Further steps for admission in person: Student pre-registration

If you have no account at TUGRAZonline do step 1 and 2, otherwise go to step 2.

1) Create an account

- Open the following link: [online.tugraz.at](http://online.tugraz.at)

- Fill in the form Registration – basic user and confirm it.

- An E-Mail will be sent to your Email-address within a short time for activating your access to the system. If you don’t receive an EMail please contact [it-support@tugraz.at](mailto:it-support@tugraz.at)

- With clicking on the activation link a confirmation page opens in your browser. Then please click on „Weiter“

- Now you can select any username and password for your account.

**Attention:** It is not possible to change your user name afterwards.
2) Application for study programme

- Open again the following link: online.tugraz.at
- Login with your user name and password

- On your Business card/Workplace click on the Button “Applications”
STUDENT PRE-REGISTRATION IS MANDATORY FOR THE ADMISSION PROCESS!

- Click on “Enter new application”

- Select the start of studies (actual semester):

- Register for which degree programme you received an acceptance letter and enter your personal data in full.

  If you have never studied at an Austrian university, you can leave the “matriculation number/registration number” field blank.

- Attention, students visiting the german course must select following degree programme:
  Type of studies: pre study training course
  Degree programme: Universitätslehrgang; Vorstudienlehrgang VGUh

- Upload a photo. This will later be printed on your student ID card, the TU Graz card.

- Verify your submitted data and send the application.