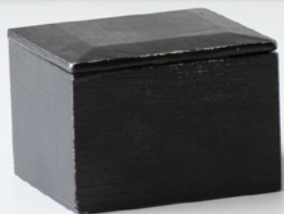
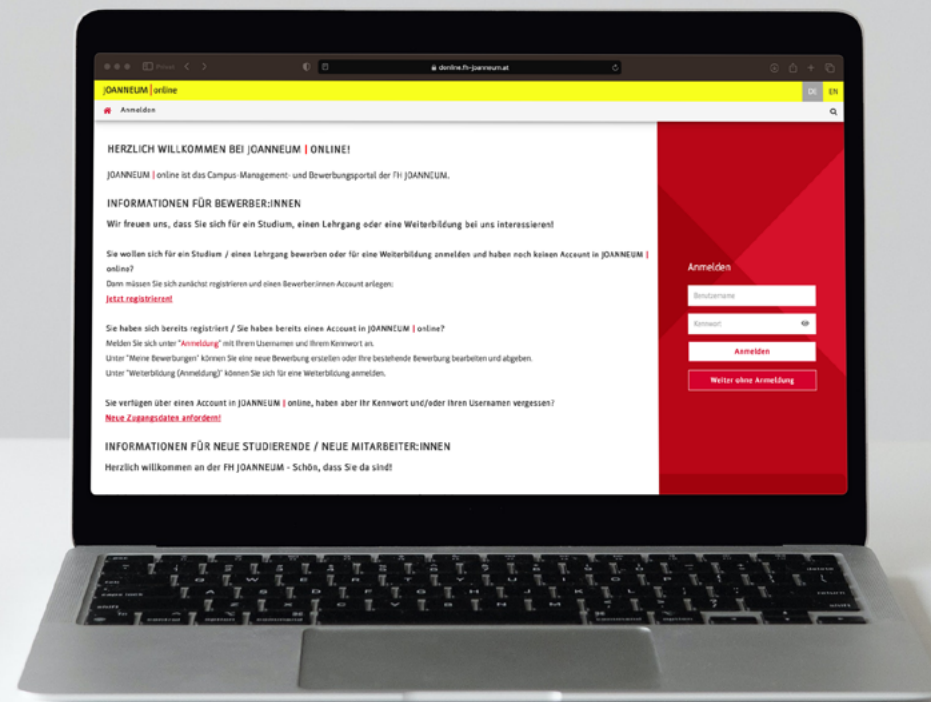


# Step by Step ONLINE APPLICATION



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](https://online.fh-joanneum.at)

JOANNEUM | online DE EN

Log in

**WELCOME TO JOANNEUM | ONLINE!**

JOANNEUM | online FH JOANNEUM's campus management and application portal.

**INFORMATION FOR APPLICANTS**

We are delighted that you are interested in a degree, a certificate programme, or to continue your education at FH JOANNEUM.

You want to apply for a degree / certificate programme or a continuing education course and do not yet have a JOANNEUM | account?  
Your first step is to register and create an account:

[Register now!](#)

You have already registered / You already have a JOANNEUM | online account?  
Log in under "LOGIN" using your username and password.  
Go to "My Applications" to create a new application, or to edit and submit your existing application.  
Go to "Continuing Education (Registration)" to register for a continuing education course.

You have a JOANNEUM | online account but have forgotten your password and/or username?  
[Request new access data!](#)

**INFORMATIONS FOR NEW STUDENTS / NEW EMPLOYEES**

Welcome to FH JOANNEUM - it's great to have you here!

Have you received your PIN Code? Use it here to activate your account.  
[Students](#) | [Staff members](#)

Log in

Username

Password

Log in

Continue without login

© 2024 CAMPUSonline. All rights reserved. | Legal Disclosure | Browser Infos

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](https://online.fh-joanneum.at) and create your application.

