

Digital Admissions Procedure Phase I: Registration, application, picking a date for the IT test

Instructions for applicants

The digital application consists of several steps from the initial registration to acceptance of a study place. This document guides you from the registration and application to selecting a date for the IT test:

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1. HOME PAGE FHWIENONLINE

Are you not yet registered at FHWien der WKW?

Your application then starts by getting registered.

The first step for applicants is registering in FHWienOnline.

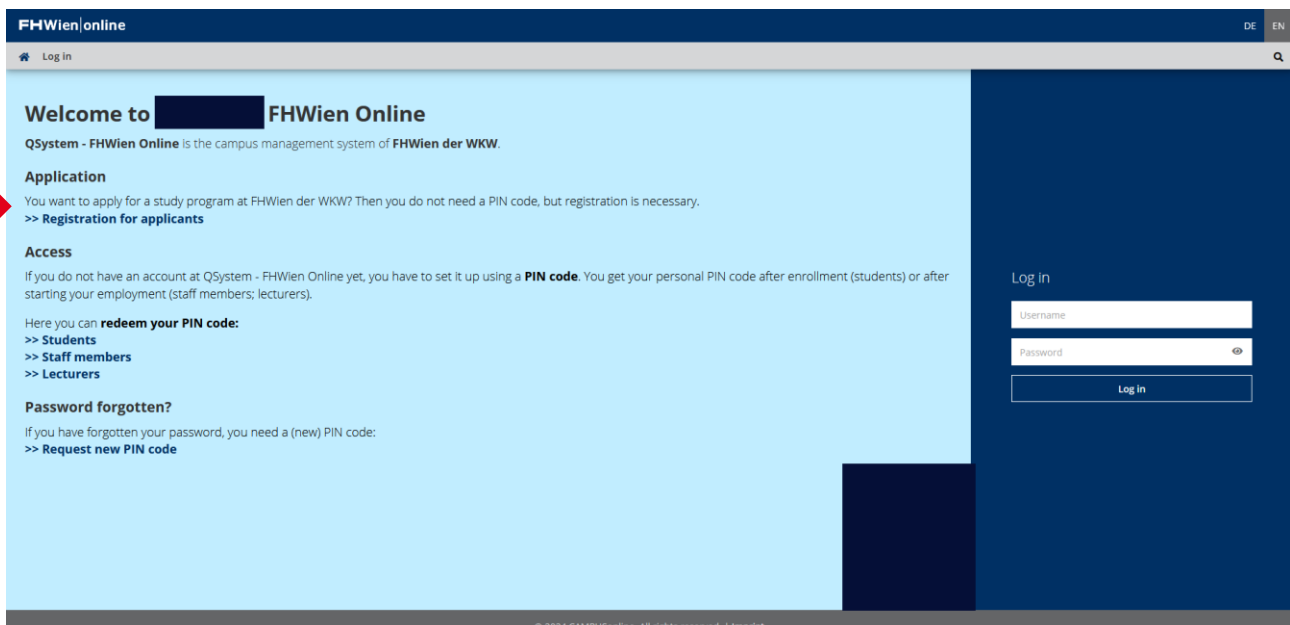
Click on the link the red arrow points at.

This will take you to the registration.

Are you already registered at FHWien der WKW?

Have you studied at FHWien der WKW before and have an account in our system? In that case, you can simply log in with your existing access data (entry fields on the right below “Log in”).

Since you already have an account, please continue with [step 5](#).



The screenshot shows the FHWienOnline login page. The page has a dark blue header with the text 'FHWien|online' and 'Log in' on the left, and 'DE EN' on the right. The main content area is light blue and contains the following sections:

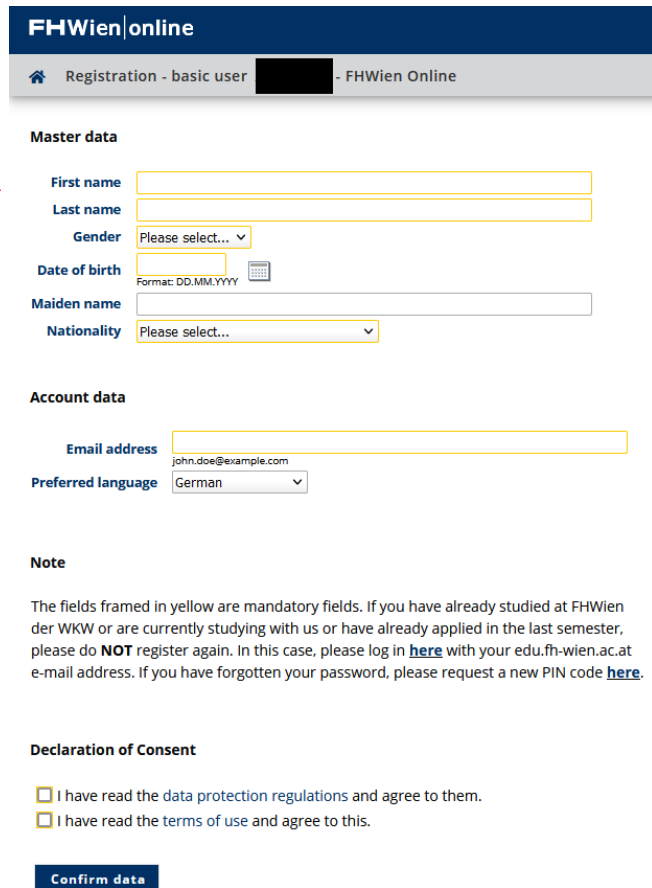
- Welcome to [redacted] FHWien Online**
QSystem - FHWien Online is the campus management system of FHWien der WKW.
- Application**
You want to apply for a study program at FHWien der WKW? Then you do not need a PIN code, but registration is necessary.
>> [Registration for applicants](#)
- Access**
If you do not have an account at QSystem - FHWien Online yet, you have to set it up using a **PIN code**. You get your personal PIN code after enrollment (students) or after starting your employment (staff members; lecturers).
Here you can **redeem your PIN code**:
>> [Students](#)
>> [Staff members](#)
>> [Lecturers](#)
- Password forgotten?**
If you have forgotten your password, you need a (new) PIN code:
>> [Request new PIN code](#)

On the right side of the page, there is a 'Log in' section with two input fields: 'Username' and 'Password', and a 'Log in' button below them.

At the bottom of the page, there is a small copyright notice: © 2024 CAMPI/Online. All rights reserved. | Imprint

2. REGISTRATION IN FHWIENONLINE

Enter your personal data into the form, confirm the declaration of consent and click on “Confirm data“.



FHWien|online
Registration - basic user [redacted] - FHWien Online

Master data

First name

Last name

Gender

Date of birth

Maiden name

Nationality

Account data

Email address

Preferred language

Note

The fields framed in yellow are mandatory fields. If you have already studied at FHWien der WKW or are currently studying with us or have already applied in the last semester, please do **NOT** register again. In this case, please log in [here](#) with your edu.fh-wien.ac.at e-mail address. If you have forgotten your password, please request a new PIN code [here](#).

Declaration of Consent

I have read the data protection regulations and agree to them.

I have read the terms of use and agree to this.

Confirm data

In case you are a third-country national, i. e. your nationality is from a third country, you will be asked on the next page to submit your payment of the € 200 deposit via credit card. The application will not go forward without payment of the deposit.

The deposit will be deducted from future tuition fees.

Should you not be awarded a place to study, the deposit will be refunded to you.

