IMC | FH KREMS
UNIVERSITY OF APPLIED SCIENCES

Guide to applying online

A step-by-step guide to applying online

Preparation

Prepare the required [documents for your online application](link) in digital form (i.e. scanned, max. 5 MB per document). Please use only the following document formats:
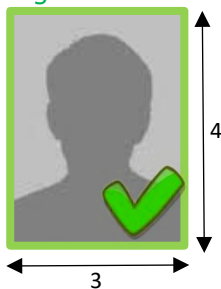
- PDF
- JPEG/JPG

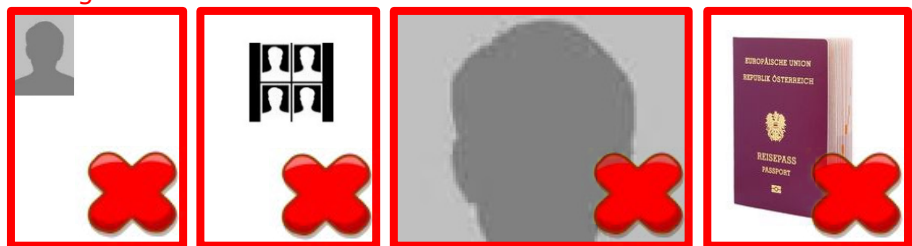## Important information and useful tips

Application photo

Please prepare an all-over photo - as it is required for the passport - scaled proportionally in portrait mode (3:4 aspect ratio).

Right   Wrong

Passport

Please scan the ID page of your passport.

Right   Wrong

Certificates

When scanning multiple page documents, please make sure that all pages are saved in only one digital file.

<table>
<tr><td>
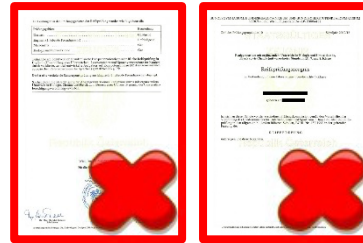
Right

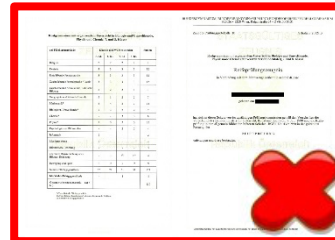Please scan all pages of the certificate and save in only one digital file.

</td><td>

Wrong

single pages of a multiple page document

double pages scanned in landscape mode

</td></tr>
</table>

Signs and symbols

 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

 Documents must be uploaded here

 Your document has been successfully uploaded

![IMC FH KREMS UNIVERSITY OF APPLIED SCIENCES]

Initiate your online application

Registration

IMC Krems online application system

Welcome to the IMC Krems online application system! Thank you for placing your trust in our university.

Registration

First things first: We only accept applications submitted using the online tool. 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.

Good to know: You can apply for a maximum of two degree programmes – first choice and second choice. Please note that in the English version of the online application system, you can only apply for programmes taught in English.

Online application made easy
Our detailed step-by-step guide to applying online provides a good overview of the entire online application process.

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".

Please note that despite registering you may only submit your online application within the determined application periods.

If you have any questions, please contact our Prospective Student Advisory Service at admission@fh-krems.ac.at.

New applicant
I am a new university applicant.

REGISTER NOW

Student
I am a student of IMC Krems.

REGISTER NOW

Graduate
I am a graduate of IMC Krems.

REGISTER NOW

Before you start with the registration, please select the appropriate option. Depending on your selection, different fields have to be completed for the registration.

Applicable for new applicants

If you are a new applicant, please register on this page, to get your personal access link to the online application.

Please indicate, whether you have already studied at the IMC University of Applied Sciences Krems.

If yes, we ask you to indicate either the IMC registration number or the degree programme and the beginning semester of your studies at the IMC University of Applied Sciences Krems.

Date of birth*

dd.mm.yyyy

Nationality*

E-mail address*

Please confirm e-mail address*

Have you been enrolled in a degree programme at the IMC Krems in the past?*

☐ Registration Fee*
I acknowledge that my application can only be started after payment of the mandatory registration fee for Non-EU citizens.
The next step of the registration is the payment transaction.
Further information regarding the fees is published on our website.

