

APPLICATION GUIDE

The first step towards your **Master's degree**





Welcome at CUAS!

We are delighted that you are about to apply for a studyplace at CUAS!

To ensure that your application makes the muchcited "positive first impression", you will find all the relevant information on how to apply in our official application guide!

On the following pages you will find information on our application tool, the necessary documents and other useful tips for your application at Carinthia University of Applied Sciences.

If you have questions we are at your service and look forward to hearing/reading from you soon!



OUR APPLICATION TOOL



Your application account at CUAS

To open an application, you first have to create an account. Please use a **neutral email address such as `firstname.lastname@domain.abc`** and avoid addresses that could seem unprofessional or childish.

Once you set up your account, you will receive a confirmation link by email. Click this link to confirm your account, afterwards you are able to log in and start your application. If you do not receive a confirmation email, please do also check your SPAM folder to be sure you did not miss it.

To ensure that the application tool can run properly, please note the following points:

- Make sure your web browser (Chrome, Firefox, ...) runs on it's latest version
- Company networks often block the application tool due to security reasons
- You are **only allowed to sent one application** per application period



Sections of our application tool

Personal data:

Click here to enter your personal information (full name, date of birth, ...) as well as your highest completed education by clicking on the section "Requirements". Moreover, you are able to upload your application documents here ("Documents").

Degree Programs:

Here you will find all the study programs as well as continuing education courses (CUAS Academy) currently being offered. With your application, you can apply for two study programs or courses at the same time and assign a 1st and a 2nd priority.

Data overview:

After you did enter your information and chose a study program, you can see all entered information again by clicking on "Data overview" (clipboard symbol, top right of the screen). If some information or documents are missing, this will also be displayed and you have the chance to further edit your application before clicking on "Submit application".



General information on the layout of your application

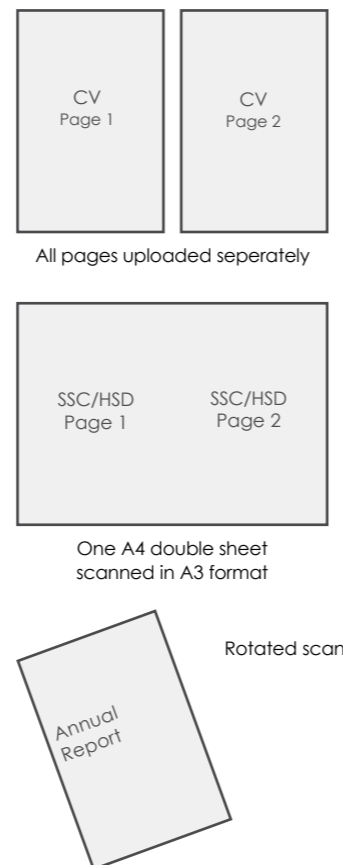
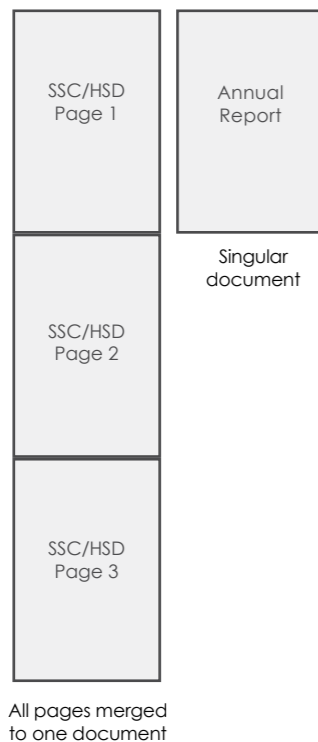
You can only upload one file per required document! Multi-page documents have to be saved as one file. All documents (except your photo) must be submitted as PDF-files!

Most certificates are issued in A4 format, so your documents should also be scanned this way. Make sure that you scan your documents straight and if, for example, your second school leaving certificate is a A4 double sheet, scan each page separately and then merge them into one file using a PDF creator.

Photographed documents do not make a good first impression - so please use a scanner. If you don't have a scanner at home, please scan your documents at the nearest copy shop or at a friend's house or use a PDF creator to change the type of your files.

