

univie: summer/winter schools ADMISSION PROCEDURE

In order to be able to prepare your admission, there are a couple of steps to complete after the organisers of your summer or winter school have nominated you. Below we have briefly outlined the admission process in order to give you an overview. **We will send you emails with detailed information on the respective step to be completed in due time. Please complete each step at your earliest convenience.** [Please do not complete steps on your own, but wait until we ask you to do so as our emails will contain important details which will be necessary to complete the steps correctly.](#) You can check the status of your application in **Mobility Online** at any time.

Admission procedure

0	Nomination by the organizers of your summer/winter school	After you have been accepted as participant of your summer/winter school the organizers of your school will nominate you for the admission at the University of Vienna.
↓ You will receive an email requesting to create your u:account and to register in Mobility Online		
1	Create your personal u:account	<p>Create your personal u:account (access authorization to the network of the University of Vienna)</p> <p>→ Please solely use the link provided by email to register your u:account - it is an individual link for each students</p> <p>Please note: If you have studied at the University of Vienna or attended a univie: summer/winter school before, you already have a u:account. In that case please do not create a new u:account because your old one will be reactivated.</p>
↓ You have already received the registration link via email		
2	Register in Mobility Online	<p>Log in to Mobility Online with your u:account UserID and password and choose the language in which you want to communicate with us</p> <p>→ Please solely use the registration link provided by email to register in Mobility Online</p>
↓ You will receive an email requesting to provide additional data regarding your stay at the University of Vienna		
3	Provide additional data	<p>Provide additional data regarding your stay at the University of Vienna</p> <p>→ For this step you will need your passport/ID card</p>
↓ You will receive an email requesting to register in u:space		
4	Register in u:space	<p>Register in u:space (service portal of the University of Vienna)</p> <p>→ Please only register in u:space after receiving the request to do so</p>
↓ You will receive an email request to register for your course		
5	Register for your course	<p>You register/sign up for the course of your summer/winter school via u:find (course catalogue of the University of Vienna)</p> <p>→ The link to the course in the course catalogue is provided in the email</p> <p>→ After the registration for your course you will have access to the online learning platform Moodle</p>
↓ After registering for you course you have completed all steps for the admission and the access to all IT-Services of the University of Vienna.		