Further options for Non-EU citizens with residence permit in Austria

☐ I am an asylum seeker or recognized refugee and entitled to reside in Austria according to the Asylgesetz 2005 (Austrian Act on Asylum 2005). The respective proof of the current asylum status must be uploaded in addition to the application documents.

☐ I am a Non-EU citizen and currently reside in Austria on the basis of a valid residence permit. The proof of the residence permit for Austria, with a validity of at least 4 months after the date of application for the IMC FH Krems, must be uploaded in addition to the application documents.

Depending on the entry regarding your citizenship (EU/ Non-EU), you will be required to pay the registration fee as a part of the registration procedure for the online application. As a non-EU citizen, you must confirm the payment of the mandatory registration fee of € 200.

Registration Fee

Please initiate the payment process of the mandatory registration fee in the amount of **EUR 200,00**.
You will be redirected to the online payment portal of VIVEUM.

After successful payment you will receive an e-mail containing your personal access link. With this link you can start your application.

PROCEED WITH PAYMENT

You will be redirected to the online payment portal of VIVEUM to initiate the payment process with common credit cards or PayPal.

The successful registration will be confirmed (for non-EU citizens only after payment of the registration fee) and the e-mail will be sent with your personal access link.

Applicable for IMC students

Registration

Registration number/Login*

Date of birth*

dd.mm.yyyy

E-mail address*

Please confirm e-mail address*

Note: All fields marked with an asterisk * must be completed!
Please don't use FH Krems or IMC Krems e-mail addresses!

If you are an IMC student, please register with your IMC Registration number/ Login. With this type of registration, you will also receive your personal access link to the online application, but some of the already existing documents are automatically uploaded.

IMC Fachhochschule
Krems GmbH

Piaristengasse 1, A-3500 Krems
Austria, Europe

T: +43 (0)2732 802 0
E: office@fh-krems.ac.at

I : www.fh-krems.ac.at
UID: ATU 37552304

FNB: 79297p
DVR: 0798771

Applicable for IMC graduates

Registration

Language*	Gender*
English	
First name*	Surname*
IMC Login	IMC student identification number
Date of birth*	Nationality*
dd.mm.yyyy	
E-mail address*	Please confirm e-mail address*

Note: All fields marked with an asterisk * must be completed!
Please don't use FH Krems or IMC Krems e-mail addresses!

If you have already completed your studies at IMC Krems, then register on this page to receive the personal access link to the online application.

Please note: If you provide us with your IMC Login or your student identification number, then available already existing documents (such as IMC graduation documents) are automatically uploaded.

Date of birth*	Nationality*
dd.mm.yyyy	
E-mail address*	Please confirm e-mail address*

☐ Registration Fee*
I acknowledge that my application can only be started after payment of the mandatory registration fee for Non-EU citizens.
The next step of the registration is the payment transaction.
Further information regarding the fees is published on our website.

Further options for Non-EU citizens with residence permit in Austria

☐ I am an asylum seeker or recognized refugee and entitled to reside in Austria according to the Asylgesetz 2005 (Austrian Act on Asylum 2005). The respective proof of the current asylum status must be uploaded in addition to the application documents.

☐ I am a Non-EU citizen and currently reside in Austria on the basis of a valid residence permit. The proof of the residence permit for Austria, with a validity of at least 4 months after the date of application for the IMC FH Krems, must be uploaded in addition to the application documents.

Depending on the entry regarding your citizenship (EU/ Non-EU), you will be required to pay the registration fee as a part of the registration procedure for the online application. As a non-EU citizen, you must confirm the payment of the mandatory registration fee of € 200.

Registration Fee

Please initiate the payment process of the mandatory registration fee in the amount of **EUR 200,00**.
You will be redirected to the online payment portal of VIVEUM.

After successful payment you will receive an e-mail containing your personal access link. With this link you can start your application.

<div style="text-align:center">

PROCEED WITH PAYMENT

</div>

You will be redirected to the online payment portal of VIVEUM to initiate the payment process with common credit cards or PayPal.

The successful registration will be confirmed (for non-EU citizens only after payment of the registration fee) and the e-mail will be sent with your personal access link.

Successful registration

Your registration was successful!

Thank you for registering! You will shortly receive an e-mail confirmation containing your personal access link.

