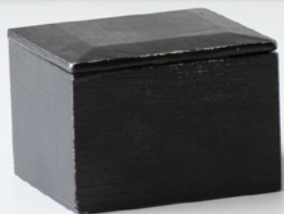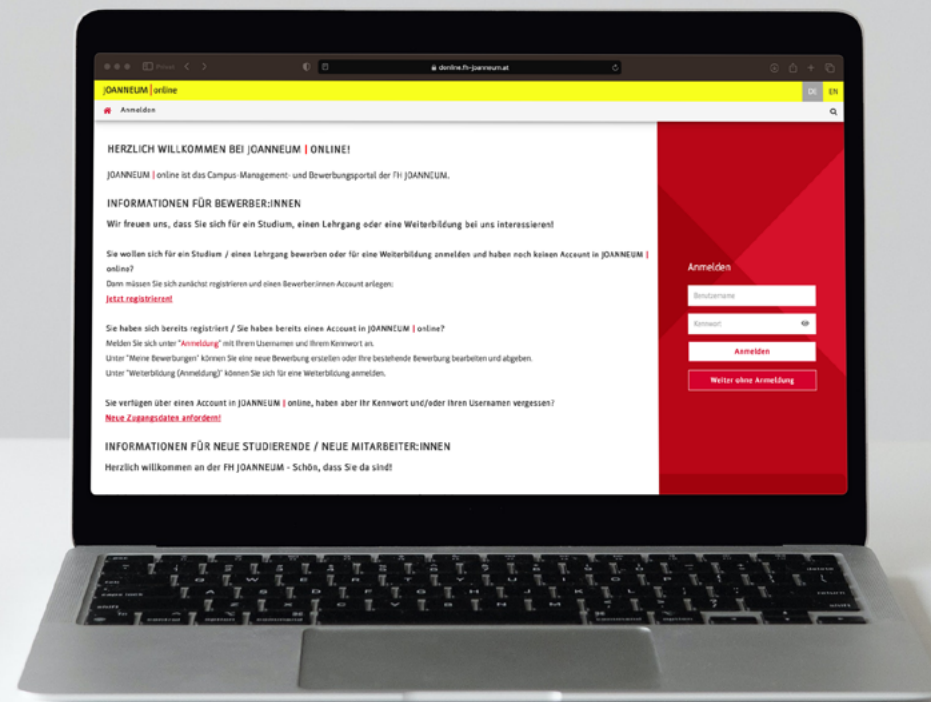FH | JOANNEUM
University of Applied Sciences

Step by Step
ONLINE APPLICATION

Would you like to apply to FH JOANNEUM and need help with the application process? Then you've come to the right place! This guide takes you through the application process in our application portal JOANNEUM | online.

Step 1 | Registration*

via online.fh-joanneum.at

01_First, you have to register and create an applicant account. To do this, click on "Register now".

Note: If you are already registered, you can ignore this step and continue directly with Step 2 | Registration.

02_ You will now be redirected to the **registration page**.

03_ Fill out the **master data form** with your personal data: **first name, last name, gender,** and **date of birth**.

04_ Under **"Account data"** please enter an email address where we can reach you. Also, select your preferred **language** – **German** or **English** – in the drop-down menu

05_ Now click on **"Confirm data"** to submit the form. You will now receive a **registration link** to the e-mail address you provided.

06_ Open the e-mail and click on the **registration link**. Now, the **activation** page opens. Here, you will be asked to set your **password** for your **personal access**.

Congratulations, your registration is now complete and you can log in to JOANNEUM | online on **online.fh-joanneum.at** and **create your application**.