JOANNEUM | online

Registration - basic user / JOANNEUMonline (DEV)

**Master data**

First name: Jona

Last name: Neum

Gender: divers

Date of birth: 02.01.2001

**Account data**

Email address: jona6@neum.at

Preferred language: English

**Note**

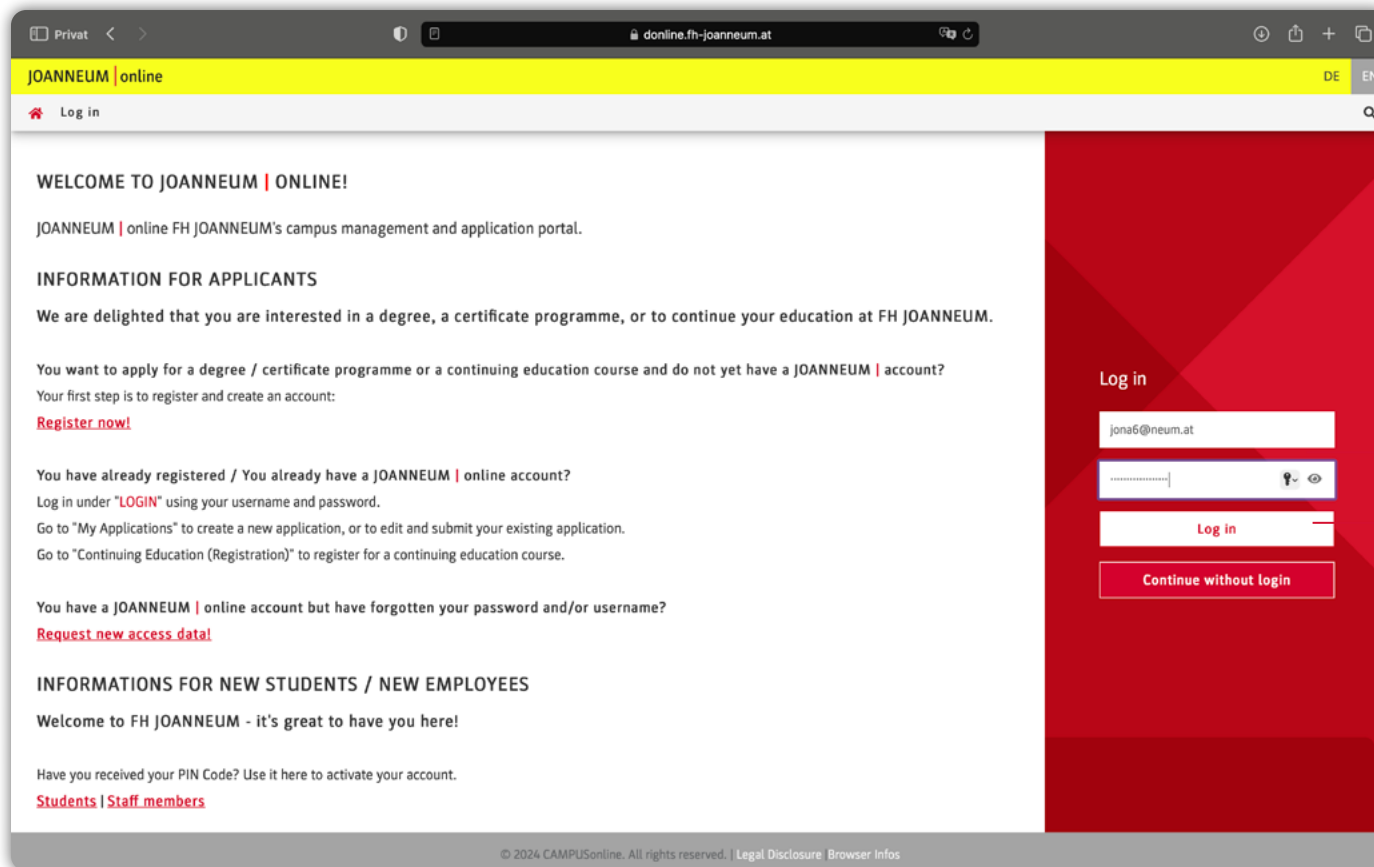
The data provided will be processed and stored by the company for the purpose of creating your account. This is done in fulfilment of pre-contractual measures. Further information according to Art 13 and 14 DSGVO can be found on the homepage at [this Link](#)

**Confirm data**

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# Step 2 | Login

on [online.fh-joanneum.at](https://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!