Simply click on the link to start preparing your application. If you do not receive this e-mail, please check your spam folder and add admission@fh-krems.ac.at to your safe list.

If you have any questions, please contact our Prospective Student Advisory Service at admission@fh-krems.ac.at.

Independently, which form of registration you choose, after successful registration your personal access link will be sent by e-mail to the address specified in your registration. Simply click on the link to start preparing your application (you can apply for a maximum of two degree programmes).

Further hints regarding your online application

BACK	SAVE AND CONTINUE LATER

CONTINUE TO DOCUMENT UPLOAD

To save your application, press the *Continue* or *Save and continue later* button. You can carry on preparing your application at any time by clicking on the link you received when you registered for the system.

Your Online application at a glance

When pressing the "Continue" or "Save and continue later" button, all the details you have already entered are automatically saved.

You can continue the application procedure at a later time by entering your personal access link.
Please note that once you have submitted your completed online application you will not be able to make any further changes.

At the current stage, your online application is not completed.

Please consider the respective application deadlines when you proceed and complete your online application. Furthermore, please note that only complete online applications submitted before the application deadline will be accepted.

Category	Status
PERSONAL DATA AND CHOICE OF DEGREE PROGRAMME	✔
QUALIFICATIONS AND EXPERIENCE	❗
DOCUMENT UPLOAD	❗

You easily can see, with the listing of your application categories and status, where further inputs are required.

Before submitting your application, you must upload the required documents. A list of the documents needed, and information on translation and certification are provided on our website under https://www.fh-krems.ac.at/en/study/application/online-application/.

Step 1: Personal data

Personal data

Gender* ⓘ	Language* ⓘ
female	English
First name*	Academic title (in front of the name)
Maxima	
Surname*	Academic degree (after the name)
Musterfrau	
Date of birth*	Former surnames ⓘ
01.02.1999	
Place of birth*	Country of birth*

Country*	Address*
Post code*	Telephone/mobile phone* ⓘ
Town/city*	Austrian Social insurance number* ⓘ

☐ I do not have an Austrian Social insurance number.

Personal data, that you have already entered when registering, will be used. You should then complete all of the other fields, where applicable.

You can also set the language for your application and the subsequent e-mail correspondence on this page. Please note that if you select English, you will only be able to apply for English-language degree programmes.

If you should already have an academic title or degree (written before or after your name), please enter the correct abbreviation in the appropriate fields.

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

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 must include a number with the street name.

In the *Telephone/mobile* section, enter the country code with a '+' sign (e.g. '+43' for Austria) first and then your telephone/mobile number.

The ten-digit Austrian social insurance number consists of a four-digit number (XXXX) followed by the date of birth (DDMMYY). If you select Austria as your Nationality, then the Austrian Social insurance number will turn in a compulsory field. In case you do not have an Austrian Social insurance number, then please select the respective option.

Choice of degree programme

Select degree programme

You can apply for a maximum of two degree programmes (first choice and second choice). However, an application for a second degree programme (second choice) is not mandatory.

APPLICATION DEADLINES >

BACHELOR	MASTER			
Bachelor degree programme		**First choice**	**Second choice**	**Start of degree programme**
Applied Chemistry (full-time)		☐	☐	WS20/21
Business Administration (full-time)		☐	☐	WS20/21
Export-oriented Management (full-time)		☐	☐	WS20/21
Informatics (full-time)		☐	☐	WS20/21
International Wine Business (full-time)		☐	☐	WS20/21
Medical and Pharmaceutical Biotechnology (full-time)		☐	☐	WS20/21
Tourism and Leisure Management (full-time)		☐	☐	WS20/21
Tourism and Leisure Management (part-time)		☐	☐	WS20/21

The *Bachelor* and *Master* tabs contain a list of the degree programmes, which are currently open for online application. Please note that in the English version of the online application system, you can only apply for programmes taught in English. Select your first choice and, where applicable, your second choice. You can select up to two degree programmes for the next available start date. An application for a second degree programme is not mandatory. Moreover, it is not possible to choose a combination of Bachelor and Master degree programmes.

Pressing the *Application deadlines* button will take you to an up-to-date list of the application deadlines for the various degree programmes.