Step 2 | Login

on online.fh-joanneum.at
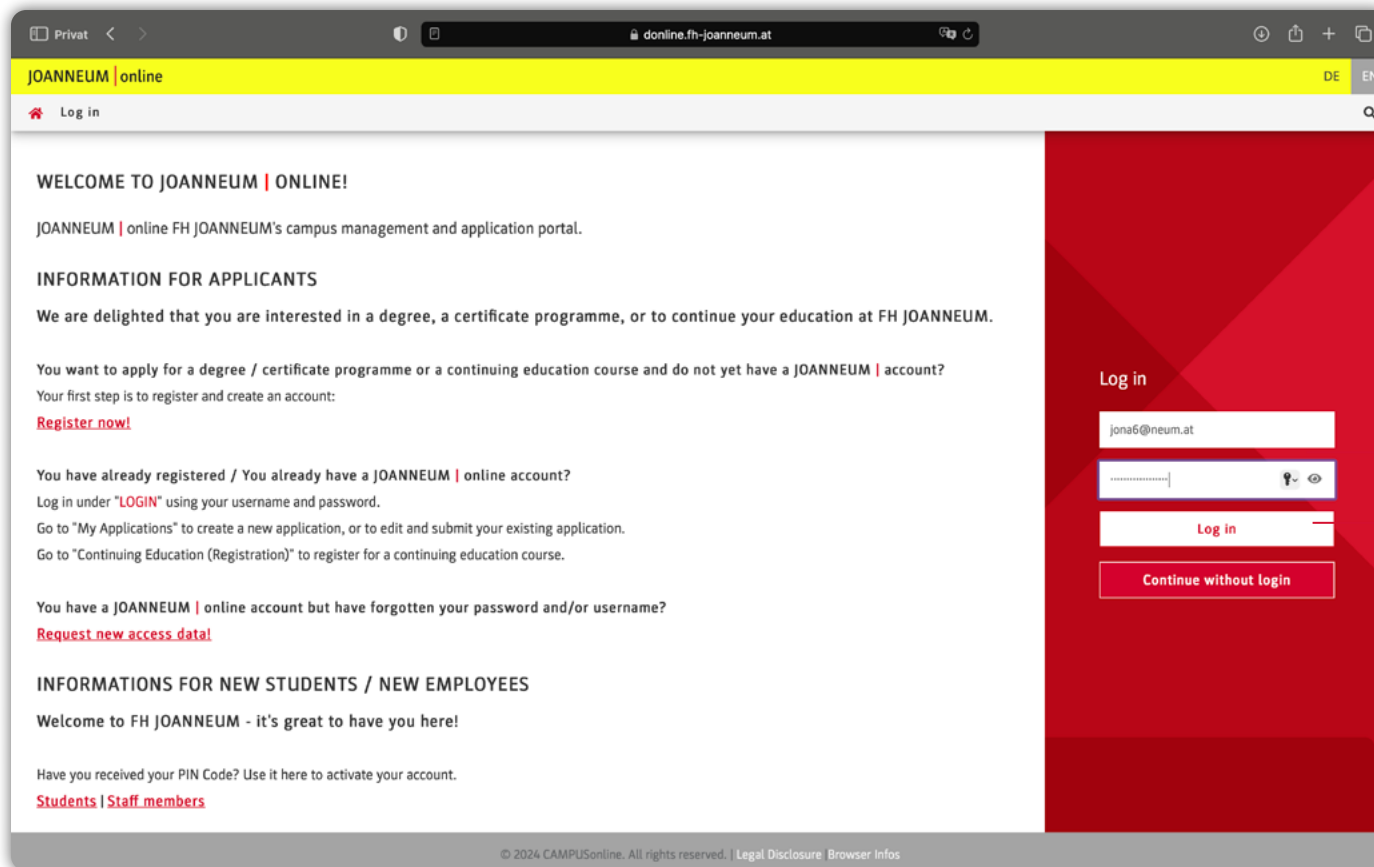
01_ Log in here with your **username** – you can also use your **email address** – and your **password**.

