

Student Pre-registration for Admission to study

1. Follow this link to the starting page of AkademieOnline: <https://campus.akbild.ac.at>
The page should look like the picture below:
2. On the starting page of AkademieOnline follow the link: An online pre-registration is required for initial admission to the Academy of Fine Arts Vienna. Online pre-registration "here", highlighted in red.
3. Student pre-registration for the winter semester 2023/24 will be active from 04.09.2023 to 31.10.2023!

AKademie der bildenden Künste Wien

Log in

Please note that the current version of one of the following browsers must be used to use AkademieOnline: **Google Chrome, Microsoft Edge, Firefox**

- **New students** after passing the entrance exam (if this is required for the course):
An online pre-registration is required for initial admission to the Academy of Fine Arts Vienna.
Online pre-registration "here"
- **Students:**
"Enter your PIN code here."
When registering for the course for the first time, you will receive your PIN code for activating the services in the registrar's office.
If you forgot your password, or it is expired, you need a (new) PIN code. You can send this to a confirmed e-mail address that you have entered yourself.
Instructions for creating a "verified email address"
Request a "new PIN code"
- **Staff:**
"Enter your PIN code here."

Demonstration video for "AkademieOnline 3.0"

Log in

Username

Password

Log in

Continue without login

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4. On the next page “Registration – basic user“ fill in your Name, gender, birthday, e-mail and preferred language and confirm.


Registration - basic user / AKB Development

Master data

First name

Last name

Gender

Date of birth 
Format: DD.MM.YYYY

Maiden name

Account data

Email address
john.doe@example.com

Preferred language

[Confirm data](#)

5. It is also possible to go back and correct your data, before submitting:

Registration - basic user / AKB Development

Master data

First name Ana

Last name Muster

Gender female

Date of birth 01.01.2000

Maiden name

Account data

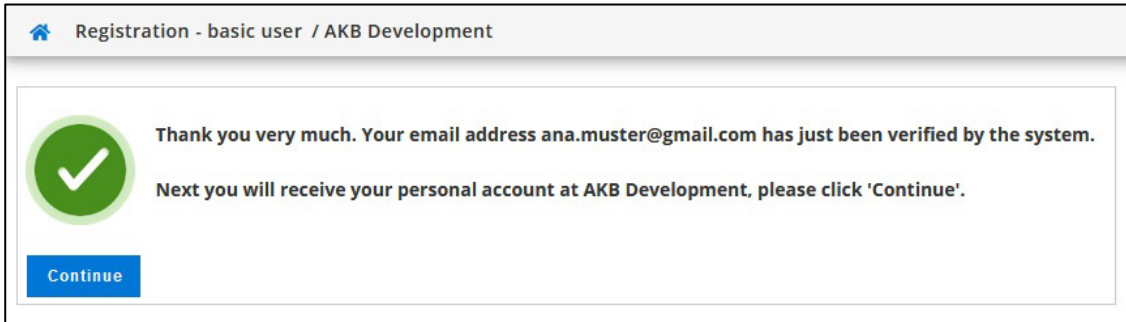
Email address ana.muster@gmail.com

Preferred language Englisch

[Back](#) [Submit data](#)

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6. An e-mail will be sent to you to activate your access to the system. Click on the link in your e-mail and in the new window on the “continue” button.



7. Create a password like indicated and save it as well as your username, click on “Complete registration”:

The screenshot shows a web page titled "Registration - basic user / AKB Development". It contains a form with the following fields and text:

- Username:** di010u6m
- Password:** A text input field containing eight black dots.
- Confirm new password:** A text input field containing eight black dots.

Below the form, there is a section titled "Please choose the password according to the following criteria:" with two main bullet points:

- Required:**
 - min 8, max 40 characters
 - letters **only in lower case**
 - at least 3 letters
 - at least 1 number
 - at least 1 special character (without numbers and letters) from !#\$%&()*+,-./:;<=>?@[\\^_{}~
 - must not contain your first name, last name, username or day of birth
- Recommendations:**
 - Also parts of first or last names should not be used.
 - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

At the bottom of the page, there is a note: "Your password may be identical to 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, failed logins." At the bottom right, there are two blue buttons: "Complete registration" and "Cancel".