Step 2: Qualifications and experience

Applications for **Bachelor degree programmes**

University education entrance qualification

To qualify for admission to a Bachelor degree programme, a proof of general university entrance qualification (Austrian Reife- und Diplomprüfungszeugnis or an equivalent qualification, e.g. High School Diploma or A-Levels) is required.

If you are applying before you obtain the general higher education entrance qualification, please upload a scan of your most recent school report and a confirmation - issued by your school - with the exact denomination of the qualification that you will achieve. The proof of your general higher education entrance qualification has to be submitted until your start of studies.

Completion date *

| dd.mm.yyyy |

Issuing country *

| ⌄ |

☐ To be provided later

A higher education entrance qualification (Austrian Matura or equivalent qualification e.g. High School Diploma or A-Levels) is required if you are applying for a Bachelor degree 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. In this case you have to submit the proof of your general higher education entrance qualification until your start of studies.

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

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.

Language electives (only applicable for some Bachelor degree programmes)

Language electives

Please select one language for your studies, however your native language may not be chosen.

Export-oriented Management full-time WS21/22

The languages French and Spanish are offered in two levels (Beginner/ Advanced - Level B1).

ATTENTION! Please choose the advanced language level if you have completed three or more years of education or a corresponding language certificate at level B1. We reserve the right to offer language courses only upon a certain minimum number of participants.

Language *

- Chinese for beginners
- German for beginners
- Italian for beginners
- Russian for beginners
- French for beginners
- Spanish for beginners
- French Advanced - level B1
- Spanish Advanced - level B1

Tourism and Leisure Management full-time WS21/22

The languages French and Spanish are offered in two levels (Beginner/ Advanced - Level B1).

ATTENTION! Please choose the advanced language level if you have completed three or more years of education or a corresponding language certificate at level B1. We reserve the right to offer language courses only upon a certain minimum number of participants.

Language *

- Chinese for beginners
- German for beginners
- Italian for beginners
- Russian for beginners
- French for beginners
- Spanish for beginners
- French Advanced - level B1
- Spanish Advanced - level B1

Tourism and Leisure Management part-time WS21/22

We reserve the right to offer language courses only upon a certain minimum number of participants.

Language *

- Spanish for beginners
- French for beginners

If you are applying for the Bachelor degree programmes Export-oriented Management or Tourism and Leisure Management (full and part-time), you should indicate your choice of language electives. Please note that you are not allowed to choose your native language.

Step 2: Qualifications and experience

Applications for **Master degree programmes**

University education entrance qualification

Completion date *
| dd.mm.yyyy |

Issuing country *
| ⌄ |

Higher education entrance qualification
Applicants for Master degree programmes must hold a higher education entrance qualification (e.g. High School Diploma or A-Levels) and are therefore required to provide the date on which they obtained the qualification.

Qualifying preliminary studies for your Master degree programme

To qualify for admission to a Master degree programme, a proof of your completed Bachelor studies in a related subject is required. If you are applying before completing your bachelor degree, please upload the following documents:

- Personalised confirmation from your university of your target degree, including the total score of ECTS points, a list of outstanding lectures/courses that still have to be completed, the scheduled/estimated date of completion and the qualification you will obtain at the end of your degree course

- Transcripts of records for each semester completed

The proof of your successfully completed Bachelor studies must be submitted until the start of your studies.

Completion date *
| dd.mm.yyyy |

Issuing country *
| ⌄ |

☐ To be provided later

From *
| mm.yyyy |

To *
| 06.2020 |

University *
| |

Subject *
| |

Degree
| |

Qualifying preliminary studies
To qualify for a University of Applied Sciences Master degree programme, you must have completed a Bachelor degree with a workload of at least 180 ECTS or hold an equivalent degree in a related subject from a recognised higher education institute. Please enter the details of your qualifying preliminary studies that meet the entry requirements for your selected degree 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. In this case you have to submit the proof of your successfully completed Bachelor studies or an equivalent undergraduate degree programme until the start of studies.

Language skills

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.