Important: If you want to submit additional documents later on in the application process, you can easily do this online via the application tool. Simply upload the relevant document and then click on "Submit application" in the "Data overview" section again.

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Get it right!

Eight quick tips for your application

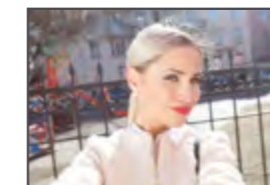


Portrait photo

Your photo is the first impression you leave with us. It is YOUR application photo and will also be printed on your Student ID Card when your are accepted. Therefore, it should be a photo you like and feel comfortable with.

Important: portrait format, full-face, no selfies, JPEG-file, max. 5 MB

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CV & Motivational letter

An **informative and well structured CV** is key to a successful application! The following information should not be missing:

- Personal details (name, address, etc.)
- Aspired study program
- Professional experience (starting with your most recent employment)
- Educational background (starting with your most current education)
- Personal skills (language skills, general strengths, etc.)
- Other information

A letter of motivation is not generally mandatory. Only certain programs do require a motivational letter. However, you are warmly welcome to submit such a letter and tell us more about your motivation to study at CUAS!



Proof of identity & ID documents

As part of the application process, we also need a current proof of identity. Here you can choose between **proof of citizenship, passport or ID card**. For passports, we only need the page with your personal details. For ID cards, please always scan the front and back.

Important: If you have an old name on one of your application documents, please upload proof of your name changes as well.



Secondary School Certificate, Diploma & other forms of educational certificates

Regardless of the type of your prior education, we do need your School Leaving Certificate or the Diploma you received after graduating secondary school.



Transcript of Records, Bachelor Diploma & Exposé of your Bachelor Thesis

When applying for a Master's program, you do need to provide the following documents from your prior Bachelor studies:

- **Exposé of your Bachelor Thesis (max. 10 pages)**
If you have not written a Bachelor Thesis, please do provide an Exposé of your latest academic/project work
- **Transcript of Records**
Summary of all accomplished courses during your prior Bachelor studies stating the name of your courses, achieved grades and time effort in ECTS/SWS
- **Bachelor Diploma or Bachelor Examination Certificate**
In some cases graduates do receive a specific Bachelor Diploma as well as a Bachelor Examination Certificate. In any case we do need one certificate stating the achieved academic grade, the date of your final exams and the field you studied in. If you do not have your Bachelor Diploma yet, please enclose your most current transcript as well as a current confirmation of enrollment.

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Necessary language skills & certificates

If you are interested in **one of our English Master programs**, please be informed that you need to fulfill the language based admission criteria as well. For those programs, applicants do have to provide proof that their **English language proficiency is equal to level B2 of the CEFR the least**. To do so, applicants do have to provide one of the following certificates:

- IELTS (minimum of 5.5 points in every test section)
- TOEFL (grading section "higher intermediate" in every test section)
- Cambridge (upper intermediate B2 skills necessary)

If you are interested in one of our many **German taught programs**, please note that you need to possess german language skills equal to level B2 the least. In some programs, especially in the field of health sciences, even **German language skills equal to level C1** are needed in order to qualify. The following language certificates are being accepted:

- GOETHE Sprachzertifikat
- Deutsch als Fremdsprache (also known as "DAF")
- Österreichisches Sprachdiplom (also known as "ÖSD"/"OESD")



Legalization of foreign documents

Educational certificates from outside of Austria often have to be subject of a **diplomatic legalization**. This step is necessary so that your prior education can be legally recognized in Austria. An overview and more information on what country needs what sort of legalization, can be found on the **homepage of the Federal Ministry of Education, Science and Research** (see "Legalization of Foreign Documents in Higher Education").

Important: Regardless of the kind of legalization necessary, always make sure to get your **original documents legalized - not a copy or translation!** Legalizations on copies on some occasions cannot be accepted due to legal reasons. To avoid misunderstandings, please be informed as well that **sworn/notarized translations does not replace the need of providing a necessary legalization!** More information on the legal groundings can also be found on the **homepage of the Austrian Federal Administration Services** (currently only available in German language).

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GOOD LUCK!