8. Your account is being created, you get a confirmation, click on “Continue”:

Important: Your verified email address is also a login option!

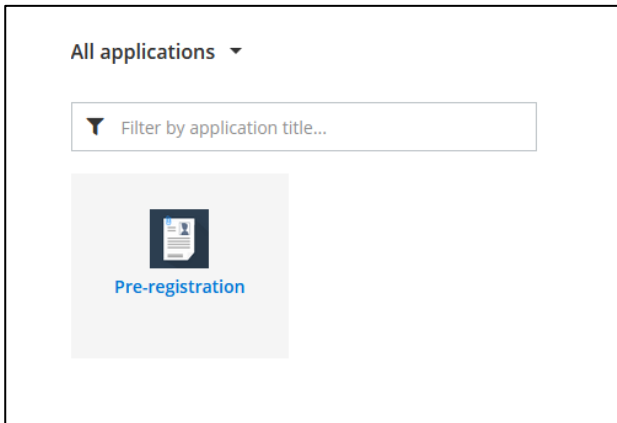
The screenshot shows a web page titled "Create/change account - Confirmation / Muster, Ana". It displays the following information:

Username	di010u6m
Alternative login option - your verified email address	ana.muster@gmail.com
Account valid until	20.August 2024
Password changed on	
Service	Status
AkademieOnline	✓

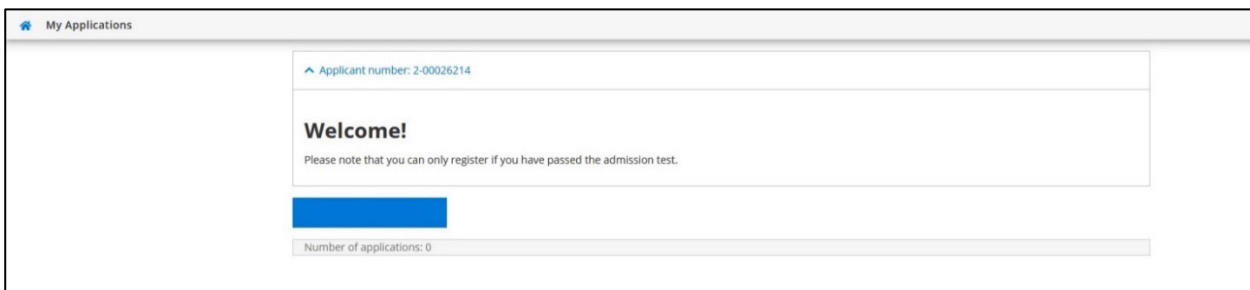
Below the table, there is a yellow box with the text: "User account has been created." At the bottom left, there is a blue button labeled "Continue".