Proof of English language proficiency (not applicable for all Master degree programmes)

If you are applying for the following Master degree programmes, you must also provide a proof of English language proficiency

- Digital Business Innovation and Transformation
- International Business and Economic Diplomacy
- Marketing

> **Proof of English language proficiency (English language certificate or record of undergraduate degree in English)**
> For this degree programme you have to provide a proof of English language proficiency. If you have not yet obtained your English language certificate, you can submit it until the start of studies. In this case, please select the respective option and upload the confirmation of enrolment for one of the accepted English language certificates.
>
> You don't know where to take the certificate? At the IMC University of Applied Sciences Krems you can complete both an IELTS preparatory workshop as well as the IELTS certificate. If you are interested, please contact our Language Services or directly sonja.berger@fh-krems.ac.at.
>
> ☐ To be provided until the start of studies

If you have not yet obtained your English language certificate, please select the respective option. In this case, you have to upload the confirmation of enrolment for one of the accepted English language certificates. Your English language certificate has to be submitted until the start of studies at the latest.

Further information regarding the requirements for the proof of English language proficiency can be found in the entry requirements of your chosen Master degree programme's website at www.fh-krems.ac.at.

Elective modules (not applicable for all Master degree programmes)

Elective modules

International Business and Economic Diplomacy part-time WS21/22
Please select one specialisation for your Master programme.
We reserve the right to offer a specialisation only upon a certain minimum number of participants.

Elective *

International Economic Relations
Trade Management Strategies

Marketing full-time WS21/22
Please select one specialisation for your Master programme.
We reserve the right to offer a specialisation only upon a certain minimum number of participants.

Elective *

Fashion and Lifestyle Marketing
Retail and Shopper Marketing
Tourism and Service Marketing

Medical and Pharmaceutical Biotechnology full-time WS21/22
Please select one specialisation for your Master programme.
We reserve the right to offer a specialisation only upon a certain minimum number of participants.

Elective *

Bioprocess Engineering
Advanced Therapeutics Development

If you are applying for the Master degree programmes International Business and Economic Diplomacy, Marketing or Medical and Pharmaceutical Biotechnology you should indicate your choice of elective modules.

Time format (only applicable for the Master degree programme International Business and Economic Diplomacy)

Preferred time format

International Business and Economic Diplomacy part-time WS21/22
Please select your preferred time format for your studies.
We reserve the right to offer a time format only with a minimum number of participants.

Time format *

Thursday and Friday
Friday and Saturday
both formats possible

The part-time Master degree programme International Business and Economic Diplomacy is offered in two different time formats. Please indicate your preferred time format.

Step 3: Document upload

My document upload

You can upload the documents required for your application here.

Please note

Upload each document separately. Thus, when scanning multiple page documents, please make sure that all pages are saved in only one digital file. Useful explanations can be found in the Guide to applying online

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

- PDF
- JPEG/JPG

You can replace uploaded documents with a different document until you submit your complete online application. If you are applying for two degree programmes, you may have to upload some documents twice.

International certificates, diplomas and degrees

All certificates issued outside Austria must be translated into German or English and legalised by a notary or by the Austrian diplomatic representation. Detailed information on the requirements for translation and legalisation of international documents can be found our website.

Please upload your fully scanned documents (all pages of the original plus the translation including notations and certification/legalisation references) and complete your online application.

For documents, issued outside EU member state, additionally to the upload, postal submission of the documents is mandatory. Please send the original translated and legalised documents by post to: IMC University of Applied Sciences Krems, attn. Prospective student advisory service, Piaristengasse 1, 3500 Krems an der Donau, Austria.

Important: Your application will be processed as soon as we have received your documents by post.

Mandatory documents

Application photo - all-over photo (no borders - JPEG/JPG only!) ⓘ

⊘   [INITIATE UPLOAD]

Proof of general university entrance qualification (Austrian school-leaving certificate/ High School Diploma / A-Levels or an equivalent qualification) - full scan of the document including all pages, stamps, signatures and date of issue

⊘   [Browse...] No file selected.   [UPLOAD]

Passport (ID page) ⓘ

⊘   [Browse...] No file selected.   [UPLOAD]

In this section you need to upload the documents required for your application. Please upload each document separately. If you are applying for two degree programmes, you may have to upload some documents twice. You can replace uploaded documents at any time until you submit your online application.

Mandatory documents are either general or related to your selected degree programme. Additional files can be uploaded in the *Other documents (optional)* section.

For multi-page documents, please ensure that all pages are stored together in **one** digital document (see explanation on page 3).