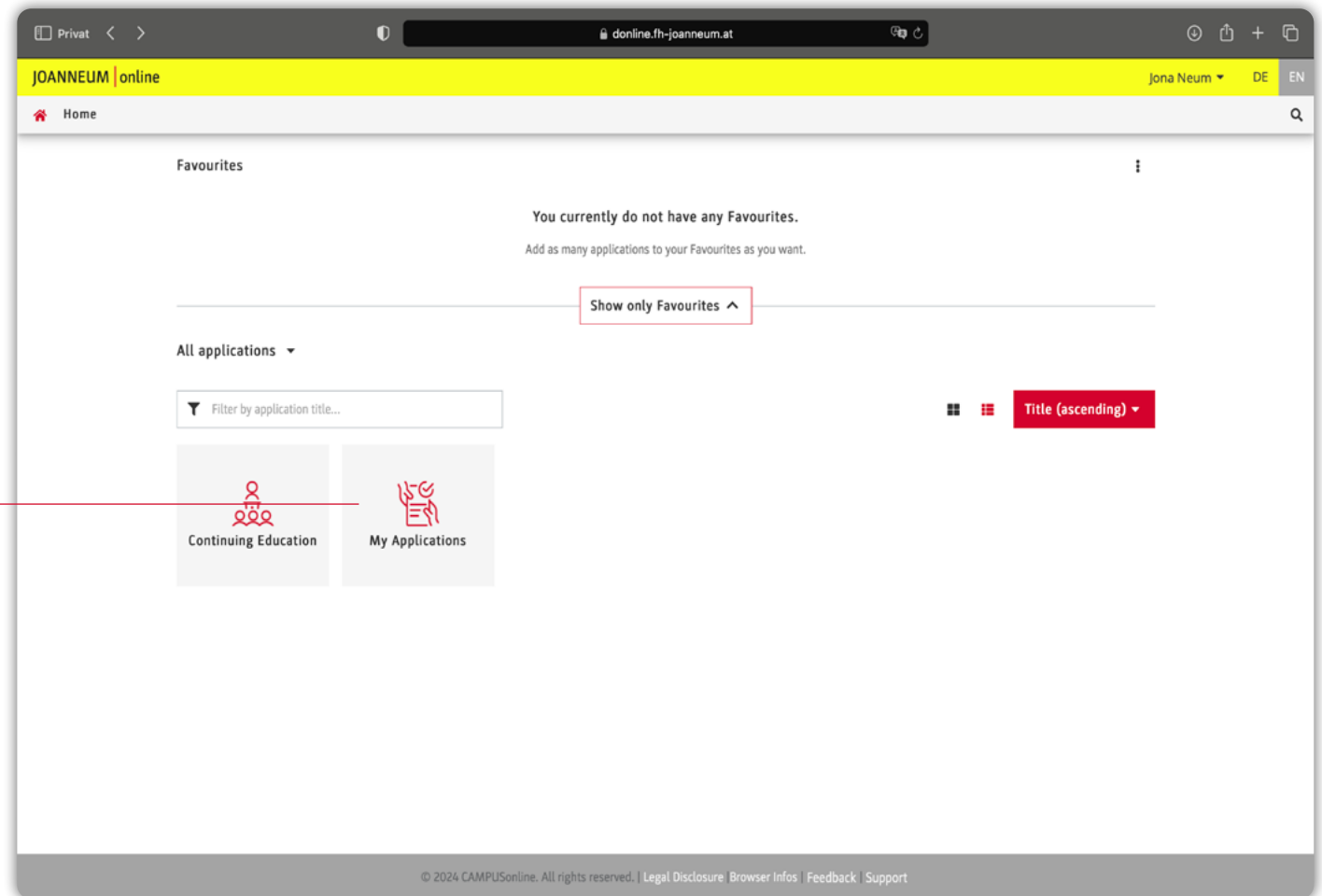
*Note: If you click on „Continue without login“, you can use the platform to a limited extent and view information on courses, study programmes, rooms and organization.*

