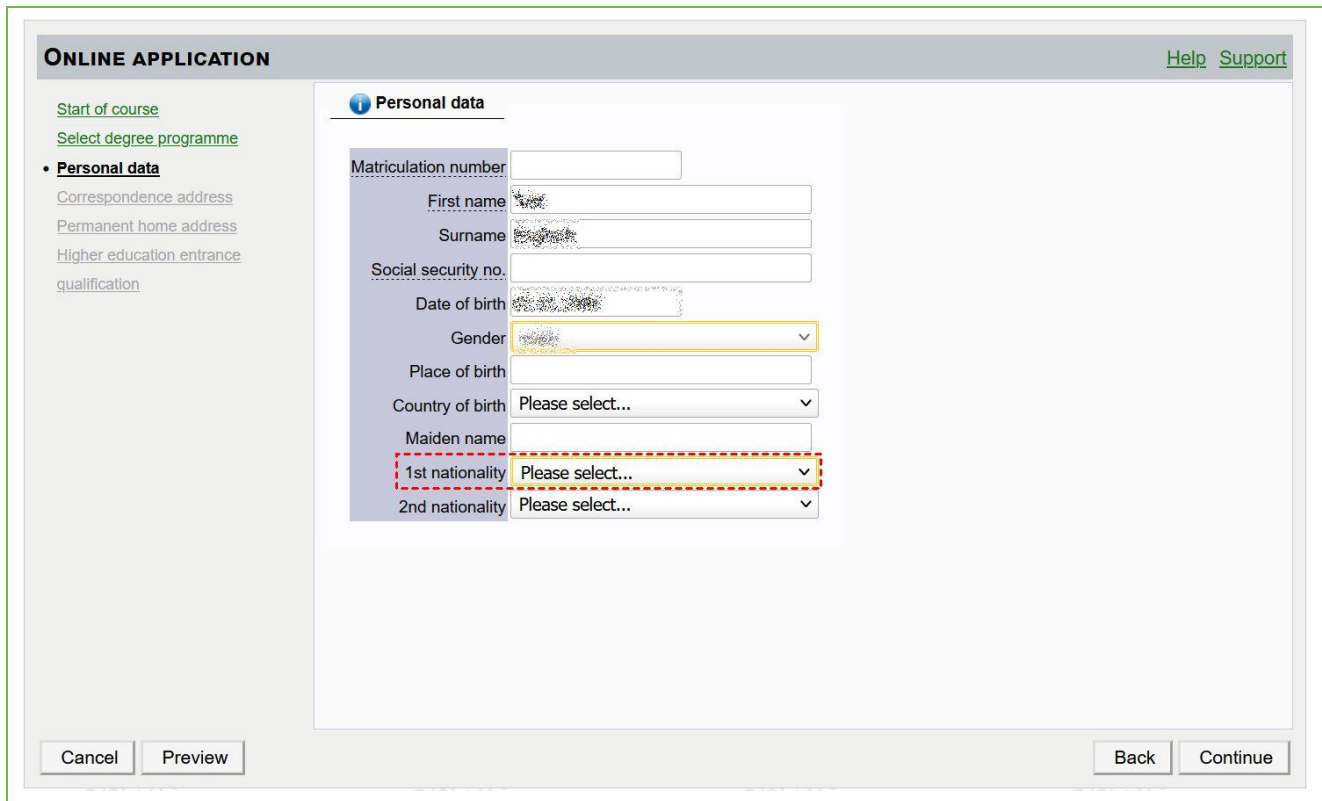

Illustration 12: Choosing the study field

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.).
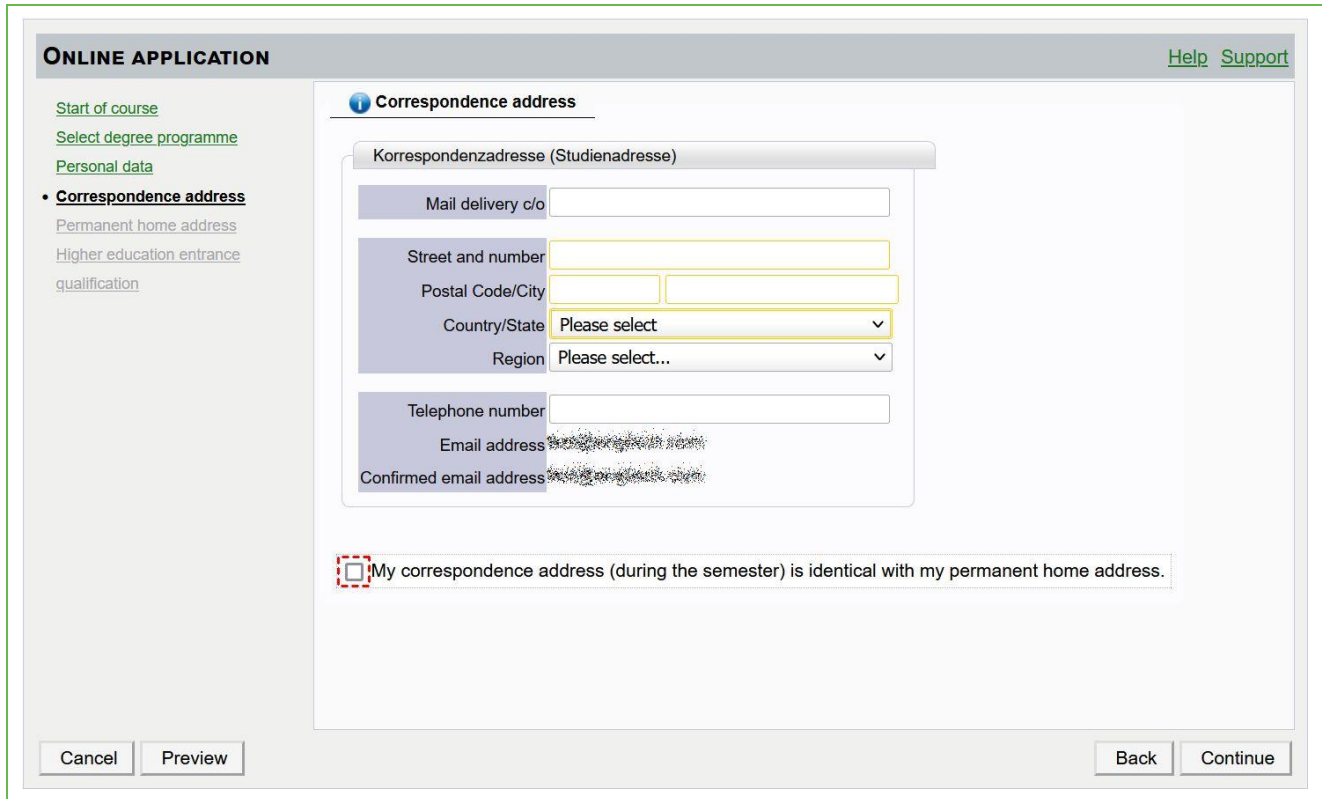
5.3 Entering your personal data

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!

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

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.