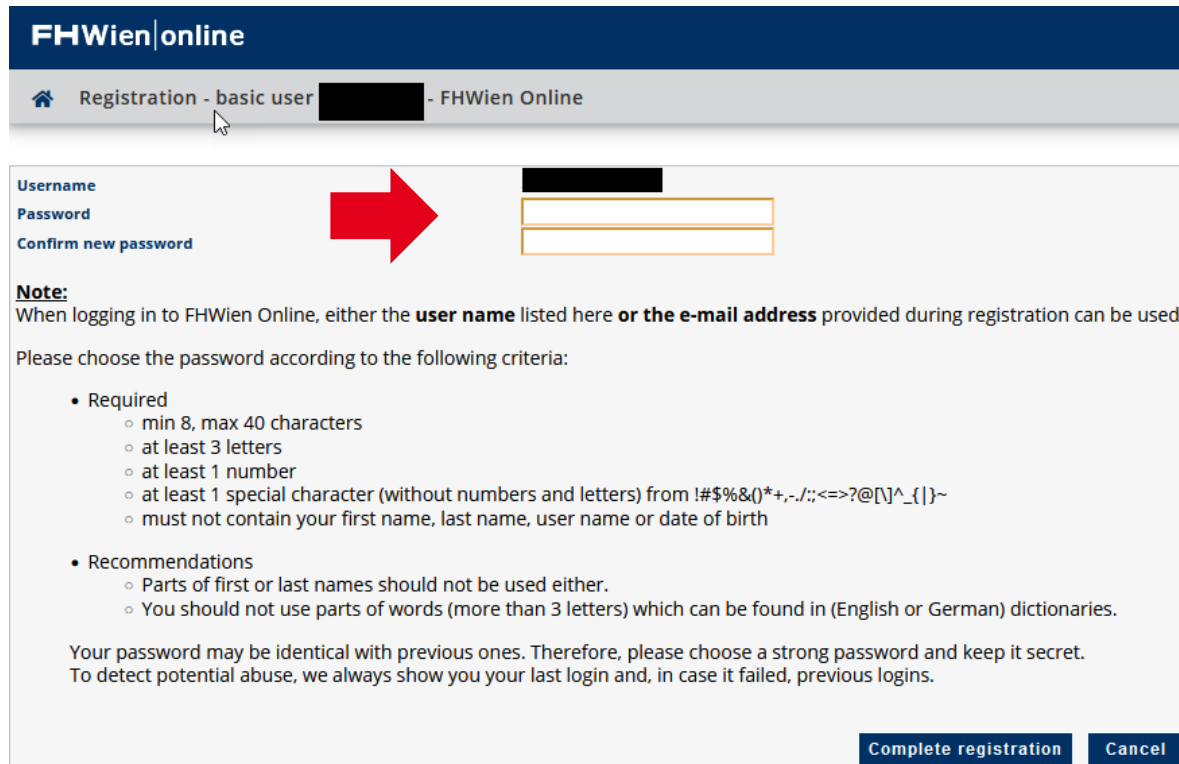
3. ENTERING THE PIN

You will receive a PIN code by email to the email address you provided.
Enter the PIN on the next screen.

If you don't see the email containing the PIN, please check the SPAM folder of your email account.

4. SETTING A PASSWORD

The next step is setting your password, thus completing the registration.

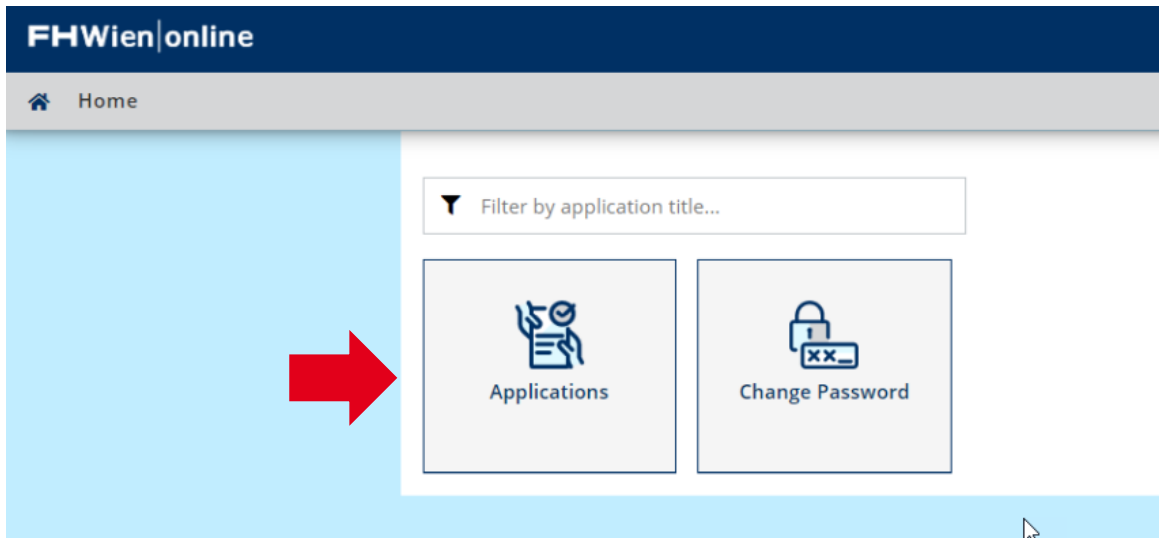


The screenshot shows the 'FHWien|online' registration interface. The breadcrumb trail indicates 'Registration - basic user [redacted] - FHWien Online'. The form fields are: 'Username' (with a red arrow pointing to the right), 'Password' (empty), and 'Confirm new password' (empty). Below the fields is a 'Note' section with the following text: 'When logging in to FHWien Online, either the **user name** listed here **or the e-mail address** provided during registration can be used. Please choose the password according to the following criteria:'. The criteria are listed in two bullet points: 'Required' (min 8, max 40 characters; at least 3 letters; at least 1 number; at least 1 special character from a specific set; must not contain first name, last name, user name, or date of birth) and 'Recommendations' (Parts of first or last names should not be used either; You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries). A final note states: 'Your password may be identical with 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 it failed, previous logins.' At the bottom right, there are two buttons: 'Complete registration' and 'Cancel'.

5. DASHBOARD IN FHWIENONLINE

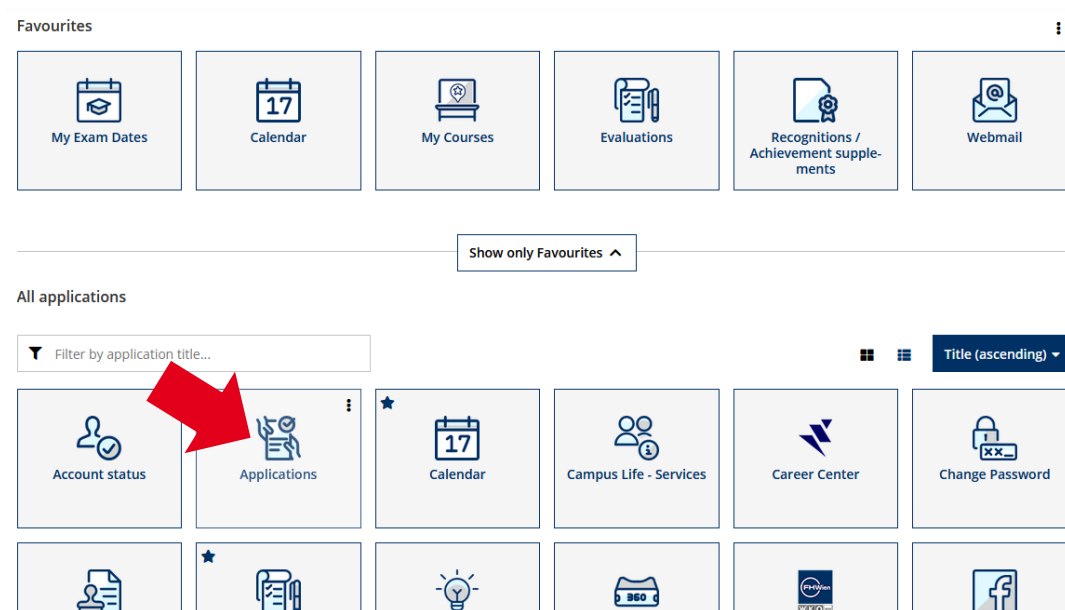
Applicants with a new account

On the desktop you can access the application “Applications” or change your password.



Applicants with an existing account

Click on the application “Applications”.