## 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](mailto:bewerbung@fh-joanneum.at).

The screenshot shows a web browser window with the URL [donline.fh-joanneum.at](https://donline.fh-joanneum.at). The page title is 'JOANNEUM | online'. The user is logged in as 'Jona Neum' with language options for 'DE' and 'EN'. The main content area is titled 'ONLINE APPLICATION' and has a 'Help Support' link in the top right corner. On the left, a sidebar lists the application steps: 'Start of course', 'Study selection', 'Personal data', 'Contact details', and 'Permanent home address'. The 'Start of course' section is active and contains the following text: 'Dear Applicant, we are delighted that you are interested in studying at FH JOANNEUM. Most degree and certificate programmes at FH JOANNEUM start in the winter semester. Please select the appropriate semester from the drop-down menu.' Below this, a dropdown menu is set to 'Winter semester 2024/25'. Further text states: '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!'. At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and '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/](http://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.

Privat < > donline.fh-joanneum.at

JOANNEUM | online Jona Neum DE EN

ONLINE APPLICATION Help Support

- Start of course
- Study selection
- Personal data
- Contact details
- Permanent home address
- Higher education entrance qualification

Study selection

Type of studies Bachelor programme

Degree programme Journalism and Public Relations (PR); full-time

Further information

Cancel Preview Back Continue

Step 3 | Application for a study programme  
PERSONAL DATA

The screenshot shows a web browser window with the URL `donline.fh-joanneum.at`. The page title is "JOANNEUM | online" and the user is logged in as "Jona Neum". The main content area is titled "ONLINE APPLICATION" and features a sidebar with navigation options: "Start of course", "Study selection", "Personal data" (selected), "Contact details", "Permanent home address", and "Higher education entrance qualification". The "Personal data" section contains the following fields:

First name	Jona
Surname	Neum
Social security no.	
Date of birth	06.01.2000
Gender	divers
Place of birth	
Country of birth	Germany
Maiden name	
1st nationality	Germany
2nd nationality	Please select...

At the bottom of the form, there are two sets of buttons: "Cancel" and "Preview" on the left, and "Back" and "Continue" on the right. A red line from the text on the right points to the "Continue" button.

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”.

The screenshot shows a web browser window with the URL `donline.fh-joanneum.at`. The page title is "JOANNEUM | online" and the user is logged in as "Jona Neum". The main content area is titled "ONLINE APPLICATION" and contains a sidebar with navigation links: "Start of course", "Study selection", "Personal data", "Contact details", "University entry survey", and "Higher education entrance qualification". The "Contact details" section is active and contains the following fields:

- Correspondence address (semester address)**
- Mall delivery c/o**:
- Street and number**:
- Postal Code/City**:
- Country/State**:
- Region**:
- Telephone number**:
- Email address**:
- Confirmed email address**:

At the bottom of the form, there is a checkbox labeled "My correspondence address (during the semester) is identical with my permanent home address." which is checked. Below the form are two sets of buttons: "Cancel" and "Preview" on the left, and "Back" and "Continue" on the right. Red lines with circular markers point from the text instructions to the "Personal data" link, the checkbox, and the "Continue" button.

Step 3 | Application for a study programme  
PERSONAL DETAILS

The screenshot shows a web browser window with the URL `donline.fh-joanneum.at`. The page title is "JOANNEUM | online" and the user is identified as "Jona Neum". The main content area is titled "ONLINE APPLICATION" and includes a sidebar with navigation links: "Start of course", "Study selection", "Personal data", "Contact details", "Permanent home address", and "University entry survey" (which is the active section). The "Personal details" form includes a "Country of birth" dropdown set to "Germany". Below this is the "Information about your parents or reference persons in parental role" section, which explains that questions refer to parents or reference persons. It contains two sub-sections: "Mother or reference person 1 in parental role" and "Father or reference person 2 in parental role". Each sub-section has dropdowns for "Year of birth", "Country of birth", "Country of highest level of education completed", and "Highest completed education". The mother's data is filled with "1964", "Germany", "Germany", and "University/university of applied sciences/university college". The father's data is filled with "unknown", "unknown", "unknown", and "I do not know what degree my legal guardian got.". At the bottom of the form are "Cancel", "Preview", "Back", and "Continue" buttons.

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.

