





A step-by-step guide to applying online

-  Hover your cursor over this icon to receive additional information
-  Compulsory field: All fields marked with an asterisk must be completed before you move on to the next step in the application process.
-  Add new line
-  Delete line

Registration



KL Krems online application system

Welcome to the KL Krems online application system!
Please note that we only accept applications submitted using the online tool.

[Deutsche Version](#)

[Guide to applying online](#)

Personal data

Please register here to access the online application system.
After registering you will receive a link to your personalised application where you can start preparing your documentation.
A step-by-step guide to applying online can be [downloaded here](#).
You can save your application at any time and continue the application procedure later. All of the details you have entered on a particular page will be saved when you press the button "Continue".

If you have any questions, please contact our Study Service at admission@klpu.at.

Note: All fields marked with an asterisk * must be completed!

Language*	English	<input type="button" value="v"/>	
Title*	Mr	<input type="button" value="v"/>	
First name*	<input type="text"/>		
Last name*	<input type="text"/>		
Date of birth*	<input type="text"/>	<input type="button" value="calendar"/>	
E-mail address*	<input type="text"/>		
Please confirm E-mail address*	<input type="text"/>		

After registering on this page, you will receive a link that allows you to access the online application system. The link will be sent by e-mail to the address specified in your registration. Simply click on the link to start preparing your application. To save your application, press the *Continue* button. You can carry on preparing your application at any time by clicking on the link you received when you registered for the system.

You can also set the language for your application on this page.

Before submitting your application, you have to upload electronic versions of the required documents. A list of the documents needed, and information on translation and certification are provided on our website at <http://www.kl.ac.at/en/admission/application>.

Step 1: Personal data


Personal data	Address
Language* English	Telephone/mobile* +43 6641234567
Title* Mr	Skype ID
Academic title	E-mail address* max.mustermann@gmx.at
First name* Max	Country* Austria
Last name* Mustermann	Post code* 3500
Former surnames/ maiden name(s)	Town/city* Krems an der Donau (Krems an der Donau)
Academic degree	Address* Am Campus 123
Date of birth* 1/1/1990	Military/civilian service*
Nationality* Austria	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Excused <input type="radio"/> In progress

[Continue Degree programme](#)

All of the details you have entered on a particular page will be saved when you press the "Continue" button.

The details you provided when registering for the application system will be entered automatically. You should then fill in all of the other fields, where applicable.

If your surname has changed e.g. by marriage, then please enter your former surname. Additionally you have to upload the proof of the change of name.


In the *Telephone/mobile* section, enter the country code with a '+' sign in the first field (e.g. '+43' for Austria) and your telephone/mobile number in the second. For further information, hover your cursor over the  icon.

The system includes a database of all Austrian post codes and towns/cities. If you select Austria as your country, after entering the first three digits of your post code, a drop-down list of towns with the relevant post code will appear. Towns can only be selected in this way; manual entry is not possible.

In the *Address* field, you have to fill in the street name and the street number.

Male applicants holding Austrian citizenship also need to provide details of their compulsory military or alternative service.

Step 2: Select degree programme



**KARL
LANDSTEINER**
PRIVATUNIVERSITÄT FÜR
GESUNDHEITSWISSENSCHAFTEN

KL Krems online application system

Step 2 of 4 : Select degree programme

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Select degree programme

You can apply for multiple degree programmes.

Degree programme		Start of degree programme
Bachelor degree		
Health Sciences (full-time)	<input type="checkbox"/>	WS13/14
Psychotherapy- and Counselling Sciences (part-time)	<input type="checkbox"/>	WS13/14
Master degree		
Neurorehabilitation Sciences (part-time)	<input type="checkbox"/>	WS13/14

[Back](#)
[Continue Qualifications/experience](#)

All of the details you have entered on a particular page will be saved when you press the "Continue" button.

The programme selection page contains a full list of the degree programmes offered at the KL Krems. You can select multiple degree programmes for the next available start date.

Step 3: Qualifications/experience

Higher education entrance qualification

If you are applying before taking your secondary school-leaving exams, please upload a copy of your most recent school report and a confirmation - issued by your school - with the exact denomination of the qualification that you will achieve.