5.5 Enter higher education entrance qualification
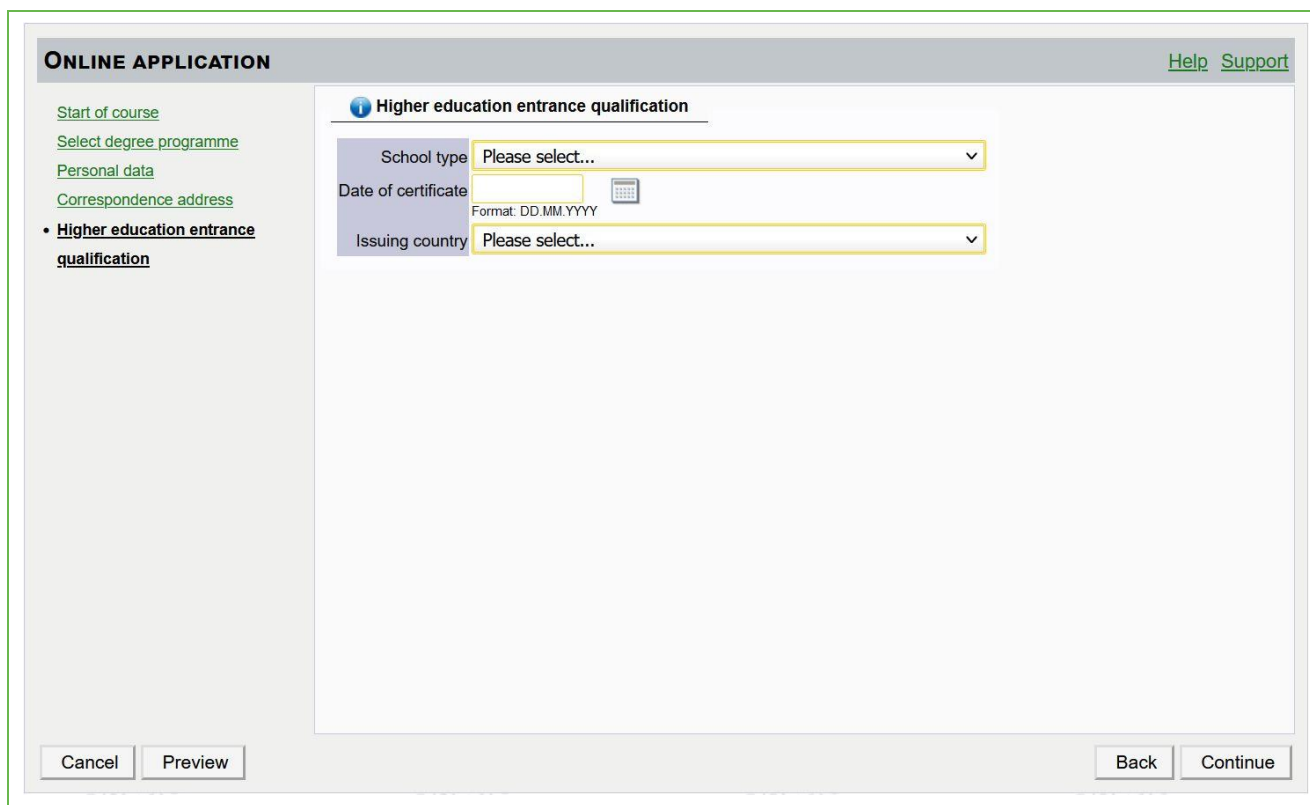
Illustration 15: Entering your higher education entrance qualification