The screenshot shows a web browser window with the URL `donline.fh-joanneum.at`. The page title is "JOANNEUM | online" and the user is logged in as "Jona Neum". The main content area is titled "ONLINE APPLICATION" and features a sidebar menu with the following items: "Start of course", "Study selection", "Personal data", "Contact details", "Permanent home address", "University entry survey", and "Higher education entrance qualification" (which is currently selected). The main content area displays a "Note" section with the following text: "Dear Applicant, please indicate here where, when, and what type of university entrance qualification you have, or will acquire. Information about the Austrian education system is available [here](#). The certificate date is a required field. If you have not yet completed your education, please indicate the expected completion date. If your data is incorrect, we will correct it during the process of verifying your documents." Below the note, there are three input fields: "School type" (dropdown menu showing "51 - Europäisches Abitur (Ausland)"), "Date of certificate" (text input showing "20.06.2024" with a calendar icon and the format "DD.MM.YYYY"), and "Issuing country" (dropdown menu showing "Germany"). At the bottom of the form, there are two sets of buttons: "Cancel" and "Preview" on the left, and "Back" and "Continue" on the right. Red lines with circular endpoints point from the text in the left margin to the "Higher education entrance qualification" menu item and the "Continue" button.

## Step 3 | Application for a study programme LETTER OF APPLICATION / MOTIVATION

**ONLINE APPLICATION** Help Support

- 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

### letter of application/motivation

Dear Applicant, we ask you to write a letter of motivation so that we can get to know you a little better. Use it to explain why you are interested in the programme and what makes you a suitable applicant. Outline your future career plans. Describe any experiences you may have had which are relevant to the subject of the programme and your professional aspirations. Tell us something about yourself, your strengths, weaknesses, and personality.

**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  Keine Datei ausgewählt

File name	Type	File Size	Date
Letter of Motivation.pdf	application/pdf	9,1	05.04.2024 10:39:44

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.

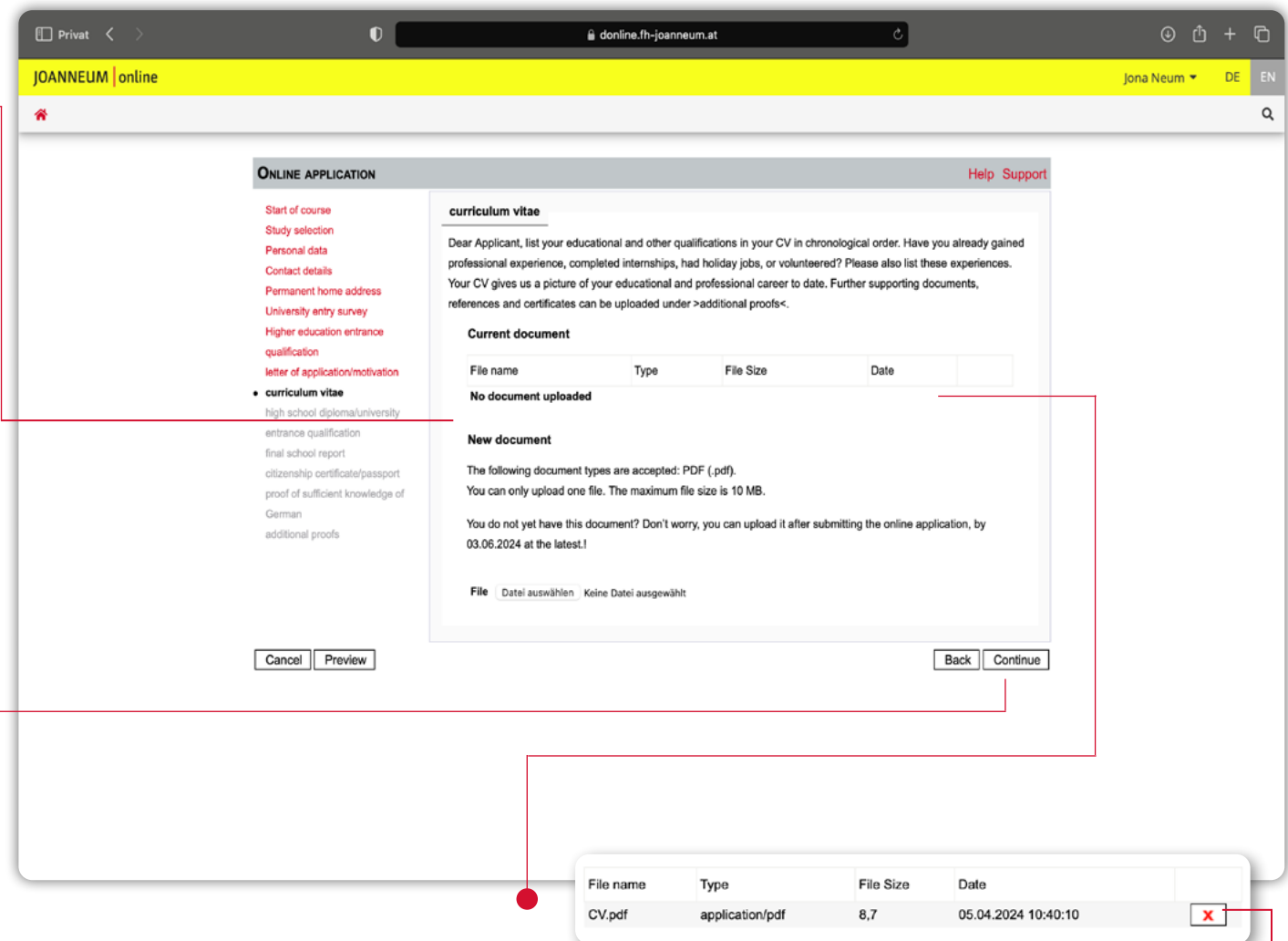
If you want to exchange the file again, you can remove the file here and upload a new document.

