APPLICATION GUIDE

The first step towards your **Bachelor's degree**

Welcome at CUAS!

We are delighted that you are about to apply for a studyplace at CUAS!

To ensure that your application makes the much cited "positive first impression", you will find all the relevant information on how to apply in our official application guide!

On the following pages you will find information on our application tool, the necessary documents and other useful tips for your application at Carinthia University of Applied Sciences.

If you have questions we are at your service and look forward to hearing/ reading from you soon!

OUR APPLICATION TOOL

Your application account at CUAS

To open an application, you first have to create an account. Please use a **neutral email adress such as firstname.lastname@domain.abc** and avoid adresses that could seem unprofessional or childish.

Once you set up your account, you will receive a confirmation link by email. Click this link to confirm your account, afterwards you are able to log in and start your application. If you do not receive a confirmation email, please do also check your SPAM folder to be sure you did not miss it.

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 reasons
- You are **only allowed to sent one application** per application period

Sections of our application tool

Personal data:

Click here to enter your personal information (full name, date of birth, ...) as well as your highest completed education by clicking on the section "Requirements". Moreover, you are able to upload your application documents here ("Documents").

Degree programs:

Here you will find all the study programs as well as continuing education courses (CUAS Academy) currently being offered. With your application, you can apply for two study programs or courses at the same time and assign a 1st and a 2nd priority.

Data overview:

After you did enter your information and chose a study program, you can see all entered information again by clicking on "Data overview" (clipboard symbol, top right of the screen). If some information or documents are missing, this will be displayed and you have the chance to further edit your application before clicking on "Submit application".
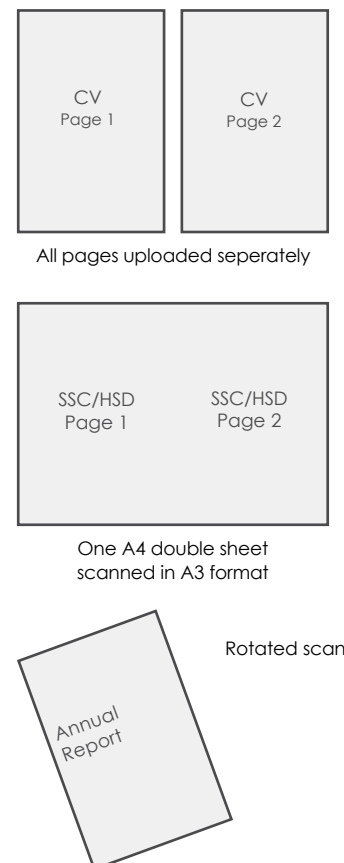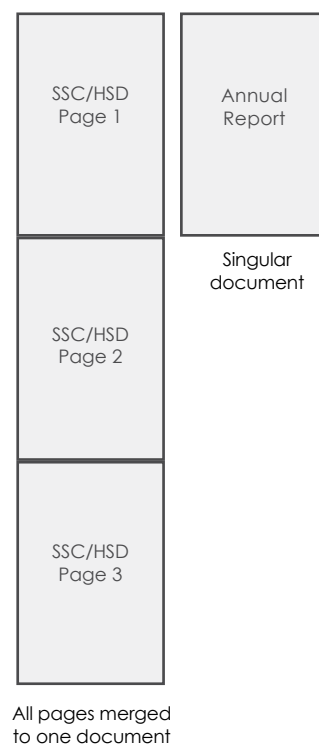
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General information on the layout of your application

You can only upload one file per required document! Multi-page documents have to be saved as one file. All documents (except your photo) must be submitted as PDF-files!

Most certificates are issued in A4 format, so your documents should also be scanned this way. Make sure that you scan your documents straight and if, for example, your second school leaving certificate is a A4 double sheet, scan each page separately and then merge them into one file using a PDF creator.

Photographed documents do not make a good first impression - so please use a scanner. If you don't have a scanner at home, please scan your documents at the nearest copy shop or at a friend's house or use a PDF creator to change the type of your files.

Important: If you want to submit additional documents later on in the application process, you can easily do this online via the application tool. More information on this can be found under point 6.

SSC/HSD
Page 1

Annual
Report

Singular
document

SSC/HSD
Page 2

SSC/HSD
Page 3

All pages merged
to one document

CV
Page 1

CV
Page 2

All pages uploaded seperately

SSC/HSD
Page 1

SSC/HSD
Page 2

One A4 double sheet
scanned in A3 format
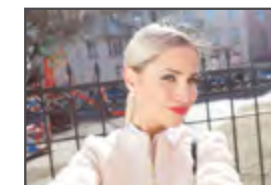
Rotated scan

Annual
Report

Get it right!

Seven quick tips for your application

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Portrait photo

Your photo is the first impression you leave with us. It is YOUR application photo and will also be printed on your Student ID Card when your are accepted. Therefore, it should be a photo you like and feel comfortable with.

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

Secondary School Certificate, Diploma & other forms of educational certificates

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In order to qualify for a bachelor 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, a Diploma or another kind of certificate**. Please note that we always need your complete certificates (all pages) to be able to evaluate in how far you are able to attend universites in Austria. Please make sure to also submit your latest two annual report as well.

If y**ou 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.

Important: Please note that evaluating your documents can take several days/weeks based on the type of your prior education. Therefore, **apply as soon as possible** so that we can check and further consider your application (consider tip 7 for more information).

CV & Motivational letter

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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 a motivational letter. However, you are warmly welcome to submit such a letter and tell us more about your motivation to study at CUAS!

Proof of identity & ID documents

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As part of the application process, we also need a current proof of identity. Here you can choose between **proof of citizenship, passport or ID card.** For passports, we only need the page with your personal details. For ID cards, please always scan the front and back.

Important: If you have an old name on one of your application documents, please upload proof of your name changes as well.

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➕ Submitting additional documents during the ongoing application process

IIf 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:

1. Log in to the application portal
2. Go to "Personal data" and upload the documents to be submitted in the according field within the "Documents" tab
3. Confirm your changes by clicking "Save documents and continue"
4. 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.

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➕ 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.

GOOD LUCK!

KÄRNTEN
University of
Applied Sciences