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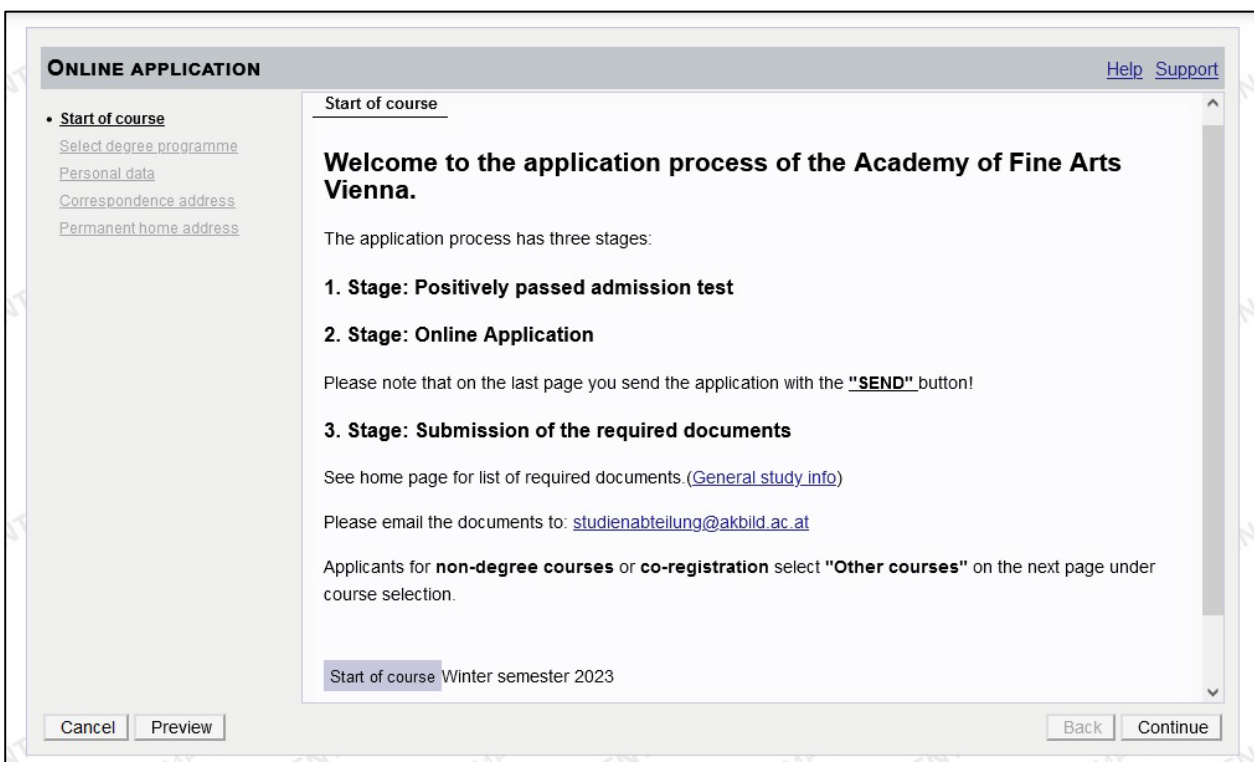
9. Start the pre-registration by clicking on the app:



10. Start the pre-registration by clicking the blue button:



11. Now you are completing the stage 2: fill in your data for the online pre-registration at the Academy.



Important at stage 3: At the end, exchange students only submit a scan of their passport via e-mail to studienabteilung@akbild.ac.at.

12. Select your study programme

First, type of studies: Bachelor, Master, Diploma, Teacher Training Bachelor or Master, Doctoral programme.

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

[Start of course](#)

- **Select degree programme**

[Personal data](#)

[Correspondence address](#)

[Permanent home address](#)

Select degree programme

Type of studies: Please select... (dropdown menu open)

- Please select...
- Bachelor programme
- Master programme
- Diploma programme**
- Doctoral programme
- other study
- Teacher Training Bachelor's Programme
- Teacher Training Master's Programme

Cancel Preview Back Continue

Then, exact degree programm:

- Diploma Programme: Fine Arts, Scenography, Conservation/Restauration
- Bachelor Programme: Architecture Bachelor
- Master Programme: Architecture Master, Critical Studies
- Teacher Training: Bachelor or Master Programme

Please note: For non-degree studies and co-registration, please choose "other study".

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

[Start of course](#)

- **Select degree programme**

[Personal data](#)

[Correspondence address](#)

[Permanent home address](#)

[Higher education entrance qualification](#)

Select degree programme

Type of studies: other study

Degree programme: Please select... (dropdown menu open)

- Please select...
- UR A01 außerordentliches Studium
- UR M01 Mitbelegung**

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13. Now fill in your personal data:

- First name(s)
- Surname
- Date of birth
- Gender
- Citizenship/Nationality

All fields tagged in yellow are mandatory, the others you may leave blank!
Persons with Austrian citizenship need to enter their Social insurance number.

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

[Start of course](#)
[Select degree programme](#)
• **Personal data**
[Correspondence address](#)
[Permanent home address](#)

Personal data

First name	Ana
Surname	Muster
Social security no.	
Date of birth	01.01.2000
Gender	female
Place of birth	
Country of birth	Please select...
Maiden name	
1st nationality	Please select...
2nd nationality	Please select...

14. Then, fill in your correspondence address.

If your correspondence address is identical with your home address, please tick the checkbox., if not, fill in also the permanent address.