To be provided later	<input checked="" type="checkbox"/>
Issuing country *	Austria <input type="button" value="v"/>
Region *	Burgenland <input type="button" value="v"/>


Secondary school education


From *	9/1/2005 <input type="button" value="calendar"/>	To *	6/30/2009 <input type="button" value="calendar"/>
Country	Austria <input type="button" value="v"/>		
School *	Allgemein bildende höhere Schule: Bundesgymnasium, 3500 Krems an der Donau,		
Other schools	<input type="text"/>		


A higher education entrance qualification (Austrian *Matura* or equivalent) is required if you are applying for a Bachelor programme. If you have not yet obtained such a qualification, please mark the *To be provided later* checkbox. This means you are not required to fill in the *Completion date* field.


School education refers to the schooling you completed or the school you attended most recently. The system contains a database of all secondary schools in Austria. If you select Austria as your country, after entering the first three digits of your school's post code, a drop-down list will appear. Select your school from the list. If your school does not appear on the list, please enter the details in the *Other schools* field. You can add new fields to provide details for several schools, and delete fields as required.


 **Higher education**
If applicable, please fill out all data fields


From	<input type="text"/>	To	<input type="text"/>
Country	Austria 		
University	<input type="text"/>	Subject	<input type="text"/>
Degree	<input type="text"/>		




 **Professional and work experience/internships**
If applicable, please fill out all data fields


From	<input type="text"/>	Current/To	<input type="text"/>
Employer	<input type="text"/>	Function	<input type="text"/>
Town/city	<input type="text"/>	Country	Austria 



 **Additional training / qualifications**
If applicable, please fill out all data fields

Course / seminar	<input type="text"/>
Institute	<input type="text"/>





Where applicable, you should enter the dates when you completed your previous studies and/or work experience. You can add new fields to provide further details, and delete fields as required. Please note that you must fill in all of the fields in a particular section in order to continue the online application process.

Language skills

Language skills

Indicate your language skills (native tongue and other languages). If a particular language is not shown on the list, you can enter your level of proficiency in the "Other languages" section. When selecting a language, please indicate the number of years of instruction and the standard on the Common European Framework of Reference for Languages (CEFR) that you think best describes your level of proficiency.

Language	Level of proficiency	Number of years of education
German	Native language	

Back Continue Document Upload

All of the details you have entered on a particular page will be saved when you press the "Continue" button.

In this section you should provide details of your language skills (native and other languages). If a particular language does not appear on the drop-down list, you can enter your level of proficiency in the *Other languages* field. For each language except your native language, you should specify the level of proficiency that in your opinion best describes your language skills, and the number of years of education in that language. To get a better idea of your level of language proficiency, click on the link to the Common European Framework of Reference for Languages below and read the self-assessment grid.

You can add new fields for further languages, and delete fields as required.

Step 4: Document upload

My Document Upload:

You can upload the documents required for your application here. Please upload each document separately. If you are applying for multiple degree programmes, you may have to upload some documents twice. You can replace uploaded documents with a different document at any time.

Please use only the following document formats (max. 5 MB per document):

•PDF

•JPEG/JPG

All certificates issued outside Austria must be translated into German or English and legalised by a notary or by the Austrian diplomatic representation. For detailed information click [here](#).

You have to upload your translated and legalised documents, scanned (all pages, including notations and certification/ legalisation references).

To upload additional documents before you submit your complete online application, simply click on the link you received when you registered for the system. All of the details you enter will be saved automatically. Please note, once you have submitted your completed online application, you will not be able to make any further changes

Important: Only one document can be uploaded per upload. Uploading another document means overwriting the first one.

Daten absenden

Mandatory documents

ID Picture (only JPG/JEPG, PNG)



Select

Secondary school leaving certificate (Austrian school-leaving certificate or an equivalent qualification) - please provide your complete secondary school leaving certificate or general university entrance qualification (incl. stamp and signatures)



Select

CV (Tabular/Europass format)




Select

Passport ID page



Select

In this section you need to upload the documents required for your application. Press the *Select* button to upload the required file. When the file has been successfully uploaded, the  icon will appear.

If you are applying for more than one degree programme, you may have to upload some documents twice. You can replace uploaded documents with a different document at any time.