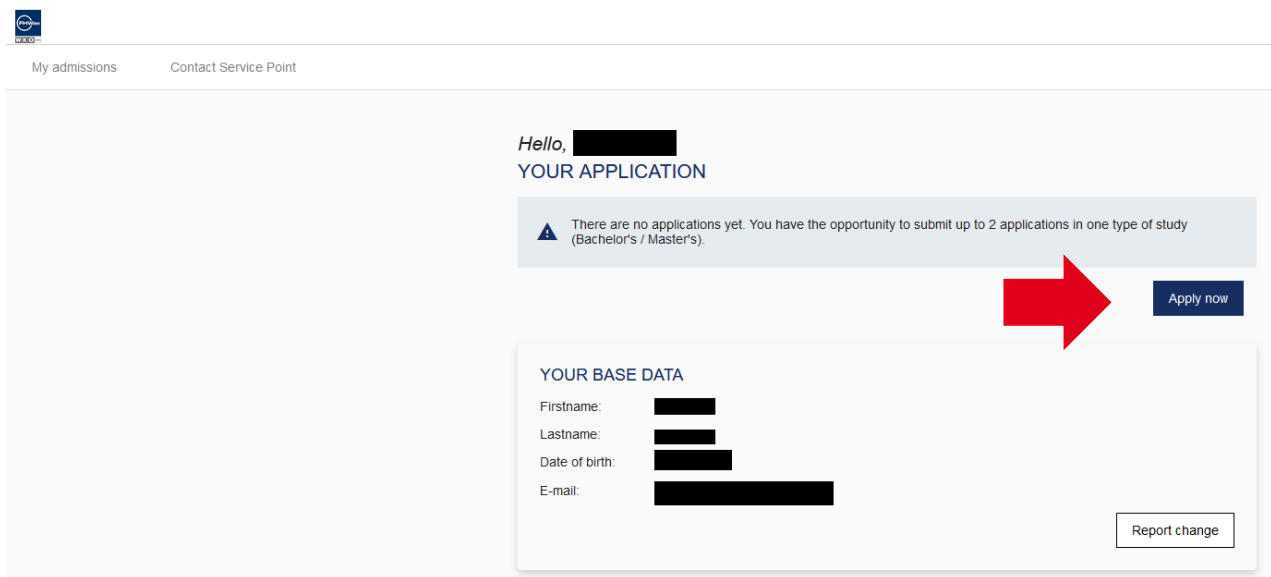


6. DASHBOARD OF APPLICATIONS (LOBEA-STUD)

Clicking on “Applications“ takes you to the application dashboard.

There you will find an overview of the status of your applications and the next steps necessary.

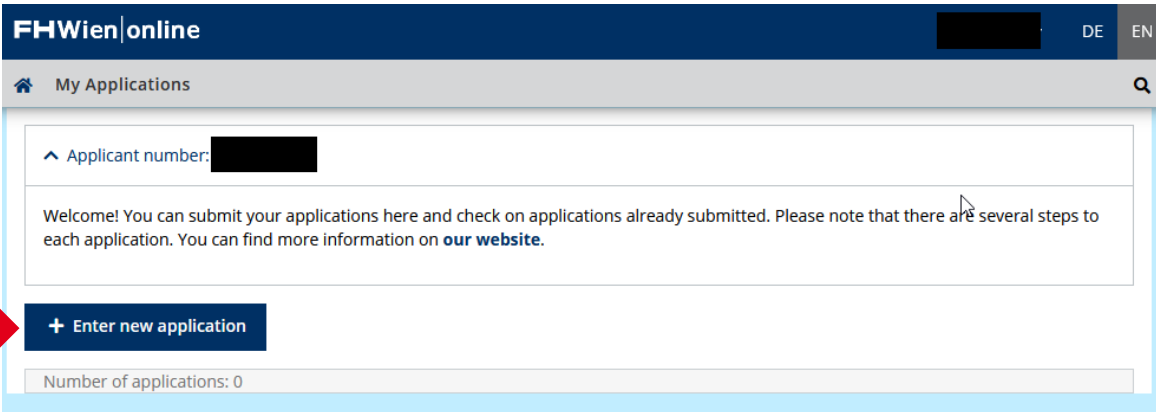
Click on “Apply now“.



The screenshot shows a user interface for the application dashboard. At the top left, there are navigation links: "My admissions" and "Contact Service Point". The main content area is titled "Hello, [redacted]" and "YOUR APPLICATION". A message box with a warning icon states: "There are no applications yet. You have the opportunity to submit up to 2 applications in one type of study (Bachelor's / Master's)". To the right of this message is a blue button labeled "Apply now", which is highlighted by a large red arrow. Below the message box is a section titled "YOUR BASE DATA" containing fields for "Firstname:", "Lastname:", "Date of birth:", and "E-mail:", each followed by a redacted value. A "Report change" button is located at the bottom right of this section.

7. ENTERING THE APPLICATION

Clicking on “Apply now“ will take you to a new page, where you can enter your application.



FHWien|online [redacted] DE EN

My Applications

Applicant number: [redacted]

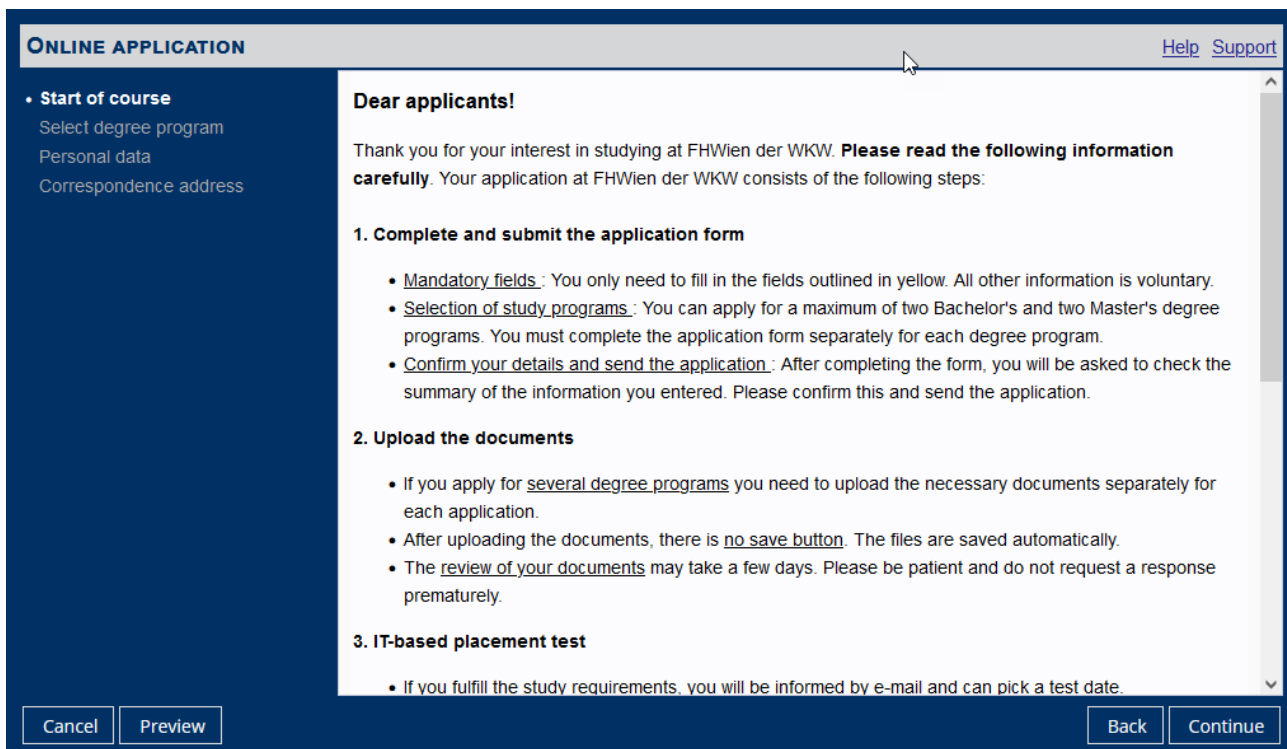
Welcome! You can submit your applications here and check on applications already submitted. Please note that there are several steps to each application. You can find more information on [our website](#).

