

# STUDENT PRE-REGISTRATION IS MANDATORY FOR THE ADMISSION PROCESS!

## 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](https://online.tugraz.at)

Log-in

Choose:  
1. Login  
2. Create an account

Registration

System requirements

1

2

- ➔ 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“

Registrierung - Basis-Anwender

Vielen Dank, Ihre E-Mailadresse [redacted] wurde somit im System bestätigt.  
In den nächsten Schritten erhalten Sie Ihren persönlichen Systemzugang in TUGRAZonline, bitte klicken nun auf 'Weiter'.

Weiter

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

**Attention:** It is not possible to change your user name afterwards.

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## 2) Application for study programme

- ➔ Open again the following link: [online.tugraz.at](https://online.tugraz.at)
  - Login with your user name and password

Log-in

User name

Password

Profile Standard

Log in Cancel

Shibboleth and Handy-Signatur

Continue >>

- Basic account: Account for
  - Preregistration for a degree programme or application for a degree programme with admission procedures
    - Life Long Learning Courses (TeachCenter)
    - Create an account with self-registration (prerequisite: no active account)
    - Forgotten password
- Students, staff, alumni and global network as well as identified guests
  - Create an account with a PIN-Code
  - Forgotten password

Registration

- ➔ On your Business card/Workplace click on the Button “Applications”

Business card/Workplace

User: Mitsi Musterfrau

Ms. Musterfrau, Mitsi

E-mail [REDACTED]

Homepage -

Your picture could be displayed here

Applications

Personal Settings

Login Log

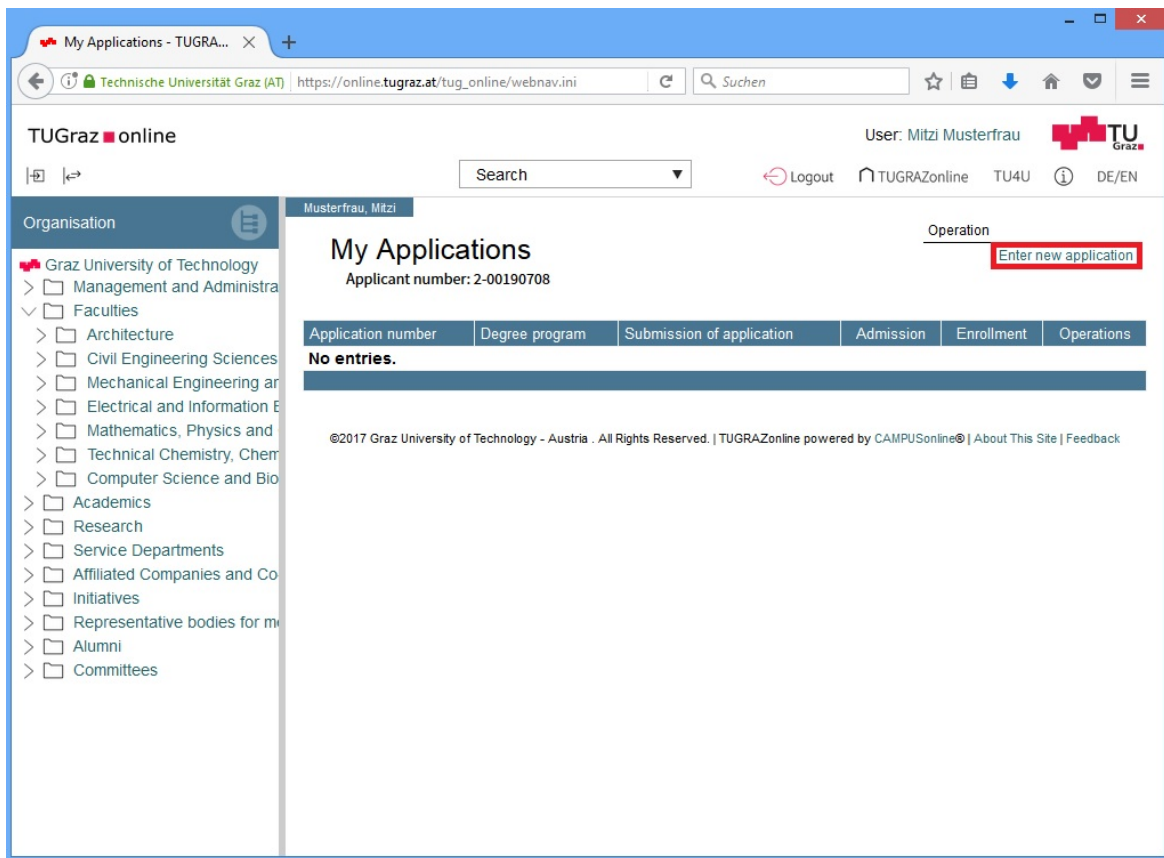
Account Status

Change Password

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# 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.