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.

## Step 3 | Application for a study programme PROOF OF UNIVERSITY ENTRANCE QUALIFICATION

**ONLINE APPLICATION** Help Support

- 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

### high school diploma/university entrance qualification

Dear Applicant, please provide a document proving that you meet the formal requirements for the degree programme: this will be either your secondary school leaving certificate, or proof of university entrance qualification, or professional qualification with additional examinations.

For international documents, please note the legalisation and translation guidelines.

Further information is available via the following link:  
<https://www.fh-joanneum.at/guidelines>

**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 30.09.2024 at the latest!

File name	Type	File Size	Date
High School Diploma.pdf	application/pdf	9,2	05.04.2024 10:40:33

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.

## Step 3 | Application for a study programme LAST ANNUAL OR SEMESTER REPORT

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.

The screenshot shows the 'ONLINE APPLICATION' interface for JOANNEUM. The main content area is titled 'final school report' and contains the following text:

Dear Applicant, in order to check you meet the admission requirements, please send us your last semester report or end of year report!

**Current document**

File name	Type	File Size	Date	
Report Card.pdf	application/pdf	8,7	05.04.2024 10:40:58	X

**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 30.09.2024 at the latest!

File

Buttons: Cancel, Preview, Back, Continue

**Current document**

File name	Type	File Size	Date	
Report Card.pdf	application/pdf	8,7	05.04.2024 10:40:58	X

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.

Step 3 | Application for a study programme  
CITIZENSHIP CERTIFICATE / PASSPORT

The screenshot shows the 'citizenship certificate/passport' application page. The sidebar on the left lists various steps, with 'citizenship certificate/passport' selected. The main content area includes instructions to upload a document and a table for 'Current document'. Below the instructions, there is a 'New document' section with a file upload button. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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

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.

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.



Step 3 | Application for a study programme  
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.

The screenshot shows a web browser window with the URL [online.fh-joanneum.at](https://online.fh-joanneum.at). The page title is "ONLINE APPLICATION" and the user is logged in as "Jona Neum". The navigation menu on the left includes: 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**, and additional proofs. The main content area is titled "proof of sufficient knowledge of German" and contains the following text: "German is my mother tongue (first language) and/or German is/was the language of instruction in my previous education and/or I can prove that I have acquired the required language proficiency level in my school education". Below this, it states: "I submit one of the following certificates to prove my language abilities." and lists several options:  German is my mother tongue (first language) and/or German is/was the language of instruction in my previous education and/or I can prove that I have acquired the required language proficiency level in my school education,  ÖSD - Austrian German Diploma,  Goethe Certificate,  TELC Certificate,  TestDaF Certificate (German as a Foreign Language),  ECL Certificate, and  other evidence. At the bottom of the form, there are buttons for "Cancel", "Preview", "Back", and "Continue".