Photo upload

Please select a photo for the upload.
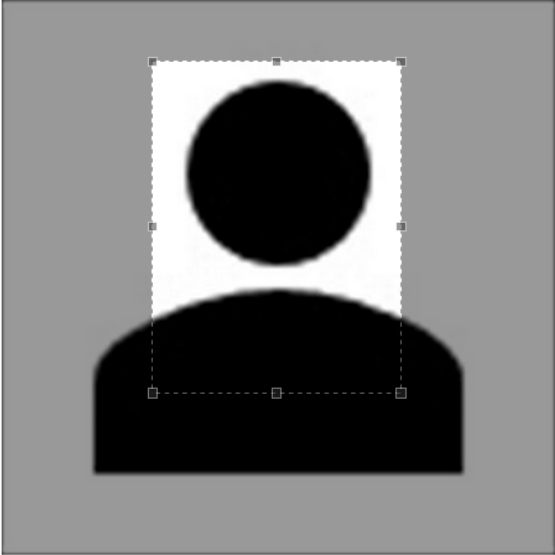
A new window opens to edit and optimize your photo. Please click on your photo and drag the fixed frame to the image detail of your choice. For an explanation of the format specifications please consider the graphics on page 2. In the preview window your customized photo will be displayed. If editing is completed, press the *Confirm and upload* button.

Confirmation for change of name

Marriage certificate or confirmation for change of name
⛔ Browse... No file selected.   UPLOAD

If you indicated a former surname/ maiden name(s) in Step 1 – *Personal data*, then you have to upload a confirmation of the change of name (e.g. marriage certificate).

Confirmation of residence permit/ asylum status in Austria

Proof of residence permit/ current asylum status in Austria (the period of validity of the residence permit must be guaranteed for at least 4 months after the application for the IMC FH Krems)
⛔ Browse... No file selected.   UPLOAD

If you have activated a checkbox for further options for Non-EU citizens with residence permit for Austria upon registration, then you have to upload the corresponding proof of residence permit/ asylum status.

Statement of motivation

The statement of motivation is integrated part of the online application. For Bachelor degree programmes the statement of motivation also includes a topic-specific essay. You are required to compose the statement of motivation according to the questions in the input form. In order to initiate the input form, please press the *compose/ modify statement of motivation* button.

Please fill out the form and answer the questions according to the requirements.

With the *Save* button below each input field you can save the entries of the corresponding input field.

To continue your statement of motivation and the essay at a later time, press the *Save and continue later* button at the bottom of the page.

As soon as you have answered all questions and thus you have completed your statement of motivation and the essay, press the *Save and close* button.

Then you can proceed and submit your online application.
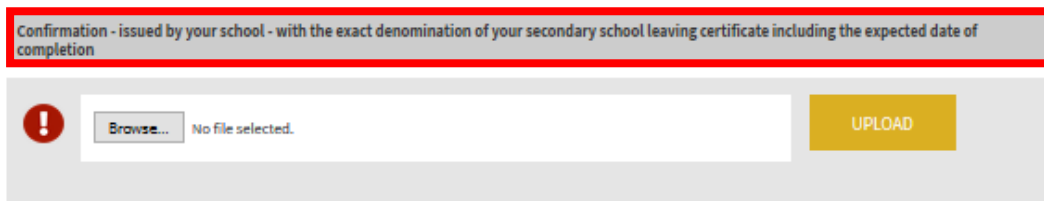
Applications for **Bachelor degree programmes**

If you marked the *To be provided later* checkbox in the *Higher education entrance qualification* section in Step 2, you should upload

- a copy of your most recent official transcript/ last annual school report

Last annual school report		
❗	Browse... No file selected.	UPLOAD

- a confirmation - issued by your school - with the exact denomination of the qualification that you will achieve and the estimated date of completion

Confirmation - issued by your school - with the exact denomination of your secondary school leaving certificate including the expected date of completion		
❗	Browse... No file selected.	UPLOAD

Applications for **Master degree programmes**

Bachelor degree certificate (incl. diploma supplement) - Austrian diploma certificate or degree certificate of an equivalent undergraduate programme

⚠ Browse... No file selected. | UPLOAD

Official transcript of records (list of all completed courses with indication of ECTS and contact hours per week)

