Carinthia University of Applied Sciences

APPLICATION GUIDE

The first step towards your **Bachelor- or Master's study place**



Foreword

We are delighted that you are applying with us!

So that your application leaves the much-cited "positive first impression", you will find all the relevant information about your application in our official application guide!

On the following pages, you'll find information about our application tool, the necessary documents, and other useful tips for your application to CU Carinthia University of Applied Sciences.



Overview

- Registration
- Portrait photo / Passport photo
- CV / motivational letter
- Proof of identity
- Requirements

If you have any questions, we're happy to help and look forward to hearing/reading more from you soon!

To the Applicationportal

Your application

Your application account at CUAS

To apply, you need to create an account in our online application tool. Please use a neutral email like firstname.lastname@domain.abc
After that, you'll receive a confirmation link by email (check your spam folder too). Once you've confirmed it, you can start your application by login into your account.
To ensure that the application tool runs properly, please note the following points:

Make sure your web browser (Chrome, Firefox, ...) is on it's latest version
- Company networks often block the application tool due to security settings
- Your account is only valid for the current application period – if you want to apply again next year, you'll need to create a new account

Sections of the application tool

Personal data
Under the 'Personal Data' section, you enter your basic information (name, date of birth, etc.). In the 'Requirements' tab, write down your highest completed education. Under 'Documents' you can upload your application materials.

Degree programs
Here you can find our current study programs as well as all the courses offered (CU Academy). You can apply for a **maximum of two study programs or courses** per academic year. Please always indicate your priority for your selection.

Data overview
'Clipboard icon' in the top right. What you've saved so far and what's still missing for your application can be found under this section. To submit your application, please click on "Submit application."

Here's how

8 tips

Information about the layout of your application

You can only upload one file per required document! So always save multi-page documents as a single file. Documents must be submitted in PDF format.

Most certificates are issued in A4 format, so your documents should also be scanned in A4:
- straight
- easy to read

For example, if your high school diploma is an A4 double sheet, scan each page individually and then combine them into one file using a PDF creator.

Important: If you want to submit individual documents during the process, you can easily do this in the online application tool. You can find more about this under point 5.



1 Portrait photo

The passport photo is the first impression you make with us – it's YOUR application photo and will also be printed on your student ID card if you get admitted.

Important: portrait format, full-face, no selfies, JPEG-file, min. 0,5 MB, max. 5MB



2 CV & Motivational letter

An informative and well structured CV is key to a successful application! The following information should not be missing:

- Personal details (name, adress, etc.)
- Aspired study program
- Professional experience (starting with your most recent employment)
- Educational background (starting with your most current edcuation)
- Personal skills (language skills, general strengths, etc.)
- Other information

A **letter of motivation** is not generally mandatory. Only certain programs do require one. However, you are warmly welcome to submit such a letter and tell us more about your motivation to study at CUAS!

3 Proof of identity & ID documents

Regarding your ID document, you can choose between proof of citizenship or passport. For the identity card, however, please always send both the front and back sides.

Important: If an old last name appears sometimes on your application documents, be sure to upload **proof of the name change** (e.g., name change certificate, marriage certificate, ...).

4 Requirements

In order to qualify for a degree program at our university, you **need to have a finished secondary education the least**. Depending on the country of origin of your education, you can either have achieved a classic **second school leaving certificate** or a **Diploma**. Please note that we always need your complete certificates (all pages) to be able to evaluate in how far you are able to attend universities in Austria. **Please make sure to also submit your latest two annual report as well**.

If you **do not have your final certificates yet**, please make sure to attach your **latest two annual reports** to your application as well as a **confirmation stating when you are going to finish school and what type of diploma** you are going to receive after your graduation.

In the course of evaluating your eligibilty to study in Austria, your prior education will be compared to the Austrian general school leaving certificate - the 'Reifeprüfung / Matura'. Direct access to a bachelor program at our university is only possible if your prior education and final certificate can be seen as comparable to the Austrian standard.

Additionally for Master's degree:

Exposé of your Bachelor's or Diploma thesis (max. 10 pages)
If no thesis was written, please upload the exposé of your last scientific/project-related work

Current Transcript of Records
List of all courses completed during your studies including final grade and workload/course in ECTS/semester hours

Bachelor certificate or diploma
In some cases, a Bachelor's diploma and a separate certificate are issued – in this case, please submit both documents! In any case, we need at least one official document showing the academic degree obtained, the field of study, and the exam date.

Language certificates and legalization of documents

All applicants for **Bachelor's and Master's Degree** programs must demonstrate **English proficiency** at the B2 level. Exception:

- International Business Management: C1
- Disability & Diversity Studies: A2

Proof of **German language proficiency** is required only for German-language degree programs. Generally, a B2 level is sufficient; however, a C1 level is required for a few specific Degree programs.

For specific countries documents must be submitted with an **apostille or full diplomatic legalization** when you apply so that we can fully verify the admission requirements.

More information you find here

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5 Submitting of additional documents during the ongoing application process

If you are unable to submit certain documents at the time of your application, you can submit them later via our application portal.

Please note, that additional submissions can only be considered in accordance with the applicable application periods and after consultation with the responsible colleagues of the program you are interested in.

Additional documents can be submitted via our application portal as follows:

- Log in to the application portal
- Go to "Personal data" and upload the documents to be submitted in the according field within the "Documents" tab
- Confirm your changes by clicking "Save documents and continue"
- Go to "Data overview" (either via Home menu or the clipboard icon in the top right corner) and click "Submit application" to send your new
- documents

Important: Only after you clicked "Submit application", your documents will be sent to us. Once your documents have been sent, you will receive an automated mail.

6 Information on admission requirements

You have questions about our admission requirements? You are unsure whether your previous education qualifies you to start a degree program or whether you need additional documents such as language certificates?

More information on our general admission requirements can be found on our website.

Carinthia University of Applied Sciences

GOOD LUCK!



CU HOCHSCHULE KÄRNTEN FH
Kärnten - gemeinnützige GmbH
Europastraße 4, 9524 Villach
Kärnten, Österreich Tel: +43
(0)59500-7700 Email:
info@cuas.at
www.cu-hochschule-kaernten.at