02_ Klick on **"Log in"** to use all the features of JOANNEUM |. **This is the only way you can create an application!**

*Note: If you click on „Continue without login", you can use the platform to a limited extent and view information on courses, study programmes, rooms and organization.*

Step 3 | Application for a study programme

01_ You will now be directed to the JO-ANNEUM | Online start screen, where you can carry out various actions.

02_ Select the tab **"My Applications"** to **create a new application** or **edit** an existing application.

Note: In order to apply for a further education courses, select the tab „Continuing Education".
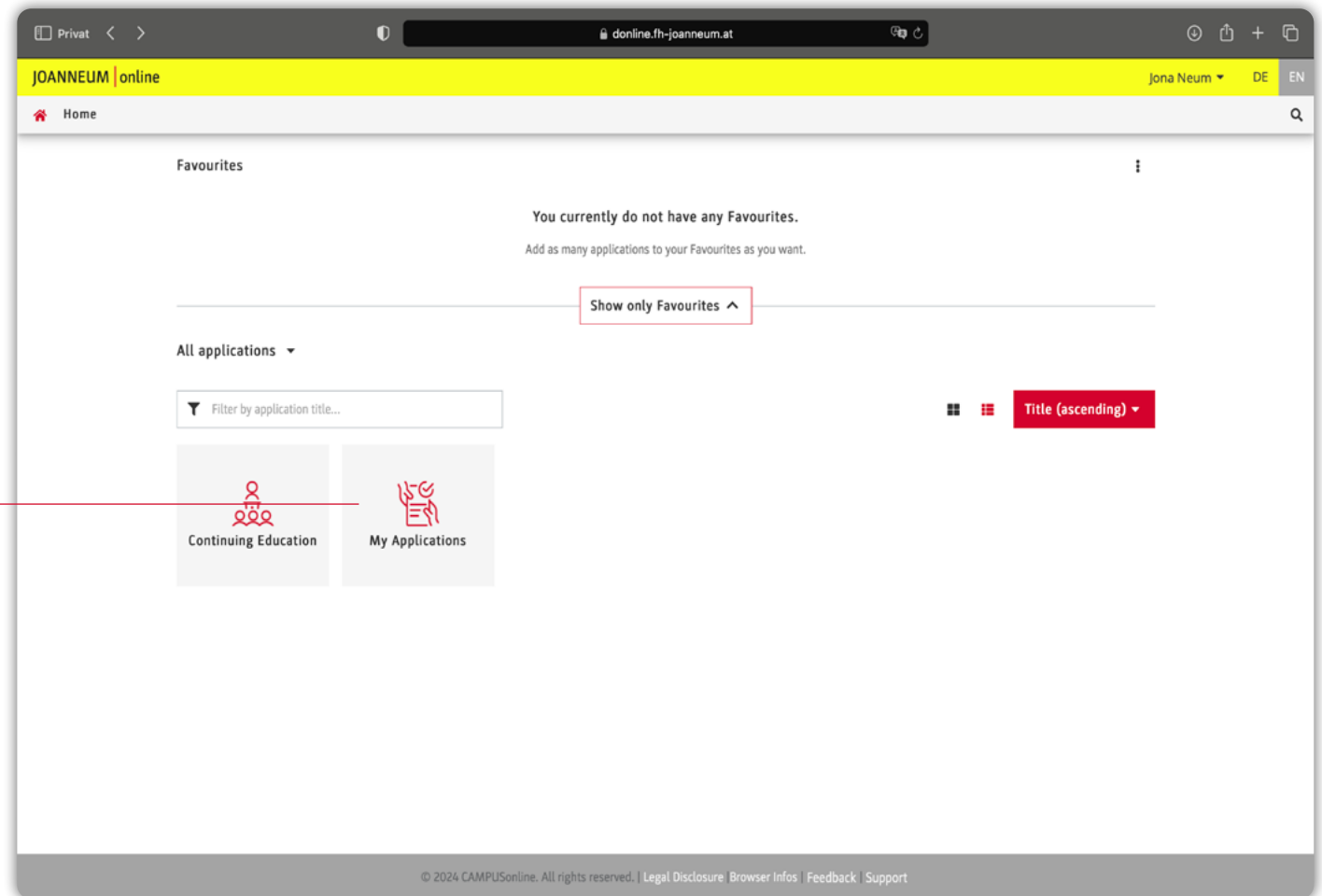
Step 3 | Application for a study programme
START OF COURSE

If you need **personal support** during the application process, click here. (This field will also appear in each subsequent step). You can then send an e-mail directly to **bewerbung@fh-joanneum.at**.