+ Enter new application

Number of applications: 0

8. START PAGE APPLICATION TOOL – INFORMATION ON APPLYING

This start page of the application tool contains useful information on filling in the following forms and shows you what semester you can apply for. Currently, applications are possible only for the winter semester 2024/25.



The screenshot shows the 'ONLINE APPLICATION' interface. At the top, there is a header with 'ONLINE APPLICATION' on the left and 'Help Support' on the right. A dark blue sidebar on the left contains a menu with 'Start of course' selected, and sub-items: 'Select degree program', 'Personal data', and 'Correspondence address'. The main content area is titled 'Dear applicants!' and contains the following text: 'Thank you for your interest in studying at FHWien der WKW. Please read the following information carefully. Your application at FHWien der WKW consists of the following steps:'. It lists three steps: 1. Complete and submit the application form, 2. Upload the documents, and 3. IT-based placement test. Each step has a bulleted list of instructions. At the bottom of the main area, there are 'Cancel' and 'Preview' buttons on the left, and 'Back' and 'Continue' buttons on the right.

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

Start of course
Select degree program
Personal data
Correspondence address

Dear applicants!

Thank you for your interest in studying at FHWien der WKW. **Please read the following information carefully.** Your application at FHWien der WKW consists of the following steps:

- 1. Complete and submit the application form**
 - Mandatory fields: You only need to fill in the fields outlined in yellow. All other information is voluntary.
 - Selection of study programs: You can apply for a maximum of two Bachelor's and two Master's degree programs. You must complete the application form separately for each degree program.
 - Confirm your details and send the application: After completing the form, you will be asked to check the summary of the information you entered. Please confirm this and send the application.
- 2. Upload the documents**
 - If you apply for several degree programs you need to upload the necessary documents separately for each application.
 - After uploading the documents, there is no save button. The files are saved automatically.
 - The review of your documents may take a few days. Please be patient and do not request a response prematurely.
- 3. IT-based placement test**
 - If you fulfill the study requirements, you will be informed by e-mail and can pick a test date.

Cancel Preview Back Continue

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

- Start of course**
 - Select degree program
 - Personal data
 - Correspondence address

3. IT-based placement test

- If you fulfill the study requirements, you will be informed by e-mail and can [pick a test date](#).
- Regardless of how many degree programs you apply for: You need to take the [IT-based placement test](#) only once.

4. Program-specific admissions procedure

- Once you have passed the IT-based placement test, you will receive all the information you need for the program-specific admissions procedure. There is a separate admissions procedure for each degree program you have applied for.

5. Acceptance/Waiting list/Rejection


- After completing the admissions procedure, you will be notified of either your acceptance, receiving a place on the waiting list or your application being rejected. If you have been offered a place on one or more degree programs [your acceptance of the study place](#) will be required.

Find more information on [our website](#) as well as in the [FAQs on the admissions procedure](#).

Applications can be made for the following beginning of studies:

Start of course Winter semester 2024

Cancel Preview Back Continue

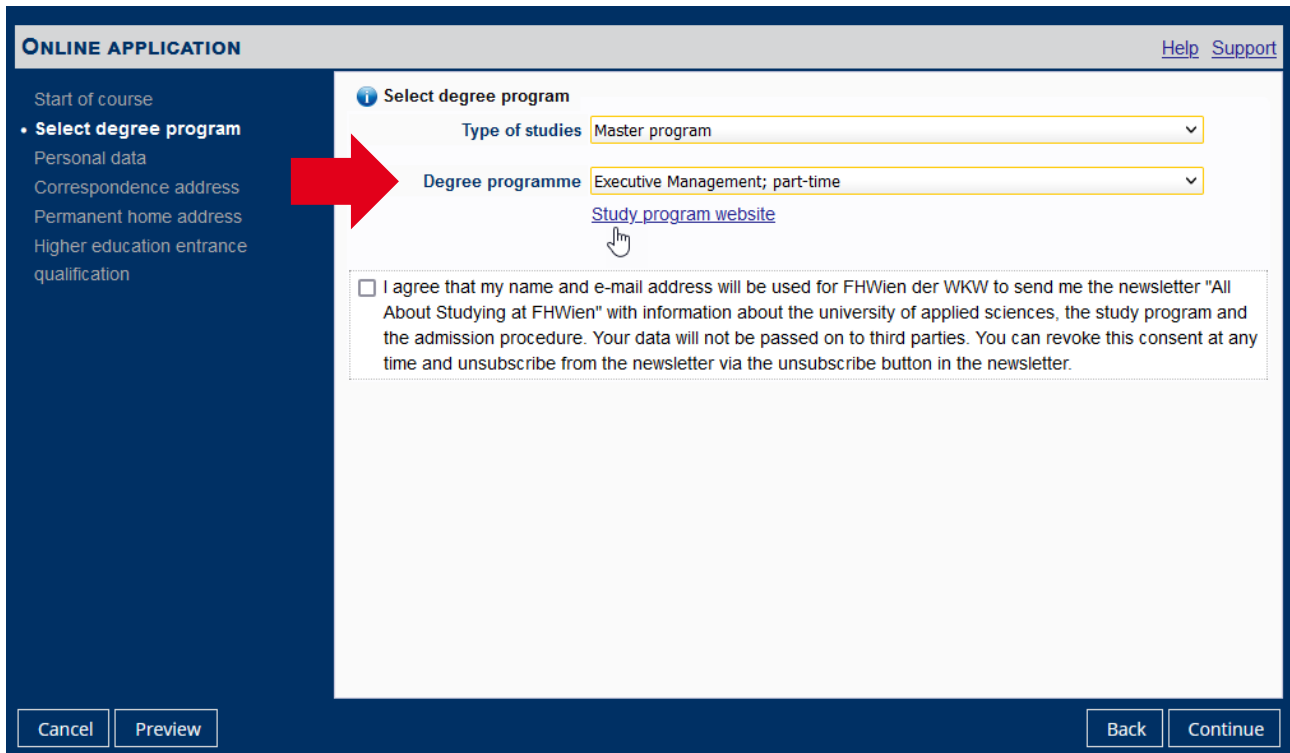


Please read through the text carefully and click “Continue”.

9. PICKING THE DEGREE PROGRAM + NEWSLETTER SUBSCRIPTION

Pick the degree program you wish to apply for.

You can also subscribe to the newsletter here, which contains useful hints and tips for your application.



The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a navigation menu lists options: 'Start of course', 'Select degree program' (highlighted with a red arrow), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Cancel'. The main content area is titled 'Select degree program' and contains two dropdown menus: 'Type of studies' set to 'Master program' and 'Degree programme' set to 'Executive Management; part-time'. Below these is a link for 'Study program website'. A checkbox is present for newsletter subscription, with the text: 'I agree that my name and e-mail address will be used for FHWien der WKW to send me the newsletter "All About Studying at FHWien" with information about the university of applied sciences, the study program and the admission procedure. Your data will not be passed on to third parties. You can revoke this consent at any time and unsubscribe from the newsletter via the unsubscribe button in the newsletter.' At the bottom, there are buttons for 'Preview', 'Back', and 'Continue'.

Confirm the data entered by clicking "Continue".