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[Start of course](#)
[Select degree programme](#)
[Personal data](#)
• **Correspondence address**
[Permanent home address](#)
[University entry survey](#)

Correspondence address

Correspondence address (semester address)

Mail delivery c/o	
Street and number	Musterstraße 4/20
Postal Code/City	1160 Wien
Country/State	Austria
Region	Wien
Telephone number	
Email address	ana.muster@gmail.com
Confirmed email address	ana.muster@gmail.com

My correspondence address (during the semester) is identical with my permanent home address.

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

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15. The next step links you to a statistic questionnaire for Austria. The Academy has no access to this data. If you want to complete it, choose one answer at every item, everything is anonymous. If you don't want to complete it, choose "unknown".

In the first item, choose your country of birth.

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• **University entry survey**

University entry survey

Information
According to § 9 sect. 6 of the Educations Documentation Act, the post-secondary educational institutions have to carry out statistical surveys.
Students are required to fill in the electronic survey form UHStat 1 by Statistics Austria.

UHStat 1 query

Personal details

Country of birth: Korea, Republic

Information about your legal guardians
The following questions refer to your parents or the persons who assumed a relevant role (such as persons with stepparents or foster parents).

Legal guardian 1/mother

Year of birth	Please select...
Country of birth	Please select...
Country of highest level of education completed	Please select...

Then, enter the particulars of your parents:

- Year of birth
- Country of birth
- Country of highest level of education completed
- In the item "Highest completed education", choose the highest level of formal education completed by your legal guardian (parents, mother, father).

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• **University entry survey**

information about your legal guardians
The following questions refer to your parents or the persons who assumed a relevant role (such as persons with stepparents or foster parents).

Legal guardian 1/mother

Year of birth	unknown
Country of birth	unknown
Country of highest level of education completed	unknown
Highest completed education	I do not know what degree my legal guardian got.

Legal guardian 2/father

Year of birth	I do not know what degree my legal guardian got.
Country of birth	Apprenticeship or school for intermediate vocational education (education without university entrance qualification)
Country of highest level of education completed	Higher secondary school with university entrance qualification
Highest completed education	University/university of applied sciences/university college of teacher education

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16. For some programmes (e.g. architecture, teacher training, master, doctoral programs) you will be asked for your higher education entrance qualification. Please choose the correct option.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'University entry survey', and 'Higher education entrance qualification' (which is highlighted with a bullet point). The main content area is titled 'Higher education entrance qualification' and contains three input fields: 'School type' with a dropdown menu showing '98 - school leaving exam not relevant', 'Date of certificate' with an empty text box, and 'Issuing country' with a dropdown menu showing 'Please select...'. There are 'Help' and 'Support' links in the top right corner.

Exchange Students select “35 – university entrance qualification according to the co-operation”!

This is a close-up of the 'School type' dropdown menu from the application form. The selected option is '35 - university entrance qualification according to the co-operati...', which is highlighted in yellow. Below it are the 'Date of certificate' text box and the 'Issuing country' dropdown menu.

17. You get an overview on all data you filled in. Check carefully, if everything is correct.

OVERVIEW - APPLICATION NUMBER: 1-0000059

PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkboxes (at the bottom of the page) click on the SEND button to submit the application electronically.

Start of course

Winter semester 2023

Select degree programme

Type of studies: Diploma programme

Degree programme: UR 605 Diploma programme: Fine Arts

I already applied for the selected degree programme at AKBILD within the past year.

Personal data

First name	Ana
Surname	Muster
Social security no.	
Date of birth	01.01.2000
Gender	female
Place of birth	
Country of birth	Korea, Republic
Maiden name	
1st nationality	Korea, Republic
2nd nationality	

If everything is correct, tick the checkbox and click on the "Send" button:

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 AKBILD 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.