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JOANNEUM | online   Jona Neum ▾   DE   EN

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ONLINE APPLICATION   (Help)(Support)

• **Start of course**   **Start of course**
  Study selection
  Personal data   Dear Applicant, we are delighted that you are interested in studying at FH JOANNEUM.
  Contact details   Most degree and certificate programmes at FH JOANNEUM start in the winter semester. Please select the
  Permanent home address   appropriate semester from the drop-down menu.

                             Start of course Winter semester 2024/25

                             Currently, you can only apply for **one programme**!

                             However, you can submit a new application for another degree programme / certificate programme if you are not
                             awarded a place on your first choice of programme!

  [Cancel] [Preview]   [Back] [Continue]

03_ Select the **semester** in which you want to start studying at FH JOANNEUM. Most degree programs start in the **winter semester**, but there are exceptions. In that case, you can select the respective semester here.

04_ Click on **"Continue"** to choose your course of study

*Please note: **You can only apply for one degree program at a time**; it is not possible to apply for several degree programs at the same time. However, you can apply for another degree course if you do not get a place in your chosen degree program after the admissions procedure.*

If you need help during the application process, click on **"Help"** here. (This field will also appear in each subsequent step). A window with additional information will then open.

05_ In the drop-down menu, select the type of study you want to apply for: **Bachelor's degree programme (with your preferred study track)**, **Master's degree programme (with your preferred study track)**, or **Master Course (Master Certificate Programme)**, or other.

You can find more information on the types of studies here: www.fh-joanneum.at/en/topics/types-of-study-programme/

06_ As soon as you have chosen the type of study, another menu appears where you can select your desired **course of study**.

Note: Under „Further information" you can access the page of the selected degree program on our website.

07_ Click on **"Continue"** to enter your **personal data**.

Step 3 | Application for a study programme
PERSONAL DATA

08_ When you enter your personal data, **your first name, last name, gender and date of birth are already filled in automatically**. This data is taken from the registration and can **NOT** be edited by you here.

09_ Now, enter your **social security number**, **place of birth, country of birth and nationality** in the remaining fields. If you have a dual nationality, please also select the second nationality (the second proof of citizenship should then also be uploaded).

Note: If you have non-Austrian citizenship, leave the social security number field blank.

10_ Click on **"Continue"**. In the next step we will be collecting your **contact details**.

11_ Now enter your **correspondence address**, i.e. the address which we can reach you with during your studies (if you already know it).

Please also provide your **telephone number**. Your e-mail address is already filled out automatically (again, this information is taken from the registration).

12_ If your study address also equals your home address, tick this box. If your study address does NOT correspond to your home address, do not check this box. You can then add your home address in the next step.

13_ Click on **"Continue"**. to get to the **"Survey before starting your studies"**.

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JOANNEUM | online   Jona Neum ▾   DE   **EN**

ONLINE APPLICATION   Help   Support

Start of course
Study selection
Personal data
• **Contact details**
University entry survey
Higher education entrance qualification

🛈 **Contact details**

Correspondence address (semester address)

Mail delivery c/o	
Street and number	Alte Poststraße 147
Postal Code/City	8020 Graz
Country/State	Austria
Region	Steiermark
Telephone number	
Email address	jona6@neum.at
Confirmed email address	jona6@neum.at

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

Cancel   Preview   Back   Continue

14_ You now have to complete the **"Survey before starting your studies"**. Please state the **year of birth, place of birth, country of highest qualification** and **the highest qualification of your parents** (mother and father) or persons in parental role (e.g. legal guardians).