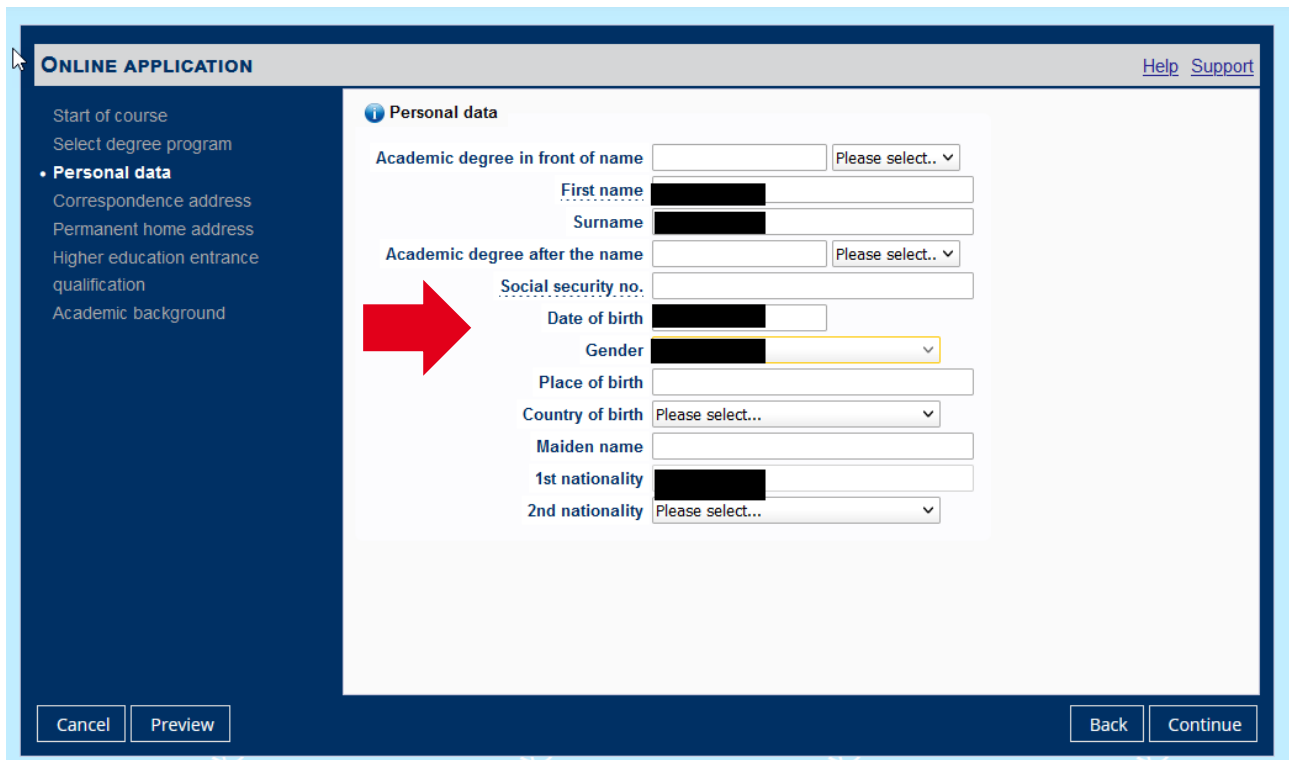
In case you would like to apply for two degree programs, you can continue with the second application right after completing the first one.

10. ENTERING PERSONAL DATA

Enter your personal data.

Fields framed in yellow are mandatory and must be filled in.

If you do not have a social security number and are not Austrian, the field is not mandatory and the system will automatically generate a substitute code at a later date.



The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with options: 'Start of course', 'Select degree program', 'Personal data' (selected), 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Personal data' and contains the following fields:

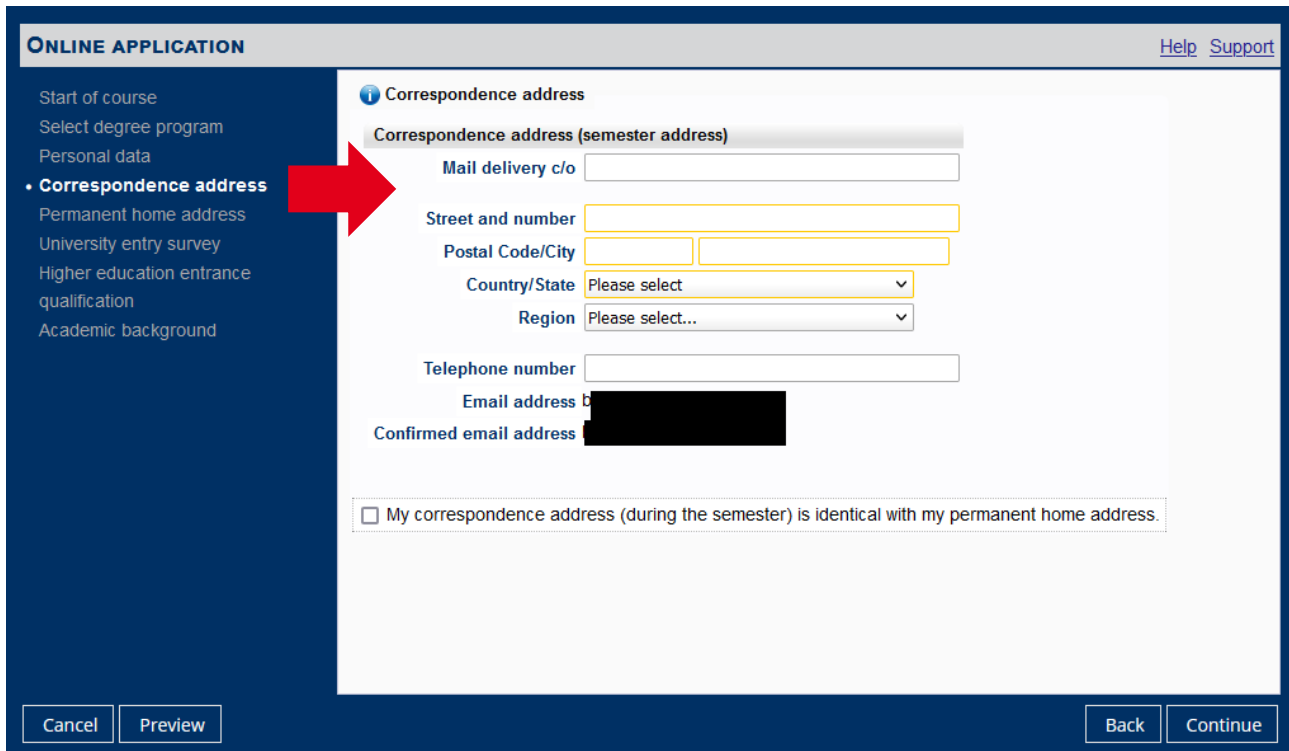
- Academic degree in front of name: Please select.. ▾
- First name:
- Surname:
- Academic degree after the name: Please select.. ▾
- Social security no.:
- Date of birth:
- Gender: (highlighted with a yellow border)
- Place of birth:
- Country of birth: Please select... ▾
- Maiden name:
- 1st nationality:
- 2nd nationality: Please select... ▾

At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'. A red arrow points to the 'Gender' field.

Confirm your data by clicking “Continue“.

11. ENTERING ADDRESS(ES)

Enter your address(es).