### Step 3 | Application for a study programme ADDITIONAL PROOFS

**ONLINE APPLICATION** Help Support

- 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**

**additional proofs**

Dear Applicant, if you wish, you can upload a file with additional documents, transcripts or certificates here.

**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.

The submission of this document is **optional**.

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  Keine Datei ausgewählt

File name	Type	File Size	Date
Certificate.pdf	application/pdf	8,5	05.04.2024 10:42:10

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!**

JOANNEUM | online Jona Neum ▾ DE EN

Privat < > donline.fh-joanneum.at

### OVERVIEW - APPLICATION NUMBER: 1-00020824

**PLEASE NOTE**

Dear Applicant, here you will find a summary of your application. To complete your application, please carefully check all the information again, tick the **Consent box** (at the bottom of this page), and then finally click the **SEND button**. Only then will your application be submitted.

**Start of course**

Winter semester 2024/25

**Study selection**

Type of studies Bachelor programme

Degree programme Journalism and Public Relations (PR); full-time

**Personal data**

First name Jona

Surname Neum

Social security no.

Date of birth 06.01.2000

Gender divers

Place of birth

Country of birth Germany

Maiden name

1st nationality Germany

2nd nationality

## Step 3 | Application for a study programme SUMMARY

JOANNEUM | online

Report Card.pdf / 8,7 KB

citizenship certificate/passport

Proof of Citizenship.pdf / 9,6 KB

proof of sufficient knowledge of German

German is my mother tongue (first language) and/or German is/was the language of instruction in my previous education and/or I can prove that I have acquired the required language proficiency level in my school education

additional proofs

Certificate.pdf / 8,5 KB

Confirmation

Click RETURN if you wish to alter incorrect information. Then tick the **Consent box** and click **SEND** to submit your application. Once you have clicked SEND, it is no longer possible to make any changes. However, documents can be uploaded at a later date, but no later than the specified deadlines.

I hereby confirm that all the information I have given in my application is correct and complete and that I have enclosed all documentary evidence requested or will submit them in due time.

I note that FH JOANNEUM Gesellschaft mbH may electronically process and store the personal data provided by me for applicant administration purposes in compliance with statutory regulations. I note that my data are forwarded to an external service provider for evaluation of the written assessment test.

FH JOANNEUM collects and processes your data to fulfill pre-contractual obligations pursuant to Art 6 para 1 lit b DSGVO (General Data Protection Regulation (GDPR)). If the applicant is not accepted, all application documents will be destroyed after three years for data protection reasons. Further information according to Arts. 13 and 14 of the General Data Protection Regulation (GDPR) can be found on the FH JOANNEUM web page at [this Link](#).

Cancel Back Send

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.