If you do not know this information, select the option **"unknown"** or **"I don't know"** as shown in example number 2 (father or caregiver 2 in parental role).

15_ Click on **"Continue"** to enter your higher education entrance qualification.

16_ We now come to the **proof of your university entrance qualification**. If needed, you can get more detailed information in the information window. Please select the **type of school** you attended and state the **date of your certificate** (e.g. the date of your high school diploma).

Note: If you have not yet completed your school education, for example because you will not have your a-level exams until some time in the future, please indicate the expected completion date. If this data is incorrect, we can update it later when checking your documents.

17_ Click on **"Continue"** to upload your letter of application / motivation.

18_ You can upload your **letter of motivation** here. Only PDF files with a maximum file size of 10 MB are permitted.

Don't worry, if you don't have your letter of motivation available at the moment, you can **upload it later** after submitting the online application until the end of the application deadline! (The deadline for this is displayed in this window)

Note: In your letter of motivation, we want to get to know you! Describe why you are interested in the degree program, what experience you may already have in the subject area, and also tell us something about yourself, your personality and strengths!

19_ Click on **"Continue"** to upload your CV.

As soon as you have uploaded your document, it will show here.
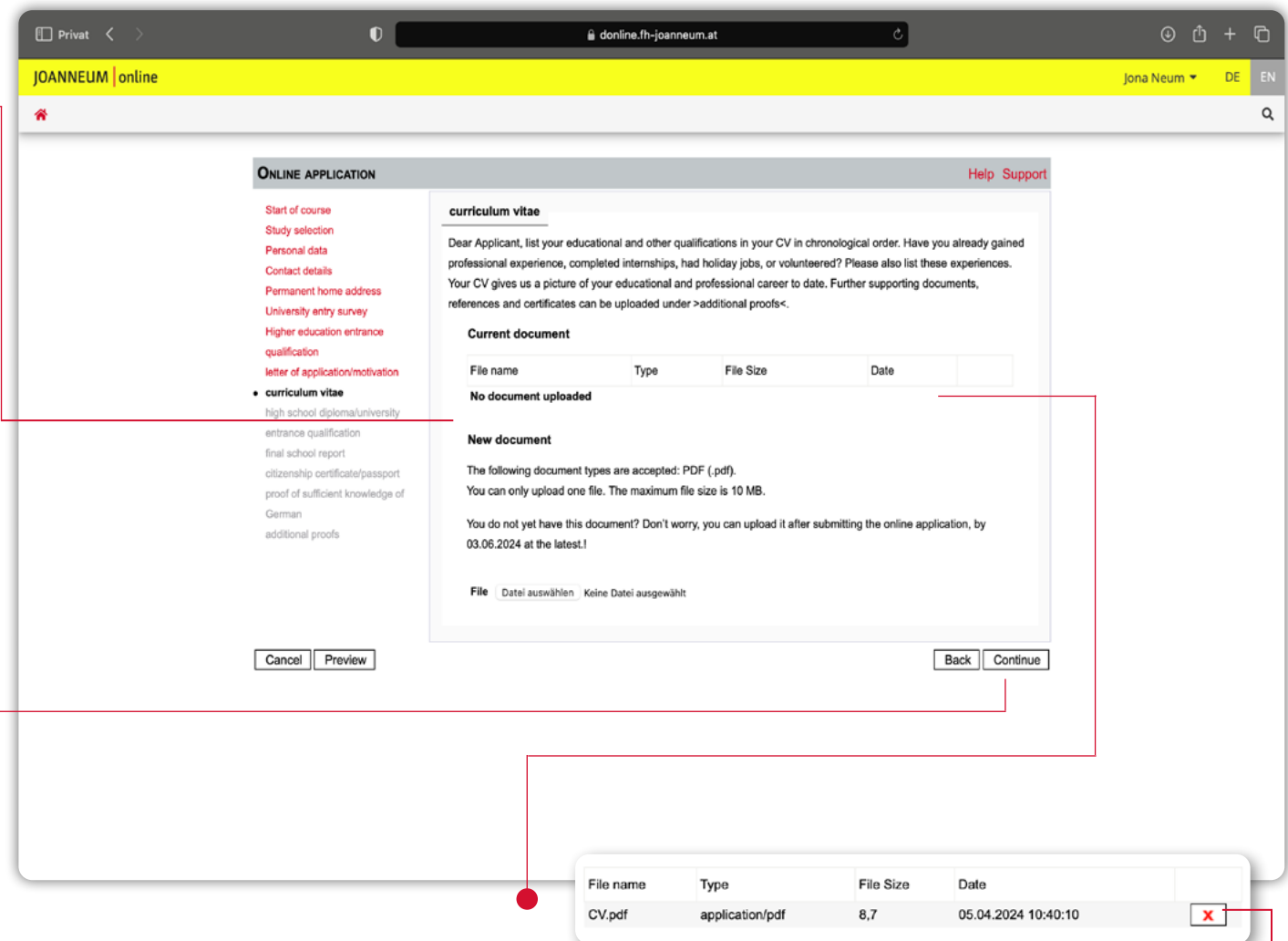
If you want to exchange the file again, you can remove the file here and upload a new document.

