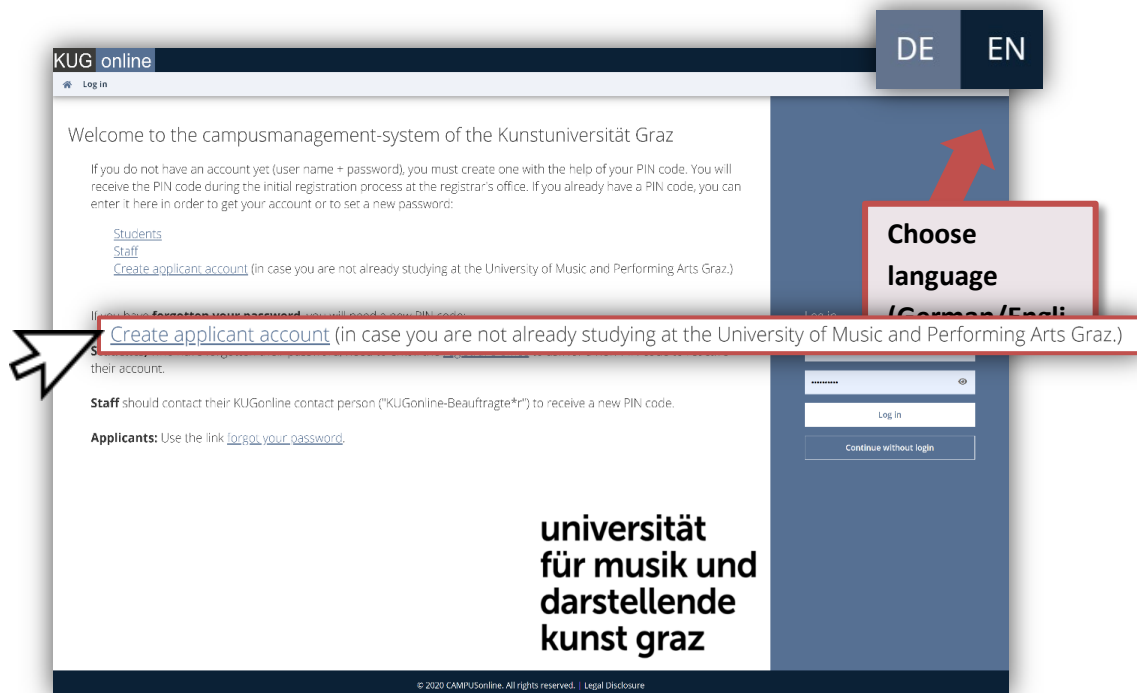


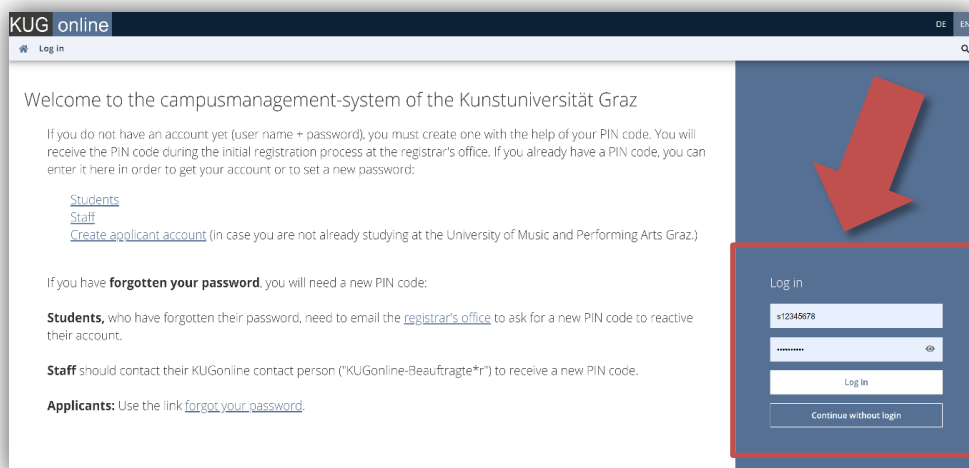
## Online Pre-Registration for Incoming Exchange Students

1. Set up a KUGonline **applicant account**: <https://online.kug.ac.at/KUGonline/>  
(ATTENTION! Please register for a new applicant account only ONCE!)

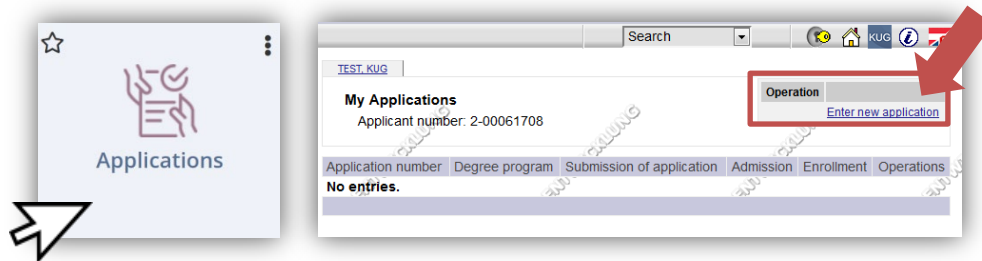
**If you are already a student at our university, you don't need to create a new applicant account. You can log in with your student account and register for the type of studies you want (-> step 4)!**



2. After creating an applicant account you will get an e-mail with a link for **activation of your account** (please note your login credentials = user name and password).
3. After your account is activated and you have assigned a password, you can **log in** on KUGonline with your login credentials (username/e-mail address and password).



4. After setting up an applicant account, you must proceed to the online application because setting up just an applicant account is not sufficient for admissions! On KUGonline you can **apply** for studies and fill in the online application at **“Applications”**. Click on **“Enter new application”**.



5. If you want to enrol as a **concurrently enrolled student** or as an **exchange student**, please choose the type of studies **“other study”**- **“Mitbeleger”**.

Please note: you only have to fill in a registration number, if you have already studied at an AUSTRIAN university.

After you have finished the online application, please contact the **Registrar’s Office** (studienabteilung@kug.ac.at) to **enrol** during the registration period.