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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.

FHWien online	EN
🐐 Login	
Welcome to FHWien Online FHWien Online is the campus management system of FHWien University of Applied Sciences of WKW. Application You want to apply for a study program at FHWien University of Applied Sciences of WKW? Then you do not need a PIN code, but registration is necessary. Please note our	
application deadlines. >> Registration for applicants Access	
If you do not have an account at 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 :	Log in
>> Students >> Alumni >> Staff members >> Lecturers	Password @
Password forgotten?	
If you have forgoten your password, you need a (new) PIN code: >> Request new PIN code	

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2. **REGISTRATION IN FHWIENONLINE**

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

Registrati	on - basic user - FHWien Online
Master data	
First name	
Last name	
Gender	Please select Y
Date of birth	Format: DD.MM.YYYY
Maiden name	
Nationality	Please select 🗸
Account data	
Email addr	ess iohn.doe@example.com

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 <u>here</u> with your edu.fh-wien.ac.at e-mail address. If you have forgotten your password, please request a new PIN code <u>here</u>.

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

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3. ACTIVATION OF YOUR ACCOUNT

You will receive an activation link by e-mail to the e-mail address you provided. Click on this link. 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.

FHWien online
Registration - basic user - FHWien Online
Username Password Confirm new password
Note: 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:
 Required min 8, max 40 characters at least 3 letters at least 1 number at least 1 number at least 1 special character (without numbers and letters) from !#\$%&()*+,/:;<=>?@[\]^_{ }~ must not contain your first name, last name, user name or date of birth
 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.
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.
Complete registration Cancel

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You will receive a confirmation on the website:

FHWienonline	+D Login E	N 🔻
Create/change account - Confirmation /	#0.4	۹
Username	e/Det-objecture at	
alternative Login Möglichkeit - Ihre verifizierte e-Mail-Adresse	terestation and terestation and	
Password successfully changed/extended on		

User account has been created.

Then click on "Log in" at the top right and log in. If login details will now be displayed again, click on the home button on the top left.

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5. DASHBOARD IN FHWIENONLINE

Applicants with a new account

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

FHWier	FHWienonline				
希 Home					
•	▼ Filter by application title	Change Password			

Applicants with an existing account

Click on the application "Applications".



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Applicants from third countries:

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.

In this case, you will find the <u>application for a refund</u> here: https://www.fh-wien.ac.at/wp-content/uploads/2019/11/Reimbursement_200€_Deposit.pdf

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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".

Hello, YOUR APPLICATION There are no applications yet. You have the opportunity to submit up to 2 applications in one type of study (Bachelor's / Master's). YOUR BASE DATA Firstname: Lastname: Date of birth: E-mail:	ly admissions	Contact Service Point	
There are no applications yet. You have the opportunity to submit up to 2 applications in one type of study (Bachelor's / Master's). Apply not VOUR BASE DATA Firstname: Lastname: Lastname: Date of birth: E-mail:			Hello, YOUR APPLICATION
Apply not YOUR BASE DATA Firstname: Lastname: Date of birth: E-mail:			There are no applications yet. You have the opportunity to submit up to 2 applications in one type of study (Bachelor's / Master's).
YOUR BASE DATA Firstname: Lastname: Date of birth: E-mail:			Apply nov
Firstname: Lastname: Date of birth: E-mail:			YOUR BASE DATA
Date of birth:			Firstname:
E-mail:			Date of birth:
			E-mail:

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7. ENTERING THE APPLICATION

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



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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.

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
	 <u>Mandatory fields</u>: You only need to fill in the fields outlined in yellow. All other information is voluntary. <u>Selection of study programs</u>: 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. <u>Confirm your details and send the application</u>: 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 <u>several degree programs</u> you need to upload the necessary documents separately for each application. After uploading the documents, there is <u>no save button</u>. The files are saved automatically. The <u>review of your documents</u> 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

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ONLINE APPLICATION	Help Su	pport
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 <u>pick a test date</u>. Regardless of how many degree programs you apply for: You need to take the <u>IT-based placement test</u> 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 <u>your acceptance of the study place</u> 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 Contir	nue

Please read through the text carefully and click "Continue".

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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.

ONLINE APPLICATION			<u>Help</u>	Support
ONLINE APPLICATION Start of course • Select degree program Personal data Correspondence address Permanent home address Higher education entrance qualification	 Select degree program Type of studies Degree programme I agree that my name and About Studying at FHWiet the admission procedure. time and unsubscribe from 	Master program Executive Management; part-time Study program website Im e-mail address will be used for FHWIen der WKW to send me the new " with information about the university of applied sciences, the study p Your data will not be passed on to third parties. You can revoke this co n the newsletter via the unsubscribe button in the newsletter.	Help ~ ~ sletter rogram onsent	"All n and at any
Cancel Preview		Back		ontinue

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.

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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 <u>not</u> Austrian, the field is not mandatory and the system will automatically generate a substitute code at a later date.