20_ Upload your **CV** here. Only PDF files with a maximum file size of 10 MB are permitted.

Don't worry, if you don't have your CV available at the moment, you can **upload it later** after submitting the online application until the application deadline! (The deadline for this is displayed in this window)

Note: In your CV, please list your education (school education, previous studies, etc.) in chronological order. You should also list your professional experience, if you have any (jobs, internships, etc.). The CV should convey a picture of your educational and professional career to date!

21_ Click on **"Continue"** to go to the proof of general university entrance qualification.

As soon as you have uploaded your document, it will show here.

If you want to exchange the file again, you can remove the file here and upload a new document.

22_ In order to be able to start a degree program, you must prove that you meet the **formal requirements** (e.g. with your high school diploma, proof of eligibility to study or proof of professional qualification with additional examinations).

You can upload this proof here. Only PDF files with a maximum file size of 10 MB are permitted.

Don't worry, if you don't have the document available at the moment, you can also **upload it later** after submitting the online application **until the start of your studies**! (The deadline for this is shown in this window)

23_ Click on **"Continue"** to go to the upload of your last annual or semester certificate.

As soon as you have uploaded your document, it will show here.

If you want to exchange the file again, you can remove the file here and upload a new document.

24_ Upload your **last annual or semester report** here.

Only PDF files with a maximum file size of 10 MB are permitted.

Don't worry, if you don't have your certificate available at the moment, you can also **upload it later** after submitting the online application until the end of the application deadline! (The deadline for this is displayed in this window)

25_ Click on **"Continue"** to proceed to the upload of the proof of citizenship.

As soon as you have uploaded your document, it will show here.

If you want to exchange the file again, you can remove the file here and upload a new document.

ONLINE APPLICATION   Help Support

citizenship certificate/passport

Start of course
Study selection
Personal data
Contact details
Permanent home address
University entry survey
Higher education entrance qualification
letter of application/motivation
curriculum vitae
high school diploma/university entrance qualification
final school report
• citizenship certificate/passport
  proof of sufficient knowledge of German
  additional proofs

Dear Applicant, please upload your citizenship certificate, passport, or ID card here. Please make sure that this document contains the following information: your name, citizenship, date and place of birth.

Current document

File name	Type	File Size	Date

No document uploaded

New document

The following document types are accepted: PDF (.pdf).
You can only upload one file. The maximum file size is 10 MB.

You do not yet have this document? Don't worry, you can upload it after submitting the online application, by 03.06.2024 at the latest.!