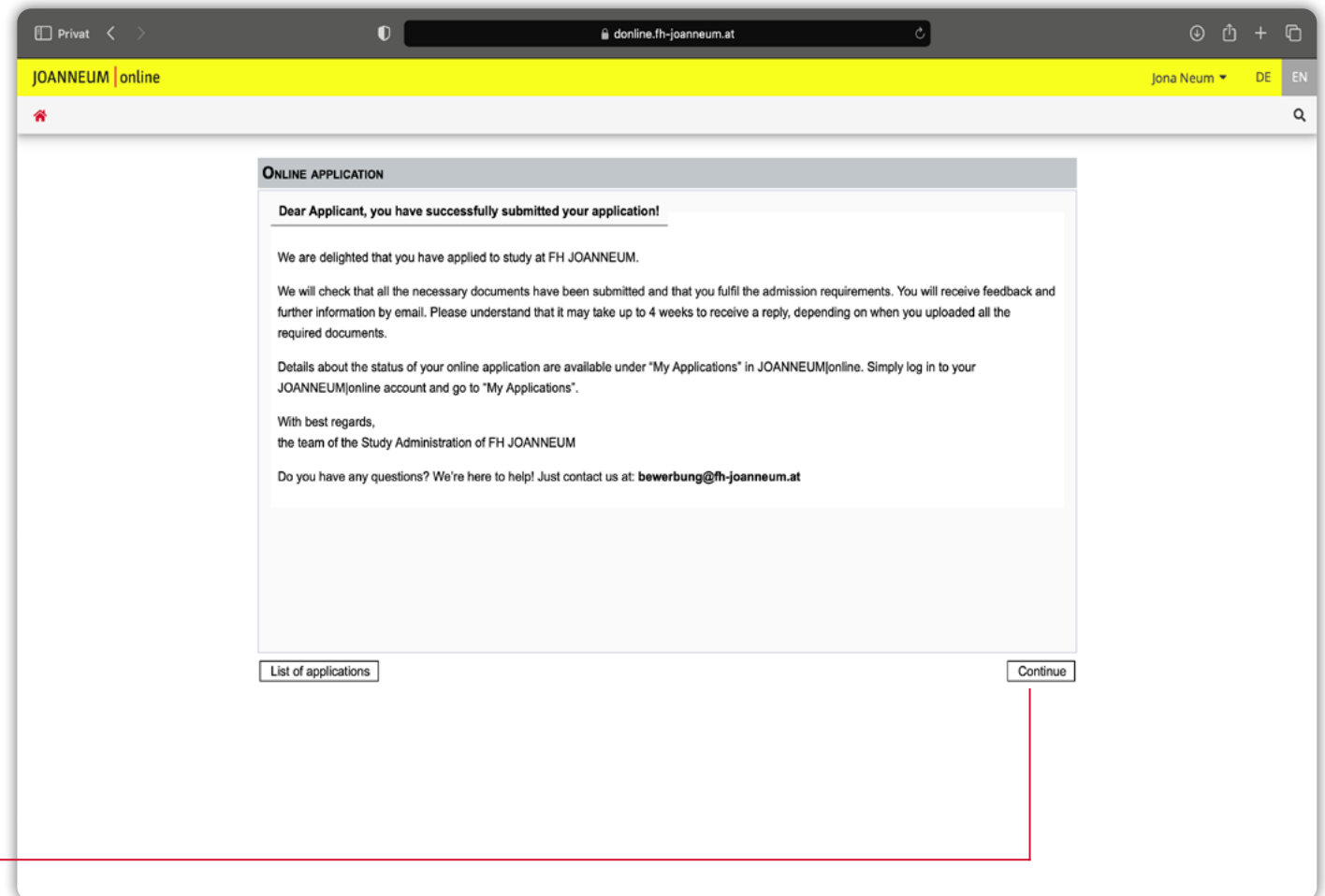
35\_ Congratulations! You have now successfully submitted your application.

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”.



### Step 3 | Application for a study programme OVERVIEW

The screenshot shows the 'Basic data' section of the application portal. A red circle highlights a '< Go to overview' button in the left sidebar. A red line connects this button to the 'Basic data' section of the main content area. The 'Basic data' section contains the following information:

Applicant number	2-00068470
Application number	1-00020824
Study	Journalism and Public Relations (PR); full-time Winter semester 2024/25

Below the 'Basic data' section is the 'Submission of application' section, which shows the status as 'received electronically' and a note that 'Application documents' are not yet checked. A list of documents follows, with the first five marked as 'received':

- letter of application/motivation
- curriculum vitae
- high school diploma/university entrance qualification
- final school report
- citizenship certificate/passport

There is also a section for 'Documents stated herein may be included in your application' with one item: 'additional proofs' (received).

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.

The screenshot shows the 'My Applications' overview page. It displays a list of applications with the following details:

- Applicant number: 2-00068470
- Application number: 1-00020824
- Study: Journalism und Public Relations (PR) ; Vollzeit
- Wintersemester 2024/25
- Status: elektronisch eingegangen

**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-joaanneum.at](mailto:bewerbung@fh-joaanneum.at)

Do you have any general questions about your studies?  
Then please get in touch with us at [studienberatung@fh-joaanneum.at](mailto:studienberatung@fh-joaanneum.at)