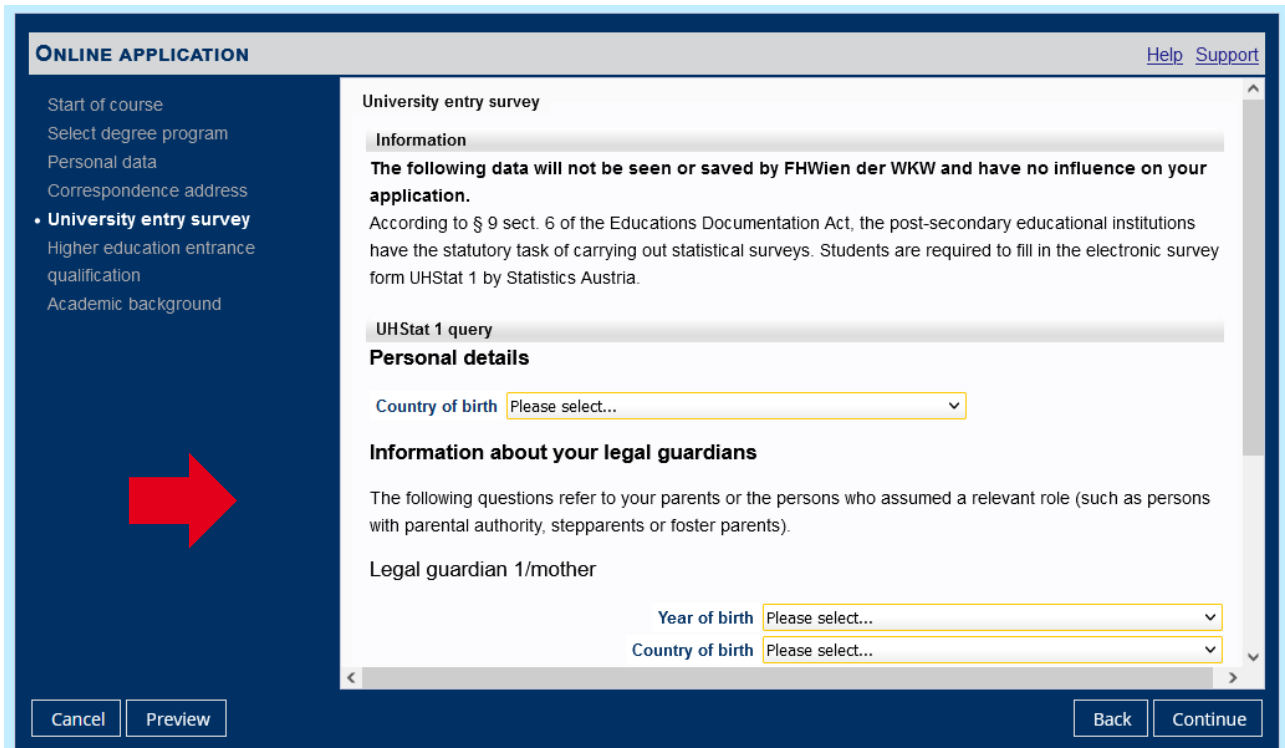


The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with the following items: 'Start of course', 'Select degree program', 'Personal data', '• Correspondence address' (highlighted with a red arrow), 'Permanent home address', 'University entry survey', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Correspondence address' and contains the following fields: 'Correspondence address (semester address)', 'Mail delivery c/o', 'Street and number', 'Postal Code/City' (split into two boxes), 'Country/State' (dropdown menu), 'Region' (dropdown menu), 'Telephone number', 'Email address', and 'Confirmed email address'. At the bottom of the form is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are located at the bottom of the interface.

Confirm your data by clicking “Continue“.

12. FORM FOR GATHERING DATA ON EDUCATIONAL LEVEL OF LEGAL GUARDIANS (UHSTAT1)

Fill in the legally required form regarding the educational level of your legal guardians/parents (UHSTAT1). In case you filled in the form when applying at another university, the system will skip this page.



This information is required by Statistics Austria.

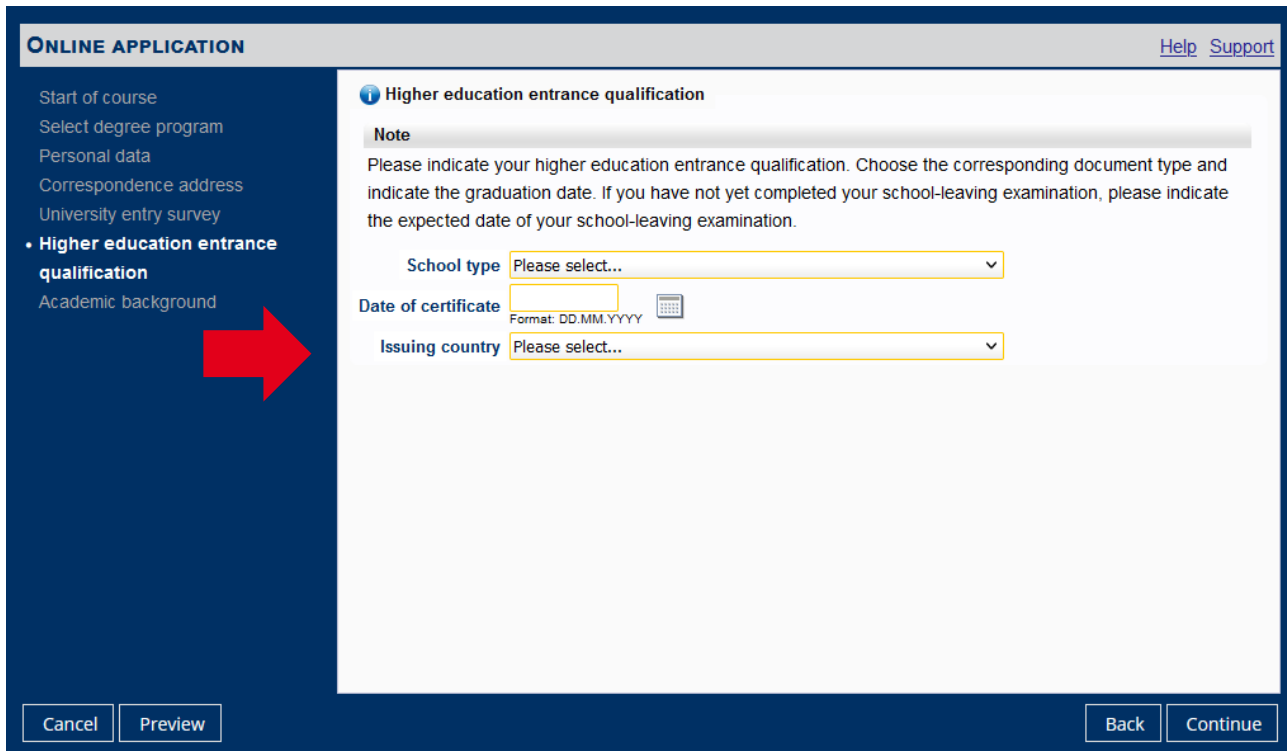
According to § 9 sect. 6 of the Educations Documentation Act, the post-secondary educational institutions have the statutory task of carrying out statistical surveys. Applicants are required to fill in the electronic survey form UHStat 1 by Statistics Austria. Find more detailed information here: <https://www.statistik.at/en/about-us/surveys/individual-and-household-surveys/uhstat1-survey-when-applying-for-a-study-or-at-the-start-of-studies>

These data are not read out nor saved by the application tool of FHWien der WKW and have no influence on your application.

Confirm your data by clicking “Continue“.

13. HIGHER EDUCATION ENTRANCE QUALIFICATION

Please enter your Higher education entrance qualification.



The screenshot shows an online application interface. On the left is a dark blue sidebar with a menu: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'University entry survey', 'Higher education entrance qualification' (highlighted with a red arrow), and 'Academic background'. At the bottom of the sidebar are 'Cancel' and 'Preview' buttons. The main content area is titled 'Higher education entrance qualification' and contains a 'Note' with instructions. Below the note are three input fields: 'School type' (a dropdown menu), 'Date of certificate' (a date picker with a calendar icon and the format 'DD.MM.YYYY'), and 'Issuing country' (a dropdown menu). At the bottom right of the main area are 'Back' and 'Continue' buttons.

Confirm your data by clicking “Continue”.

14. SUMMARY OF APPLICATION AND SUBMITTING

The summary contains all data entered by you for your review. Please read through everything carefully and confirm the correctness of the data.

OVERVIEW - APPLICATION NUMBER: [REDACTED]

IMPORTANT: Your application has **NOT been sent yet**. This is only a preview of your application. Please check all details again. After marking the approval checkbox (at the bottom of the page) click on the **SEND** button to submit the application electronically.

Start of course
Winter semester 2024

Select degree program

Type of studies [REDACTED]

Degree programme [REDACTED]

I agree that my name and e-mail address will be used for FHWien der WKW to send me the newsletter "All About Studying at FHWien" with information about the university of applied sciences, the study program and the admission procedure. Your data will not be passed on to third parties. You can revoke this consent at any time and unsubscribe from the newsletter via the unsubscribe button in the newsletter.

Personal data

Academic degree in front of name

First name [REDACTED]

Surname [REDACTED]

Academic degree after the name

Social security no. [REDACTED]

Date of birth [REDACTED]

Gender [REDACTED]

Place of birth [REDACTED]

Country of birth [REDACTED]

Maiden name [REDACTED]

Legal guardian 2/father

Year of birth

Country of birth

Country of highest level of education completed

Highest completed education

Higher education entrance qualification

School type

Date of certificate

Issuing country

Academic background

Academic background

Date of certificate (expected)

Issuing country

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 FHWien 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.