Mandatory documents are either general or related to your selected degree programme. Additional files can be uploaded in the *Other documents (optional)* section. All applicants are required to submit the same general mandatory documents (i.e. passport-sized photo, CV, passport ID page, school-leaving certificate, annual or course transcript). Degree programme-related documents depend on the programme you are applying for.

You should make sure that you have all documents required for your application in digital form (i.e. scanned, max. 5 MB per document). Only files with the following formats can be uploaded: PDF, JPEG/JPG or PNG. When scanning multiple page documents, please make sure that all pages are saved in only one digital file.

Applications from students holding degrees issued outside Austria

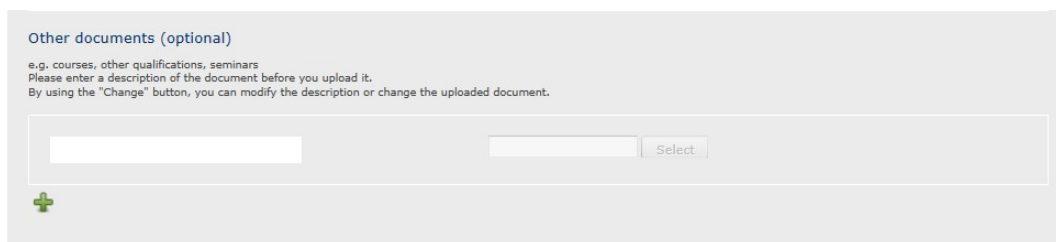
Documents issued in non-EU/EEA countries are required to be legalized according to the respective legalization regulations.

Certified translations are required for all documents that were not originally issued in English or German. Documents should only be translated once they have been legalized.

Further details of the regulations relating to legalization and translation of documents are provided on our website at <http://www.kl.ac.at/en/international-admission> .

You should upload all translated and certified documents first (please upload all pages including certification and references).

Other documents (optional)



The screenshot shows a web interface for uploading optional documents. It features a title 'Other documents (optional)' and a sub-header 'e.g. courses, other qualifications, seminars'. Below this, there is a text input field for a description, a file selection button labeled 'Select', and a green plus icon at the bottom left for adding new entries.

In this section you can upload additional documents such as certificates for training courses or seminars, or language certificates. Before uploading a document, you must enter a description. After you have uploaded a document, you can replace it and change the description by pressing the *Change* button.

You can add new fields to upload further documents as required.

Status of your online application



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Status of your online application

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Category	Status
Personal data	✓
Degree Programme	✓
Qualifications/experience	✓
Document upload	✓

Your online application at a glance. To return to a particular step and make any changes, simply click on the name of the step in the list.

Select the date for your admission procedure

Dates and information regarding my admission procedure

Please select the preferred date for your admission procedure. If you apply for two different degree programmes, then you can select the same date for your admission procedure but you have to select a different time for each degree programme.

Degree Programme Link to the KLPU Website with dates and information regarding the admission procedure of the respective degree programme.

Health Sciences
written test* 06/13/2013 afternoon

If you are unable to attend the admission procedure at any of the dates listed, then please select the option "Participation at another date". In the comment field please inform us, which dates are suitable for you. A list of all dates of the admission procedure can be found on our website under the above listed link.

My comments

Use the comments field to provide us with additional information:

Please select the preferred date for your admission procedure for each chosen degree programme, if more than one date is available.

Use the Comments field to provide any relevant additional information.

Confirm and submit your application

Confirm

I confirm that the information I have provided is correct, and I acknowledge that only fully completed applications will be processed.*	<input type="checkbox"/>
I accept the data protection guidelines of the KLPU.*	<input type="checkbox"/>
Please note that once you have submitted your completed online application, you will not be able to make any further changes.	

[Submit application](#)

You will be required to confirm all compulsory fields before you can submit your application.

Please note that once you have submitted your completed application, you will not be able to make any further changes or upload any additional documents.

After your application has been submitted, you will receive an e-mail confirmation and information on the next steps in the application procedure.

We look forward to receiving your application. If you have any questions, please do not hesitate to contact us.

Student Services KL Krems

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E : admission@kl.ac.at