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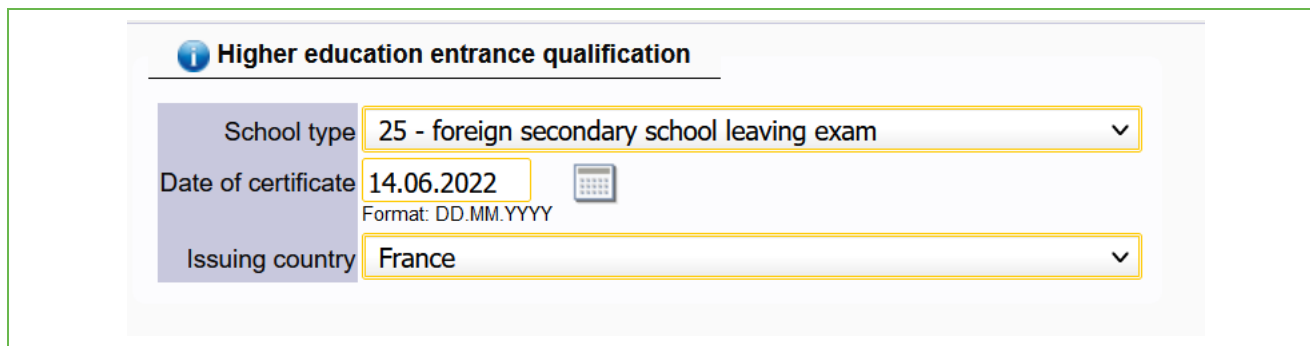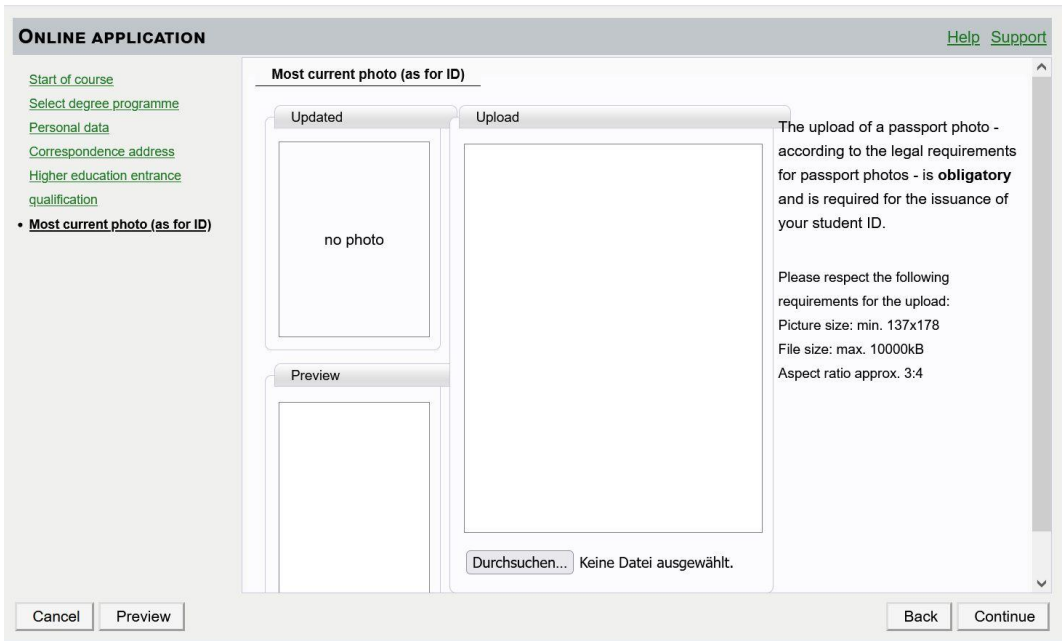
Illustration 16: Entering your higher education entrance qualification from another issuing state than Austria

5.6   Uploading a current passport photo

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:
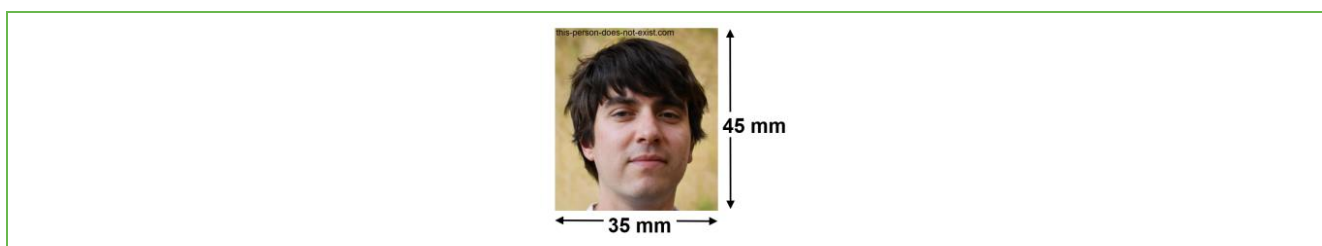https://www.bmi.gv.at/607/files/Passbild_Kriterien_2022.pdf

Illustration 18

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

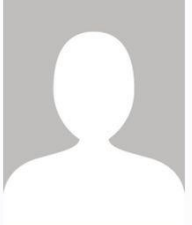Illustration 19: Uploading a current passport photo – positioning the image

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

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.