18. You successfully completed the pre-registration!

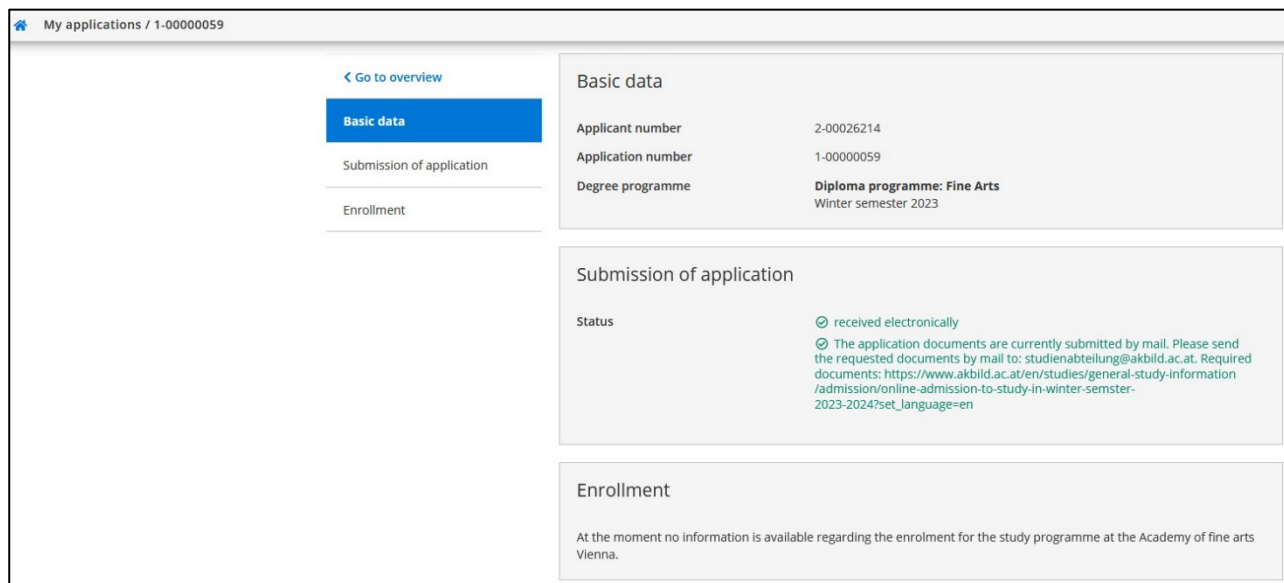
ONLINE APPLICATION

Thank you for your pre-registration!

You have successfully completed the registration. Please send the documents listed in the link below to the Studies and Examinations Department: studienabteilung@akbild.ac.at

Further information is also available under the link "[General study information](#)"

19. You can also see the confirmation in your account in the pre-registration app:



The screenshot shows a web interface titled 'My applications / 1-0000059'. On the left, there is a navigation menu with three items: 'Basic data' (highlighted in blue), 'Submission of application', and 'Enrollment'. The main content area is divided into three sections:

- Basic data:** A table with two columns. The first column lists 'Applicant number' (2-00026214) and 'Application number' (1-0000059). The second column lists 'Degree programme' as 'Diploma programme: Fine Arts Winter semester 2023'.
- Submission of application:** A section with a 'Status' field. The status is 'received electronically' (indicated by a green checkmark icon). Below this, a note states: 'The application documents are currently submitted by mail. Please send the requested documents by mail to: studienabteilung@akbild.ac.at. Required documents: https://www.akbild.ac.at/en/studies/general-study-information/admission/online-admission-to-study-in-winter-semester-2023-2024?set_language=en'.
- Enrollment:** A section with a message: 'At the moment no information is available regarding the enrolment for the study programme at the Academy of fine arts Vienna.'

20. Now you can send an e-mail with your documents to the Registrar's office of the Academy studienabteilung@akbild.ac.at to continue your admission to study.

For information on required documents for your programme, please check on the website: www.akbild.ac.at/en/studies/general-study-information/admission/online-admission-to-study-in-winter-semester-2023-2024

Exchange students only submit a scan of their passport via e-mail to studienabteilung@akbild.ac.at!

21. You'll get all information on the payment of fees via e-mail from the Registrar's Office.

Don't forget to state the correct reference number, so that the Academy is able to trace your online payment. Also, make sure that the amount is correct. Pay as quickly as possible to avoid trouble with the deadline which is 31.10.2023.

After successful payment you will get your PIN-Code via e-mail which has to be activated within five days.

Finally, bring your original documents (passport, etc.), 2 passport pictures to the Registrar's Office (Mon-Fri 9-12 am., Schillerplatz 3, room E5) and get your student ID.