ONLINE APPLICATION			Help Support
Start of course	Personal data		
Personal data	Academic degree in front of name	Please select 🗸	
Correspondence address	First name		
Permanent home address	Surname		
Higher education entrance	Academic degree after the name	Please select V	
qualification	Social security no.]
Academic background	Date of birth		
	Gender	~	
	Place of birth		
	Country of birth	Please select 🗸	
	Maiden name		
	1st nationality		
	2nd nationality	Please select 🗸	_
Cancel Preview			Back Continue
		24	

Confirm your data by clicking "Continue".

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11. ENTERING ADDRESS(ES)

Enter your address(es).

ONLINE APPLICATION		<u>Help</u>	<u>Support</u>
Start of course Select degree program Personal data • Correspondence address	Correspondence address Correspondence address (semester address) Mail delivery c/o		
Permanent home address University entry survey Higher education entrance qualification Academic background	Street and number Postal Code/City Country/State Please select Region Please select Telephone number Email address b Confirmed email address		
Cancel Preview	☐ My correspondence address (during the semester) is identical with my permanent home addre	SS.	ontinue

Confirm your data by clicking "Continue".

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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-whenapplying-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".

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13. HIGHER EDUCATION ENTRANCE QUALIFICATION

Please enter your Higher education entrance qualification.

ONLINE APPLICATION		<u>Help</u>	<u>Support</u>
Start of course Select degree program Personal data Correspondence address University entry survey Higher education entrance qualification Academic background	Higher education entrance qualification Note Please indicate your higher education entrance qualification. Choose the corresponding document indicate the graduation date. If you have not yet completed your school-leaving examination, please the expected date of your school-leaving examination. School type Please select Date of certificate Format: DD.MM.YYYY Issuing country Please select	t type a se indic	ind ate
Cancel Preview	Back	C	ontinue

Confirm your data by clicking "Continue".

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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:			
IMPORTANT. Your application has NOT bee approval checkbox (at the bottom of the page	n sent yet. This is only a preview e) click on the SEND button to su	v of your application. Please bmit the application electroni	check all details again. After marking the ically.
Start of course			
Winter semester 2024			
Select degree program Type of studies	\diamond		
Degree programme			
I agree that my name and e-mail addres information about the university of appli- parties. You can revoke this consent at Personal data	s will be used for FHWien der Wi ed sciences, the study program a any time and unsubscribe from th	KW to send me the newslette and the admission procedure are newsletter via the unsubso	r "All About Studying at FHWien" with . Your data will not be passed on to third cribe button in the newsletter.
Acadomic dograp in front of name			
First name			
Surname			
Academic degree after the name			
Social security no.			
Date of birth			
Gender			
Place of birth			
Country of birth			
Maiden name			

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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.

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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. Informate these can be found here: <u>Checklist for Bachelor study programs</u> <u>Checklist for Master study programs</u> The next steps in the application process are described in the e-mail you will receive from us shortly. You can also <u>submit another application</u> if you have not yet reached the maximum (two Bachelor's and two Master's programs) and upload the	ion on
documents later.	
List of applications Co	ntinue

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

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16. DOCUMENT UPLOAD

Upload the necessary documents in the next step.

The submission deadlines for the individual documents are shown.

FHW ien online				
My applications /				
	✓ Go to overview	Basic data		
	Basic data Submission of application	Applicant number Application number Degree programme		
	Admission			
	Enrollment	Submission of application		
		Status	 received electronically "Application documents": not checked yet. 	
		Documents stated herein must be inclu	ided 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 inclue	ded in your application	
		✓ Transcript of Records		O Deadline: 25.03.2024
		✓ Further optional documents		O 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.

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		Application documents": not checked ye	et.
< Go to overview	Documents stated herein m	ust be included in your application	
Basic data	✓ Most current photo (as	for ID)	O Deadline: 25.03.2024
Submission of application	✓ Résumé		() Deadline: 25.03.2024
Admission	✓ Passport or ID		() Deadline: 25.03.2024
Admission	✓ University entrance elig	jibility	() Deadline: 25.03.2024
Enrollment	 Master's access authori 	isation	() Deadline: 30.09.2024
	Documents stated herein m	ay be included in your application	
	✓ Transcript of Records		() Deadline: 25.03.2024
	 Further optional docum 	nents	() Deadline: 30.09.2024
	Admission		
	Status	${\displaystyle \ensuremath{\otimes}}$ "Requirements for study": not checked y	et.
		⊗ "Acceptance": not performed yet	
	Enrollment		
	At the moment no informatic Applied Sciences of WKW.	on is available regarding the enrolment for the study prog	ramme at the FHWien University of

Once all the necessary documents have been uploaded, your application is complete for the time being. Note that you will <u>not</u> 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.

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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.

<u>____</u>

My admissions	Contact Service Point				
		Hello	<i>D, 1</i>		
		YOU	IR APPLICATION		Edit Applications \rightarrow
		A	There is only one application per study type (Bachelor's applications in one type of degree program (Bachelor's)	/Master's). You have the option Master's).	n of submitting up to 2
				Γ	Submit another application
		Sta	atus: ongoing		
		Adr	mission registered		S
		Doc	cuments provided		9
		Stu	idy requirements fulfilled		S
		МА	IT-Test UF BB until 07.01.2024		Choose appointment

Then you choose the day and time.