File [Datei auswählen] Keine Datei ausgewählt

[Cancel] [Preview]   [Back] [Continue]

File name	Type	File Size	Date	
Proof of Citizenship.pdf	application/pdf	9,6	05.04.2024 10:41:23	✗

As soon as you have uploaded your document, it will show here.

If you want to exchange the file again, you can remove the file here and upload a new document.

26_ Please upload your **proof of citizenship here**. This document must contain the following information: **Name, citizenship** and **dates of birth (time and place)**.

Only PDF files with a maximum file size of 10 MB are permitted.

Don't worry, if you don't have the document available at the moment, you can **upload it later** after submitting the online application **until the application deadline**! (The deadline for this is displayed in this window)

27_ Click on **"Continue"** to proceed to the proof of sufficient knowledge of the German language.

28_ Select the item that applies to you here.

Note: If you need to prove your language skills with one of the recognized certificates listed, you can upload it in the next step.

29_ Click on **"Continue"** to proceed to the upload of further certificates (this step is then optional!)

Please note: If you have chosen a course of study that requires you to upload a portfolio with work samples, you can do this in the following step. The corresponding window will only be displayed if you are applying for such a degree program.

30_ If you wish, you can upload a **document with further proof, certificates** or **confirmations** here. However, this step is **optional**, so if you do not want to upload anything else, skip this step and click directly on **"Continue"**.

If you do not have this document available at this time, you can also **upload it later** after submitting the online application **until the end of the application deadline!** (The deadline for this is displayed in this window).

Note: You can only upload one document here, so please combine all the documents you wish to upload in one PDF. Only PDF files with a maximum file size of 10 MB are permitted.

31_ Click on **"Continue"**.

As soon as you have uploaded your document, it will show here.

If you want to exchange the file again, you can remove the file here and upload a new document.

32_ You will now see an **overview** of the data you have entered and the files you have uploaded. Please check all of the details here carefully!

33_ Check **the box here** (at the very bottom of this page) to confirm that you agree.

As soon as you click on „SEND", your application will be submitted electronically and you can NO longer make any corrections to your data.
However, if you are still missing documents, you can upload them later by the respective deadlines specified.