Check the box to confirm your data and click "Send" thereafter.

As long as the box has not been checked, the "Send" button will be grayed out and cannot be clicked. You can only submit the application after checking the box.

15. CONFIRMATION OF APPLICATION SUBMISSION

You will be informed that your data have been received.

In the next step of the application, you will need numerous documents that you should have ready. Please read through the checklists to find out which documents are required. Prepare those before moving on to the next step.

ONLINE APPLICATION

Thank you for entering your data. Please click "Continue" and complete your application by uploading the necessary documents. Information on these can be found here:

[Checklist for Bachelor study programs](#)
[Checklist for Master study programs](#)

The next steps in the application process are described in the e-mail you will receive from us shortly.

You can also [submit another application](#) if you have not yet reached the maximum (two Bachelor's and two Master's programs) and upload the documents later.

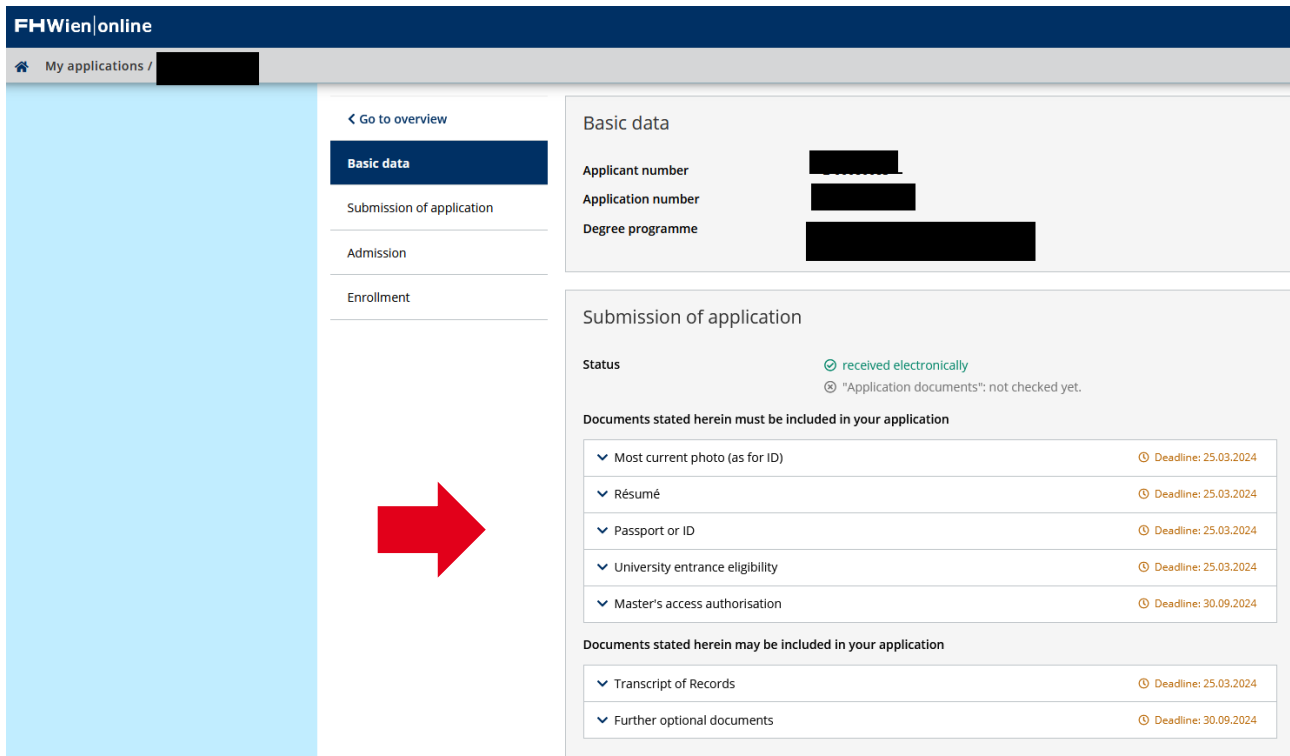
[List of applications](#) [Continue](#)

Once you have all the necessary documents ready, please click on "Continue" to confirm.

16. DOCUMENT UPLOAD

Upload the necessary documents in the next step.

The submission deadlines for the individual documents are shown.



The screenshot shows the 'My applications' page on the FHWien online portal. A sidebar on the left contains navigation links: 'Basic data' (highlighted), 'Submission of application', 'Admission', and 'Enrollment'. A red arrow points from the 'Submission of application' link to the main content area. The main content area is divided into two sections: 'Basic data' and 'Submission of application'. The 'Basic data' section shows fields for 'Applicant number', 'Application number', and 'Degree programme', all of which are redacted with black boxes. The 'Submission of application' section shows the status 'received electronically' and a note that 'Application documents' have not been checked yet. Below this, there are two lists of documents with their respective deadlines. The first list, 'Documents stated herein must be included in your application', includes: 'Most current photo (as for ID)' (Deadline: 25.03.2024), 'Résumé' (Deadline: 25.03.2024), 'Passport or ID' (Deadline: 25.03.2024), 'University entrance eligibility' (Deadline: 25.03.2024), and 'Master's access authorisation' (Deadline: 30.09.2024). The second list, 'Documents stated herein may be included in your application', includes: 'Transcript of Records' (Deadline: 25.03.2024) and 'Further optional documents' (Deadline: 30.09.2024).

Expand the individual fields by clicking on the arrow pointing downwards and upload the documents.

The status for every document will be displayed on the right in each line.

⊗ "Application documents": not checked yet.

Documents stated herein must be included in your application

▼ Most current photo (as for ID)	🕒 Deadline: 25.03.2024
▼ Résumé	🕒 Deadline: 25.03.2024
▼ Passport or ID	🕒 Deadline: 25.03.2024
▼ University entrance eligibility	🕒 Deadline: 25.03.2024
▼ Master's access authorisation	🕒 Deadline: 30.09.2024

Documents stated herein may be included in your application

▼ Transcript of Records	🕒 Deadline: 25.03.2024
▼ Further optional documents	🕒 Deadline: 30.09.2024


Admission

Status

- ⊗ "Requirements for study": not checked yet.
- ⊗ "Acceptance": not performed yet

Enrollment

At the moment no information is available regarding the enrolment for the study programme at the FHWien University of Applied Sciences of WKW.



Once all the necessary documents have been uploaded, your application is complete for the time being. Note that you will not receive another confirmation at this point!

You will only receive a confirmation regarding the submission of your documents once they have been reviewed by staff at FHWien der WKW.

The admission status will be shown on this page.

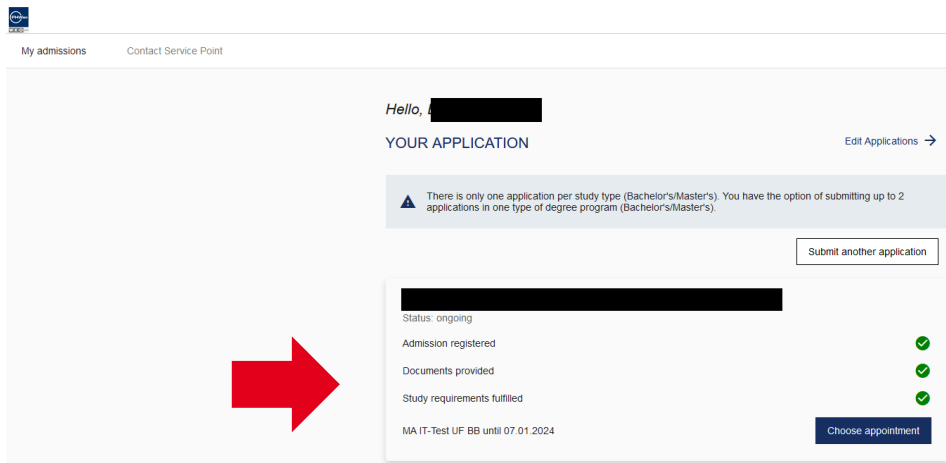
Once the documents and your study requirements have been reviewed, you will receive an email.

