APPLICATION GUIDE
Master Programs

KÄRNTEN
University of
Applied Sciences
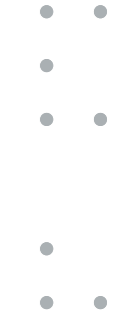
FOREWORD

We are very pleased that you would like to study with us.

But to make sure your application makes the much-cited positive 'first impression' on us, take a close look at the following tips.

It only takes a maximum of 15 minutes. 😊

THIS IS THE RIGHT WAY

1

AVOID POSSIBLE MISTAKES IN THE ONLINE APPLICATION TOOL

If you pay attention to the following points beforehand, you should have no problems with the online application tool:

- Use Google-Chrome or Mozilla-Firefox, in any case a current browser version
- Empty your cache
- Note that some company networks do not allow the upload of documents
- Your account is only valid for the current application period - if you want to reapply next year, you have to create a new account.

2

CREATING AN ACCOUNT

First create an account in our online application tool. For this you need your e-mail address and a password of your choice. Once you have created your account, you will receive a confirmation link by e-mail. Please click/confirm this link and you can start with your application. If you do not receive an e-mail, check your SPAM folder for security reasons.

3

TIPS ON ENTERING DATA

Always enter your **full name** - as it appears on your identification document. For the date of birth, make sure you select the **correct year**.

The place of birth can be found on your proof of citizenship, passport or ID card.

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SELECTION OF STUDY PROGRAMS

You can apply for a **maximum of two study programs**. After the selection of the study programs, you have to choose whether you want to study 'full-time' or 'part-time'. After you decided on what you want to study just head over to the section "Data Overview" and submit your application.

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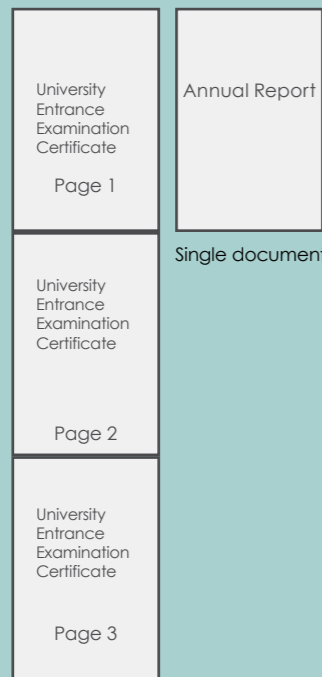### GENERAL INFORMATION ABOUT THE LAYOUT OF YOUR APPLICATION

As already mentioned, first impressions count. So pay attention to the format, resolution etc. in which you scan your documents. Most certificates and confirmations are issued in **A4 format.** Thus, the documents should also be scanned in A4 (not A3). If, for example, your school leaving certificate is a double A4 sheet, scan each page separately and then merge them into one file. If you have a four-page report, please do not send four individual files!

Make sure you scan your documents straight (not rotated 90 or 180 degrees). Use a scanner – photographed documents do not make a good impression. If you don't have a scanner at home, you can scan your documents at the nearest copy store or at a friend's house.

Another important point is the naming of the files. Name your files sensibly. For example, you can name your resume as follows:

Resume_FirstName LastName.

You probably don't have all your documents in PDF files. Therefore, pay attention to how you generate the PDF files. The best way is to use a so-called PDF creator. Simply changing the file extension can damage the file and make it unusable for us.

University Entrance Examination Certificate

Page 1

Annual Report

Single document

University Entrance Examination Certificate

Page 2

University Entrance Examination Certificate

Page 3

Merge all pages into one PDF merge

CV

Page 1

CV

Page 2

Upload all pages separately

University Entrance Examination Certificate

Page 1

University Entrance Examination Certificate

Page 2

Scan an A4 double sheet to A3

Annual Report

Twisted scan

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PASSPORT PHOTO

The passport photo is **the first impression** you make on us - it is your application photo and will be printed on your Student ID Card when you are admitted to our university. It should therefore be an attractive, friendly photo of you that you would like to show voluntarily for several years.

Important: portrait format, full-size, no scans of printed photos, JPEG file, min. 0,5 MB, max. 5 MB

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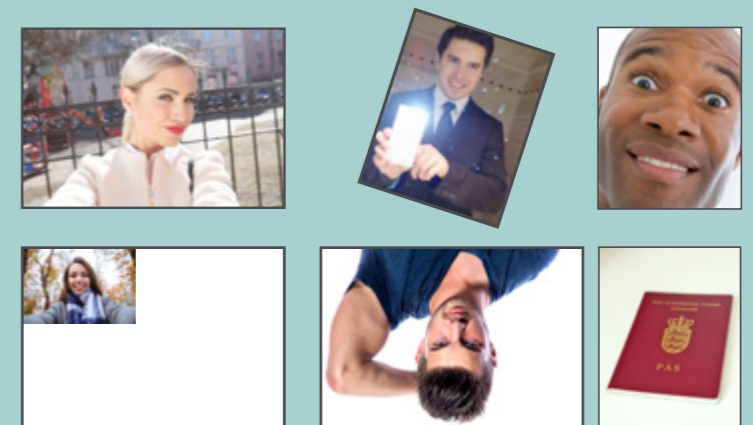
CURRICULUM VITAE