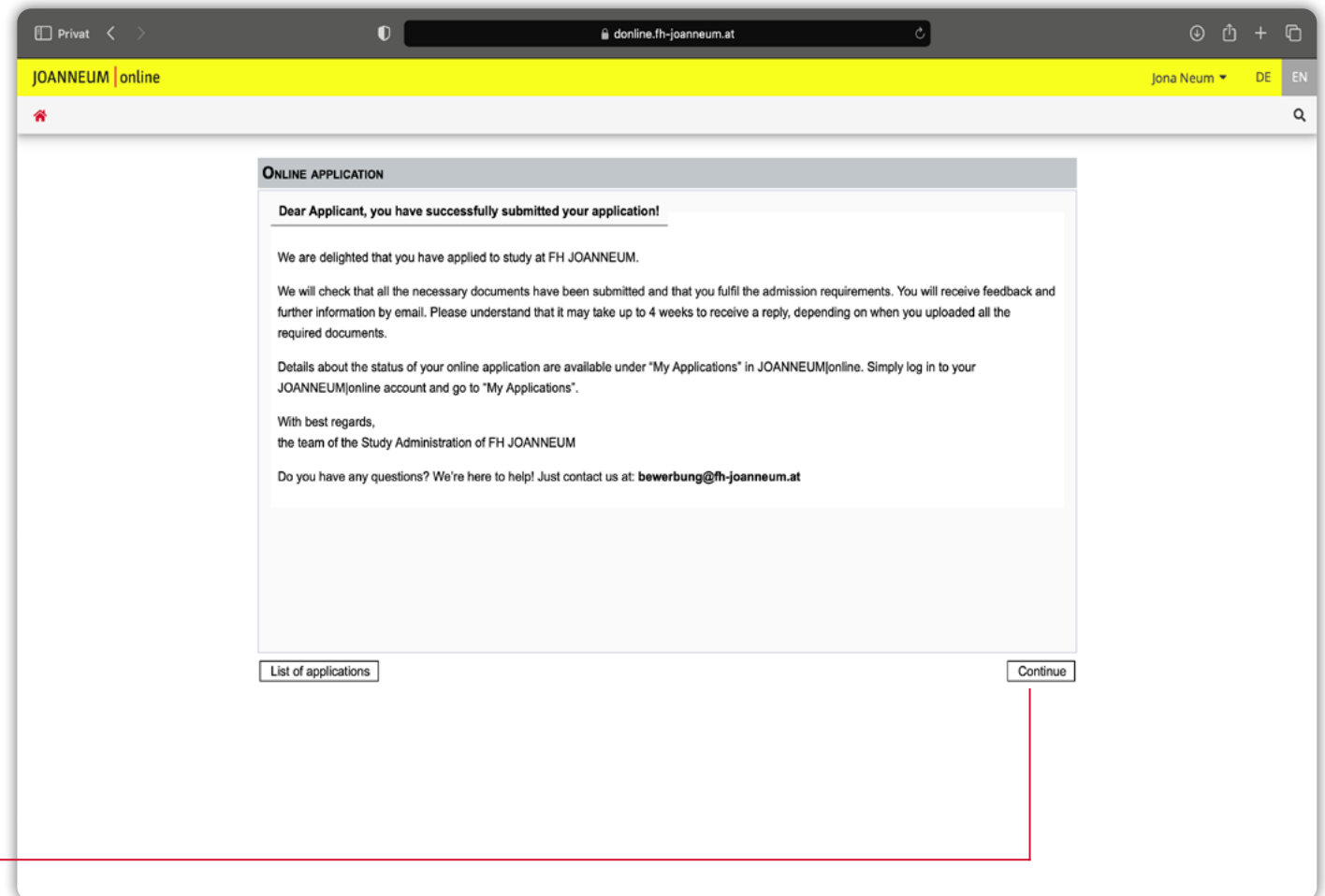34_ Then please click on the **SEND** button.

35_ Congratulations! You have now successfully submitted your application.

The application documents will now be **checked** and **you will receive feedback and further information** from us.

The processing time depends on when you have uploaded all the required documents (e.g. it may take longer if you still have to upload a document such as your CV or letter of motivation later).

You can view the status of your online application under **"My Applications"**. To do this, simply log in to JOANNEUM | online with your access data and select the application **"My Applications"**.

36_ Now click on **"Continue"**.

ONLINE APPLICATION

Dear Applicant, you have successfully submitted your application!

We are delighted that you have applied to study at FH JOANNEUM.

We will check that all the necessary documents have been submitted and that you fulfil the admission requirements. You will receive feedback and further information by email. Please understand that it may take up to 4 weeks to receive a reply, depending on when you uploaded all the required documents.

Details about the status of your online application are available under "My Applications" in JOANNEUM|online. Simply log in to your JOANNEUM|online account and go to "My Applications".

With best regards,
the team of the Study Administration of FH JOANNEUM

Do you have any questions? We're here to help! Just contact us at: **bewerbung@fh-joanneum.at**

List of applications   Continue

Step 3 | Application for a study programme
OVERVIEW

37_ You will now be redirected to this page with a list of your **basic data, uploaded documents, etc.** Here you can see the **status of your application** and you can also see whether you still need to upload documents at a later date!

You can return to the application overview here.

**THANK YOU VERY MUCH FOR YOUR APPLICATION
AND YOUR INTEREST IN FH JOANNEUM!**

Do you still have questions about your application?
Then please get in touch with us at bewerbung@fh-joanneum.at

Do you have any general questions about your studies?
Then please get in touch with us at studienberatung@fh-joanneum.at