17. STUDY REQUIREMENTS ARE MET – PICKING A DATE FOR THE IT TEST

Once you are informed that you meet the study requirements, you can pick a date for the IT test.

Only one IT test date is necessary, even if you have applied for two Bachelor's or Master's degree programs. This means that the IT test date you picked for one degree program also pertains to the other degree program you applied for. Accordingly, the IT test date you picked will be shown for both degree programs.

You first pick the degree program.



My admissions Contact Service Point

Hello, [REDACTED]

YOUR APPLICATION [Edit Applications →](#)

⚠ There is only one application per study type (Bachelor's/Master's). You have the option of submitting up to 2 applications in one type of degree program (Bachelor's/Master's).

[Submit another application](#)

[REDACTED]

Status: ongoing

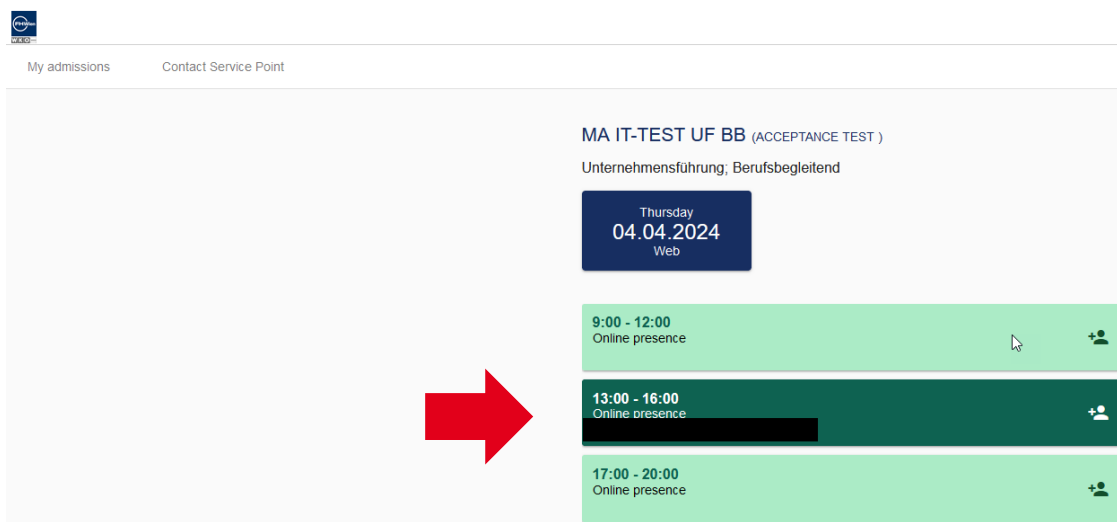
Admission registered ✓

Documents provided ✓

Study requirements fulfilled ✓

MA IT-Test UF BB until 07.01.2024 [Choose appointment](#)

Then you choose the day and time.



My admissions Contact Service Point

MA IT-TEST UF BB (ACCEPTANCE TEST)

Unternehmensführung, Berufsbegleitend

Thursday
04.04.2024
Web

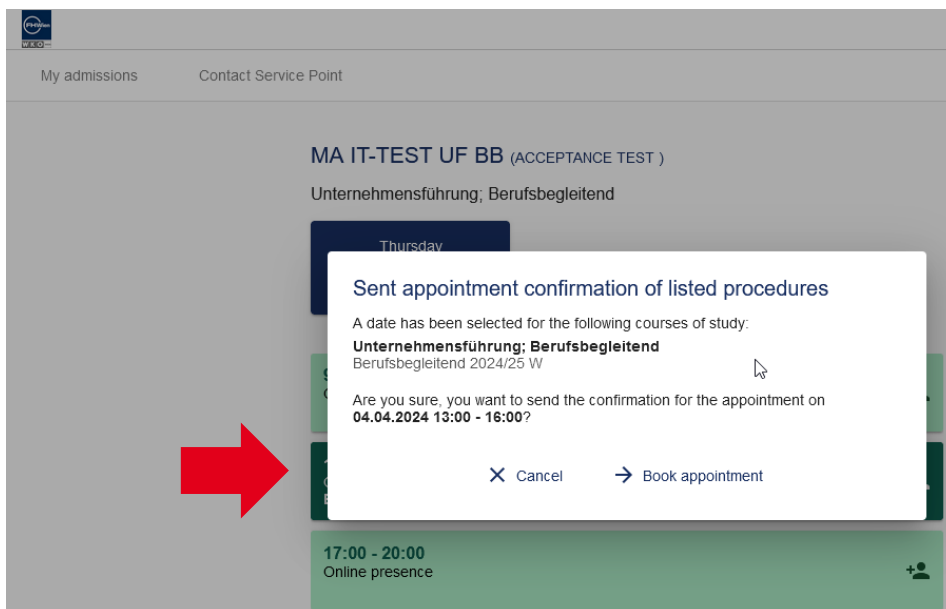
9:00 - 12:00
Online presence [+](#)

13:00 - 16:00
Online presence [+](#)

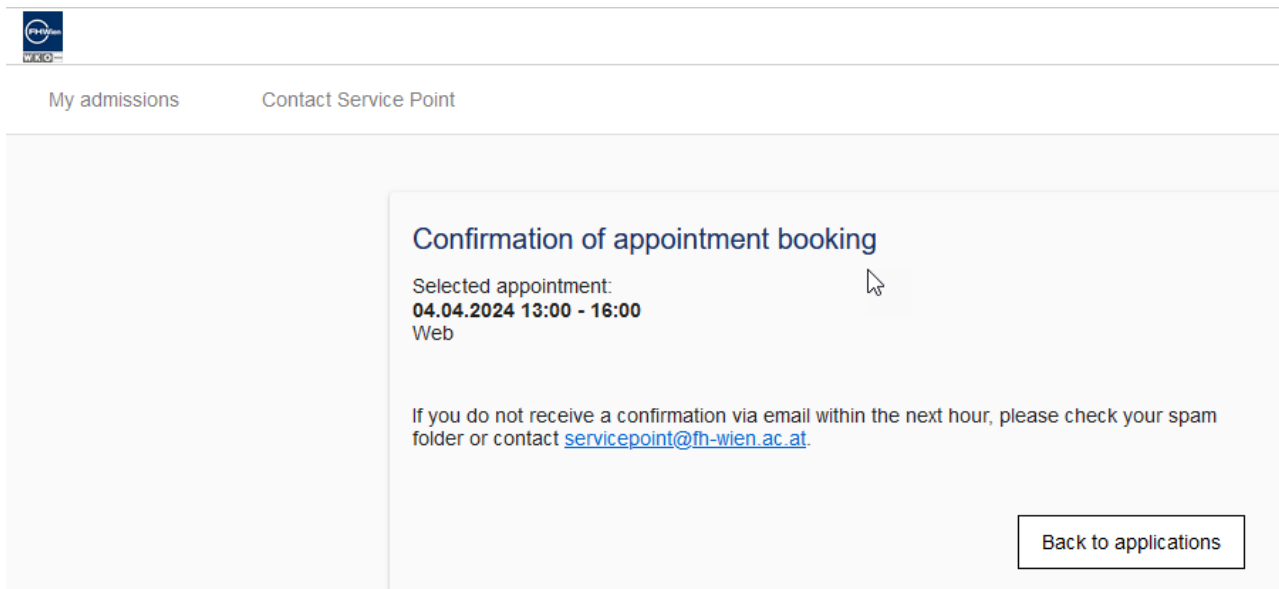
17:00 - 20:00
Online presence [+](#)

The chosen date is sent off.

Confirm the date by clicking on “Book appointment”.



You receive a booking confirmation.



You will receive all the other information regarding the IT test, such as the links giving you access to the online room and the test itself, one day prior to the chosen test date.