

Important meeting!
Thursday, 22 September 2016, 1 p.m.
 Academic Affairs

Co-registration at the University of Graz for

students of   

Students of the TU Graz, the Medical University of Graz and the University for Music and Performing Arts Graz, who wish to take a **treffpunkt sprachen German intensive course** or **German semester course** and receive the ECTS credits, **must be co-registered** at the University of Graz (Karl-Franzens-Universität Graz). Without co-registration it is not possible to get ECTS credits and a grade.

The Academic Affairs Department of the University of Graz offers an **extra appointment** to complete co-registration for intensive course participants. This facilitates the process for you and for us!


| | | | |
|----------|---|--|---|
| 1 | Pay ÖH fee | by 15 September 2016 | ÖH = Austrian student association fee |
| 2 | Fill in online form („Vorerfassung“) | by 21 September 2016 <i>Online</i> | Online via https://online.uni-graz.at/kfu_online/studentenvor anmeldung.startseite |
| 3 | Pick up PIN-Code for UNIGRAZ-online at Academic Affairs Department | 22 September 2016, at 1 p.m. (noon) Academic Affairs <i>Universitätsplatz 3/ 1st floor, 8010 Graz</i> | Co-registration is ONLY possible if you bring the following documents to the appointment: <ul style="list-style-type: none"> • Current ‚Studienblatt‘ (print out of student status for winter term 2016/17) • Student ID <u>or</u> other ID with picture (e.g. passport) You will then receive your PIN code and information on activating your account in UNIGRAZonline. |
| 4 | Activate UNIGRAZonline account | 22 September 2016 <i>UNIGRAZonline</i> | Use your PIN code to activate your UNIGRAZonline account. |
| 5 | Registration for German semester courses | 23 September 2016, from 1 p.m. <i>UNIGRAZonline</i> | Registration for German semester courses starts in UNIGRAZonline (online only!) following the first-come, first-served principle. |

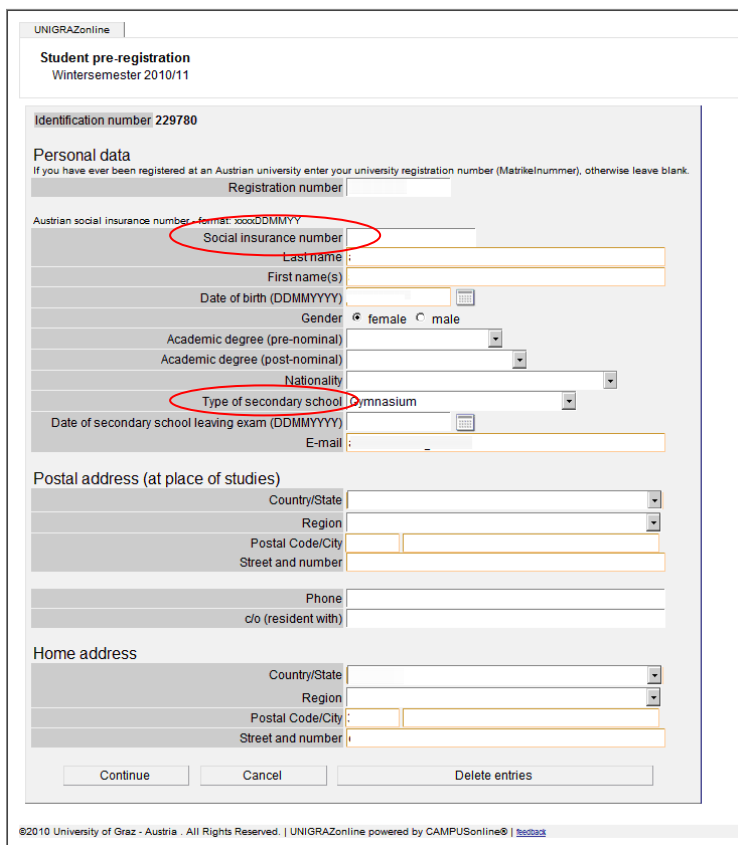
Student e-mail addresses for co-registered participants:



Your further e-mails will be **automatically sent via UNIGRAZonline** to your personal e-mail address at the University of Graz (vorname.nachname@edu.uni-graz.at), NOT your private e-mail address. Don't forget to regularly check your student e-mails! Alternatively, you can log in with your UNIGRAZonline account data at <http://emailforward.uni-graz.at> and set a forward to your preferred e-mail address.

Important tips on co-registration form (point 2)

- ① Go to: https://online.uni-graz.at/kfu_online/studentenvoranmeldung.startseite and change the language by clicking on .
- ② Click on „First time registration“.
- ③ Choose a **password** (6-10 characters).
- ④ Fill in your **personal data** in the form (identical to the ‘Studienbuchblatt’!):



UNIGRAZonline

Student pre-registration
Wintersemester 2010/11

Identification number 229780

Personal data
If you have ever been registered at an Austrian university enter your university registration number (Matrikelnummer), otherwise leave blank.

Registration number

Austrian social insurance number, format: xxxxBDDMMYY

Social insurance number

Last name

First name(s)

Date of birth (DDMMYYYY)

Gender female male

Academic degree (pre-nominal)

Academic degree (post-nominal)

Nationality

Type of secondary school Gymnasium

Date of secondary school leaving exam (DDMMYYYY)

E-mail

Postal address (at place of studies)

Country/State

Region

Postal Code/City

Street and number

Phone

c/o (resident with)

Home address

Country/State

Region

Postal Code/City

Street and number

Continue Cancel Delete entries

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„Social insurance number“ – leave this field empty!

„Type of secondary school“: Please choose „Reifeprüfung nicht relevant“/“not relevant“!

- ⑤ On the next page “Picture import“, you can, but **need not upload a photo**.
- ⑥ On the next page regarding your study programme, please choose „ Studium als MitbelegerIn – B 999/“ with the green arrow.
- ⑦ Click “continue“ and then “cancel“. You need not print anything!

You can find a video on the procedure of co-registration on youtube: http://www.youtube.com/watch?v=3t_Q-wStZl8