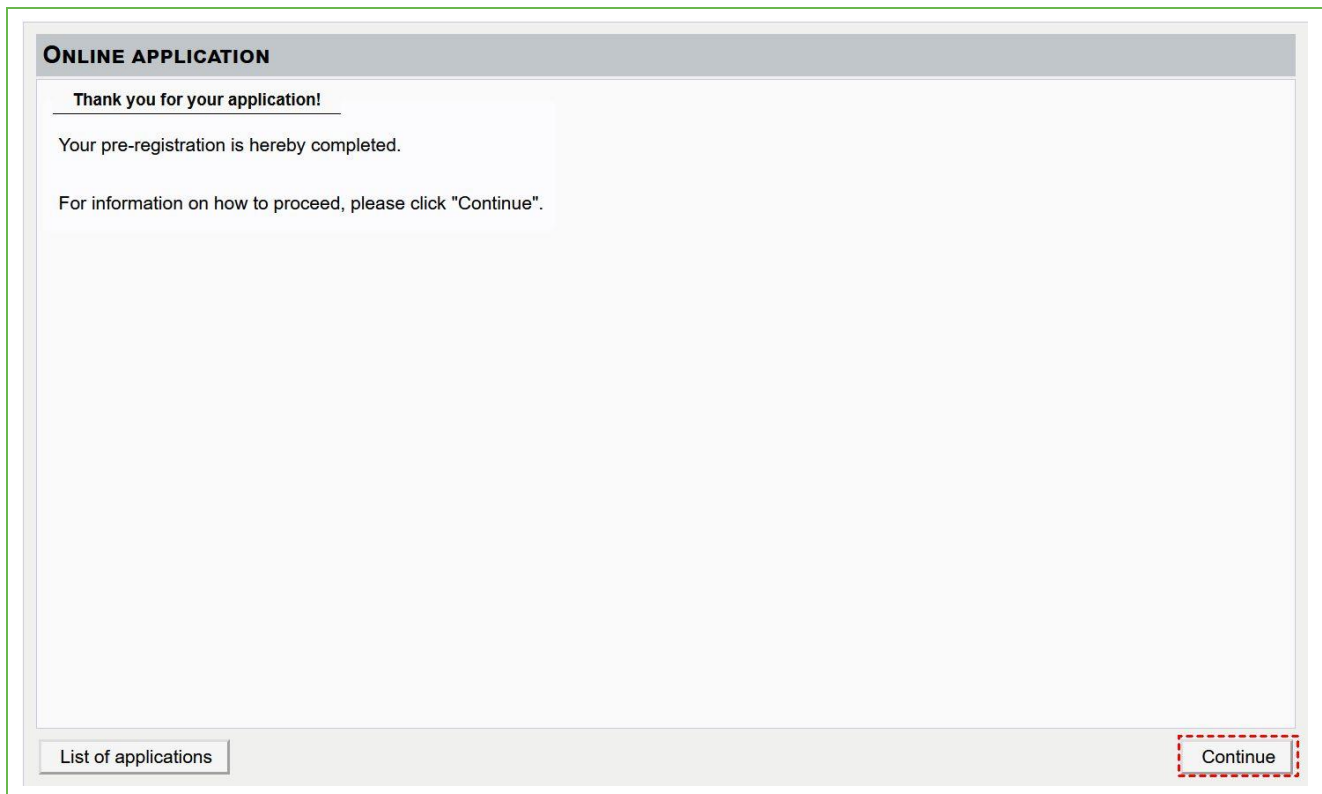Illustration 21: Summary – tick the box for consent and submit through "Send"