A meaningful and clearly arranged CV is the key to a successful application. The following data should not be missing from your CV

- Personal details (name, address, etc.)
- Intended studies
- Work experience (starting with the most recent employer)
- Education and vocational training (starting with the last completed education)
- Personal skills (language skills, strengths & weaknesses, etc.)
- Other

Please do not send us 5-liners without information about education, training and work experience.

10 CURRENT TRANSCRIPT OF RECORDS - PROOF OF ACADEMIC SUCCESS

The transcript of records or the proof of academic success is a list of all positively completed courses during the course of study. If you have not yet completed your studies, please upload the most recent version. At most universities and colleges you can already print out this proof yourself.

11 ÉXPOSE OF THE BACHELOR OR DIPLOMA THESIS

You should briefly summarize your bachelor or diploma thesis. In the summary you can address the following questions:

- What is the problem of the thesis?
- What is the research question?
- How did you structure your work?
- What methods did you use?
- What results did you reach?
- What literature did you use (bibliography)?

Depending on whether you have already written the paper or are going to write it, you will of course be able to answer the questions in varying detail. Normally you should manage with 2-5 pages. In any case, your exposé should not exceed 10 pages. If you have not written a paper in your undergraduate studies, upload a summary of your most recent project or research paper.

12 COVER LETTER

The letter of motivation must be uploaded for all Master programs. Why do you want to study at CUAS? What previous knowledge do you already have in your future field of study? Why are you motivated and well suited for this study program? You should definitely answer these questions in your letter of motivation.

Tip: 1-2 pages are sufficient

13 BACHELOR OR DIPLOMA CERTIFICATE

If you have received both a certificate and a diploma, upload both. In any case, you should have been issued an official document showing that you have been awarded an academic degree (BA, Bakk., MA, Mag., etc.). If you have not yet completed your studies, you can submit these documents at the latest by the time of your enrollment.

8 PROOF OF IDENTITY

In the course of the application, we also need a **current proof of identity** from you. Here you can choose between proof of citizenship, passport or identity card. We require one of these three documents. Please note that we only need the page with your personal data. For the ID card, please always scan the front and back.

9 UNIVERSITY ENTRANCE EXAMINATION CERTIFICATE

Make sure that you upload all pages of the certificate! For example in Austria the University Entrance Examination Certificate contains 4 pages.

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LETTERS OF RECOMMENDATION & REFERENCES

Some of our master programs also require letters of recommendation or references. However, this depends on the requirements of the study field you have chosen. For some, 2 references are sufficient, which you can attach to the letter of motivation. For all master programs fully taught in English, two independent letters of recommendation are required. These can be written by (former) professors or by companies you have worked for.

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LANGUAGE SKILLS

For our English-taught master programs we require the proof of your English language skills, according to level B2 the least. You can demonstrate your knowledge by common certificates like TOEFL, IELTS or Cambridge. If you studied English in school or university plesae attach the according grade as well as course description so we can check if it would match the mandatory language criterions. If you want to study a bachelor program in German please take a look at our homepage to get further information regarding the needed language skills. In most of the cases we need the German language level B2.

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OTHER

Anything else you would like to share with us can be uploaded under „Other" (e.g. further education, certificates, etc.). If you need/want to submit documents later, please also upload them in the online application tool.

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REQUIRED DOCUMENTS

The following documents must be uploaded:

- Valid passport
- Master/ Bachelor Certificate (if already available)
- Passport photo
- Curriculum Vitae
- Relevant additional qualifications
- Secondary School Leaving Certificate
- Transcript of Academic Records
- Abstract of your Bachelor Thesis/Scientific Work
- English LanguageProficiency Proof (Minimum Level B2)
- 2 Letters of recommendation*
- Motivation letter

* for all master programs taught in English

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ADDITIONAL REQUIRED DOCUMENTS	to be uploaded immediately upon application			
	ENG Proficiency Proof	2 letters of recommendation	2 references	Portfolio
ENGINEERING & IT				
Applied Data Science	✔	✔		
Communication Engineering	✔	✔		
Electrical Energy & Mobility Systems	✔	✔		
Health Care IT	✔	✔		
Integrated Systems and Circuits Design	✔	✔		
Industrial Power Electronics	✔	✔		
Systems Design	✔	✔		
MANAGEMENT				
International Business Management	✔	✔		

Any questions? info@fh-kaernten.at or +43 5 90500 7700

We are looking forward to your application!