

FH Technikum Wien International Center for International Relations & Cross-Cultural Education

UAS Technikum Wien Application Procedure

> Technology is international.

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The UAS Technikum Wien has established a new online application for prospective incoming students.

The online application platform is offered in German and English.

Application Deadlines

For Winter semester: May 15th

For Summer semester: November 15th

How can I apply?

Via the link <https://cis.technikum-wien.at/cis/public/incoming/> you are being forwarded to our online application platform.

1. Before you can fill in the application you need to register: Please click “Registration”.
2. To confirm and save your data, please click on the “Registration” button.
3. You get an automatic email reply with your personal user ID.
Please save the user ID to be able to access your personal application again later.
4. Follow the link given in the email.
5. Enter your user ID in the online platform, click “Login”

Application procedure

Please make sure to **save** every step

1. “Profile”

Fill in information about yourself and your educational background (CV upload).

2. “Sending Institution Information”

Information about your Home University, your study program, and contact details.

“Exchange Program”

Choose the relevant exchange program and the duration of your studies in Vienna.

! If applicable, please fill in the respective Erasmus Code.

3. “Select Subjects”

Here you choose your courses for your exchange semester at the UAS Technikum Wien.

Information about the courses are given in German and English. If you want to attend a certain class, please click “Register”.

Applicants for the winter semester choose semesters: 1, 3, 5

Applicants for the summer semester choose semesters: 2, 4, 6

In each course there is a limited number of seats available for incoming students. You can see the number of free seats “Available Seats”

Special requirements

As an Incoming student you can choose classes from all our programs, BUT you have to choose a **minimum of four (4) classes** in one program and **minimum of two (2) classes** in other programs. (this will mostly avoid overlappings in your timetable)

German Language Courses

Students who wish to attend German Language Courses, can pre-register here. UAS Technikum Wien offers three German courses each semester:

German Intensive Language Course: Usually within the first two to three weeks of the semester (September, February), 1.5 ECTS

German for Beginners: Semester course, 2 lessons/week, 3.0 ECTS

Advanced German: Semester course, 2 lessons/week, 3.0 ECTS

Thesis

Please indicate here whether you are going to write a BA/MA thesis during your exchange semester or not. In order to be able to provide a supervisor for the thesis, please indicate your area of research or possible topics and the ECTS points needed.

4. Create Learning Agreement (print)

The Learning Agreement needs to be signed and stamped by the International Office of your home university!

5. **Upload Learning Agreement**

After your international office has signed and stamped your Learning Agreement, you can upload your scanned document.

6. **Upload further documents**

Here you can upload further documents (certificates, motivation letter, transcript of records, pictures etc.).

Only complete applications can be accepted by UAS Technikum Wien.

In case you need further assistance, please contact the coordinator for incoming students at UAS Technikum Wien.

Acceptance

After UAS Technikum Wien has accepted you as an incoming student, you will receive the "Certificate of Acceptance" via email.

In case the certificate is needed in the original please contact the coordinator for incoming students.

Refusal

If UAS Technikum Wien refuses your application, you will receive an email.

Cancellation

Students who wish to cancel their application at the UAS Technikum Wien are asked to inform the coordinator for incoming students at UAS Technikum Wien.

Further Information

Arrival Dates

Summer semester: 1st of February

Winter semester: 1st of September

Orientation Days

During the first week of the semester

Language(s) of instruction

The language of instruction is German, but there are a number of degree programs and individual courses that are also offered English.

Students who wish to attend classes in German need to provide a German competence certificate (level of B2 according to the Common European Framework of Reference for Languages)

Length of semesters

Winter semester: September to January

Summer semester: February to June

Accommodation

UAS Technikum Wien cannot provide accommodation but these are helpful links to find accommodation in Vienna:

http://www.housing.oead.ac.at/index_e.asp

<http://www.wihast.at/index.en.html>