After submitting by clicking on "Send" you will be redirected:
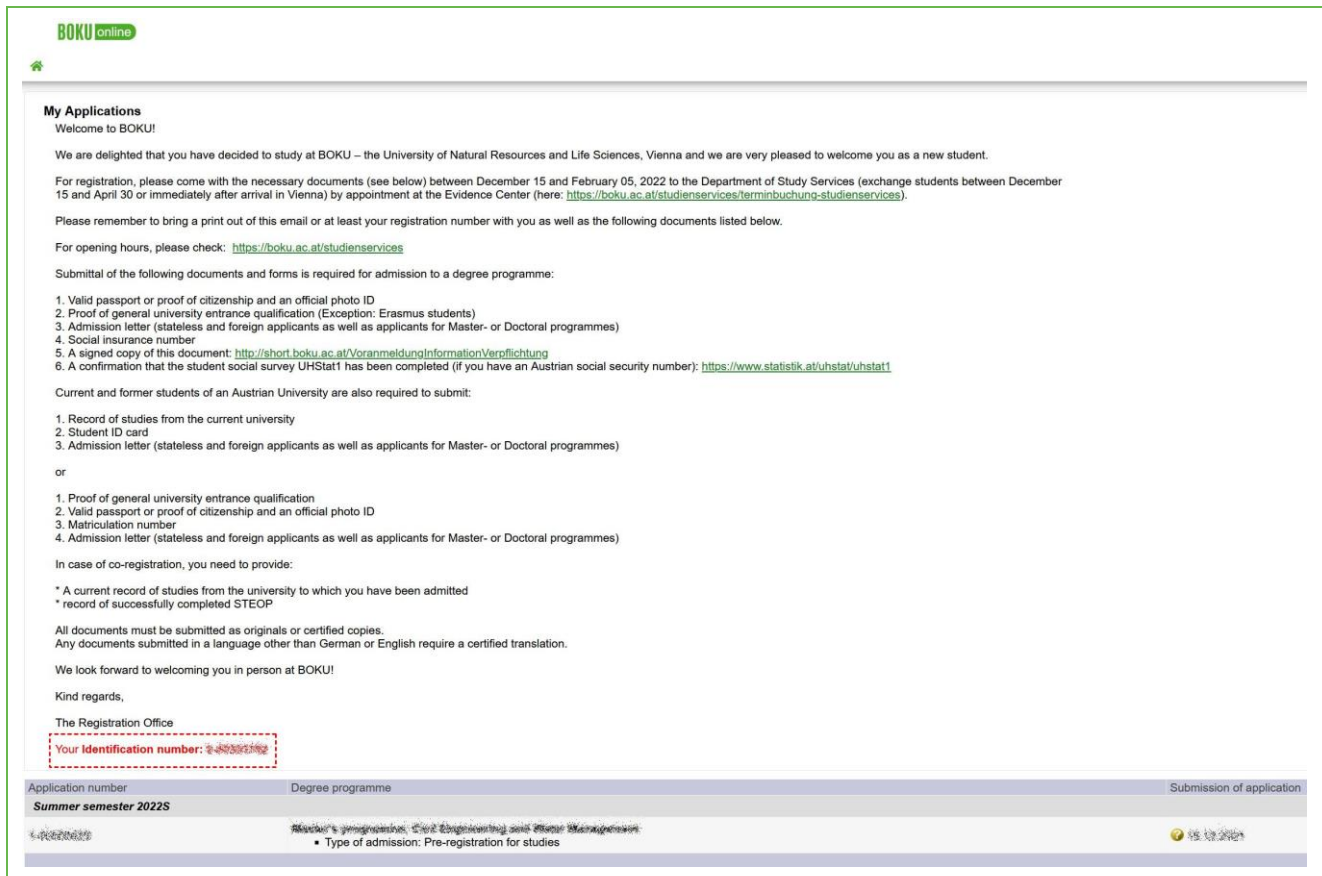
Illustration 22: Completion of the pre-registration

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:

Illustration 23: Identification number, documents and important information

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

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