The chosen date is sent off.



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Confirm the date by clicking on "Book appointment".

My admissions	Contact Service Point	
	MA IT-TEST UF BB (ACCEPTANCE TEST) Unternehmensführung; Berufsbegleitend Thursdav Sent appointment confirmation of listed procedures A date has been selected for the following courses of study: Unternehmensführung; Berufsbegleitend Berufsbegleitend 2024/25 W Are you sure, you want to send the confirmation for the appointment on 04.04.2024 13:00 - 16:00? X Cancel → Book appointment	
	17:00 - 20:00 Online presence	+•

You receive a booking confirmation.

ly admissions	Contact Serv	ice Point
		Confirmation of appointment booking
		Selected appointment: 04.04.2024 13:00 - 16:00 Web
		If you do not receive a confirmation via email within the next hour, please check your spam folder or contact <u>servicepoint@fh-wien.ac.at</u> .
		Back to easily attend

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.

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18. FORGOT YOUR PASSWORD? REQUEST NEW PIN CODE.

Click on "Request new PIN code" on the FHWien Online homepage.

Welcome to FHWien Online

FHWien Online is the campus management system of FHWien University of Applied Sciences of WKW.

Application

You want to apply for a study program at FHWien University of Applied Sciences of 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 FHWien Online yet, you have to set it up using a **PIN code**. You get your personal PIN code after enrollment (students employment (staff members; lecturers).

Here you can redeem your PIN code: >> Students >> Staff members >> Lecturers Password forgotten?

If you have forgotten you assword, you need a (new) PIN code: >> Request new PIN code

Enter your currently active (verified) email address into the third field (the address you used in the registration process) and click on "Continue":



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An email will be sent to the email address entered by you; please click "Continue" or close the page:

*	Password help / Control - FHWien Online	
You will Please c	receive an email with a personalized link for changing of your passw heck your inbox shortly.	rord at t
		Continue

Open the link for resetting your password that you'll find in the email; enter new password twice and click "Save":

Username	
Password	
Confirm new password	
<u>Note:</u> When logging in to FHWien Online, eitl	her the user name listed here or the e-mail address provided during registration can be use
Please choose the password according	g to the following criteria:
 Required min 8, max 40 characte at least 3 letters at least 1 number at least 1 special chara must not contain your 	rs cter (without numbers and letters) from !#\$%&()*+,/:;<=>?@[\]^_{ }~ first name, last name, user name or date of birth
 Recommendations Parts of first or last nar You should not use part 	nes should not be used either. ts of words (more than 3 letters) which can be found in (English or German) dictionaries.
Your password may be identical To detect potential abuse, we al	with previous ones. Therefore, please choose a strong password and keep it secret. ways show you your last login and, in case it failed, previous logins.

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As a last step, click "Continue" once more on the next page:



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19. CHANGE EMAIL ADDRESS

After logging into <u>FHWien Online</u>, click on your own name at the top right and pick "Business card":



At the top left pick "Operation" and then click on "Edit":

FHWien online testAST8 test -				
Business card/Workplace			Q	
Operation A Select (Detail view) 🔻			t	
Edit				
	test,			

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Business card / test, * Operation (Edit) -Select 🔻 Email **Confirmed email address** Edit Contact address 🂣 Edit **Business card picture** 🂣 Edit **Display options** always O only to authenticated users **Business card/Workplace** 🂣 Edit background image Save Cancel

Click on "Edit" next to the field "Confirmed email address":

Enter the new email address and click on "Add":

	Edit		
	cor	New email address test@test.at	
		+ Add Status last confirmed on	
Cance		Save Save and Close Cancel/Close	

Ein Unternehmen von

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Click "Save" or "Save and Close"; a confirmation email will be sent to the new email address:

con	firmed email addre	esses	
6	New email address	testbke@test.at john.doe@example.com	
	+ Add		
	Email So	atus last confirmed on	
	testbke@test.at 🍕	A confirmation email will be sent after saving.	x
		06.01.2024	x
	Save Save a	nd Close Cancel/Close	

Last step: Click on the confirmation link in the email, and then go to "Redeem token" ("Token einlösen"); "Validation successful!" will be displayed – you can now close the page and log into <u>FHWien</u> <u>Online</u> using your new email address:

Confirm email address Username @@edu.local Validierungstoken XLLggIADZSOjOFPXkoquMz Token einlösen	QSystem - FHWien Online	Validation successful!	E
Username @@edu.local Validierungstoken XLLggIADZSOjOFPXkoquMz Token einlösen	Confirm email address	5. ETERM	SILM
Username @@edu.local Validierungstoken XLLggIADZSOjOFPXkoquMz Token einlösen	<u> </u>	20	
Validierungstoken XLLgglADZSOjOFPXkoquMz Token einlösen Image: Comparison of the second seco	Username	edu.local	
Token einlösen	Validierungstoken XLLggIA	DZSOjOFPXkoquMz	
	Token einlösen		

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