⚠ Browse... No file selected. | UPLOAD

Bachelor examination certificate (only if applicable) - separate certificate for Bachelor examination (Optional)

⚠ Browse... No file selected. | UPLOAD

If you marked the *To be provided later* checkbox in the *Previous academic qualifications* section in Step 2, you should upload

- a confirmation from your university attesting your target degree, including the total score of ECTS points, a list of outstanding lectures/courses that still have to be completed, the scheduled/estimated date of completion and the qualification you will obtain at the end of your degree course) and

- the transcripts of records for each semester completed

Official personalised confirmation from your university attesting your target degree, including the total score of ECTS points, a list of outstanding lectures/ courses that still have to be completed, the scheduled/ estimated date of completion and the qualification you will obtain at the end of your degree course

⚠ Browse... No file selected. | UPLOAD

Official transcripts of records for each semester

⚠ Browse... No file selected. | UPLOAD

Proof of English language skills

If you are applying for the Digital Business Innovation and Transformation, International Business and Economic Diplomacy or Marketing Master degree programmes, you must also provide one of the following proofs of your proficiency in English:

- accepted English language certificate (IELTS or Cambridge certificate in level C1)

or

- University record or confirmation from your university that you have completed your entire undergraduate degree exclusively in English

Proof of English language proficiency (English language certificate or record of undergraduate degree in English)
❗ Browse... No file selected.   **UPLOAD**

If you marked the *To be provided until the start of studies* checkbox in the *Proof of English language proficiency* section in Step 2, you should upload the confirmation of enrolment for one of the accepted English language certificates. In this case you must provide the English language certificate until your start of studies.

Confirmation of enrolment for an English language certificate
❗ Browse... No file selected.   **UPLOAD**

Further information can be found in the entry requirements of your chosen degree programme's website at www.fh-krems.ac.at.

Other documents (optional)

Other documents (optional)

Please enter a description of the document (e.g. course, other qualification, seminar) before you upload it.

By using the "Change" button, you can modify the description or change the uploaded document.

Description *

Browse... No file selected.   **UPLOAD**

➕

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.

Applications from students holding certificates, diplomas and degrees issued outside Austria

All certificates issued outside Austria must be translated into German or English and legalised by a notary or by the Austrian diplomatic representation. Detailed information on the requirements for translation and legalisation of international documents can be found our website at https://www.fh-krems.ac.at/en/study/application/online-application/#international-applicants.

You should upload your fully scanned documents (all pages of the original plus the translation including notations and certification/ legalisation references).

For applicants with documents, issued outside EU member state, additionally to the upload, postal submission of the documents is mandatory. Please send the original translated and legalised documents by post to:

IMC University of Applied Sciences Krems
attn. Prospective student advisory service
Piaristengasse 1
3500 Krems an der Donau

We will only continue processing your application once we have received the original documents.

Applicants holding certificates issued in Austria do not need to have the documents certified. In any case, the original documents (including translation and legalisation) have to be presented at the start of studies.

How did you find out about the IMC Krems?

How did you find out about the IMC Krems?

You must select at least one option. You may select more than one option. *

- ☐ Recommended by
- ☐ Education fair
- ☐ Information events
- ☐ Print- and Online Media
- ☐ Internet

BACK	SAVE AND CONTINUE LATER

CONTINUE TO SELECTION OF DATES

Please also indicate how you found out about the IMC University of Applied Sciences Krems by marking the appropriate checkboxes in the list at the end of this section.

Status of your online application

IMC Krems online application system

Status of your online application

Category	Status
PERSONAL DATA AND CHOICE OF DEGREE PROGRAMME	✅
QUALIFICATIONS AND 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

Your admission procedure

Degree programme

Applied Chemistry - full-time

Please select the preferred date for your admission interview. After you have successfully completed your online application, your application will be checked for completeness and correctness. As soon as this process is completed, we will inform you by e-mail and confirm the date for your admission interview. Only with our confirmation and invitation, your selected date for the admission interview becomes official.

Choice of dates - Admission Interview *

Please select ▾

Please select the preferred date for your admission procedure for each chosen degree programme. Only the dates for the upcoming two days for the admission procedure are listed for selection.

Please note, that an application for two degree programmes does not necessarily require two separate admission interviews. A relevant explanatory note points this out.

If you are unable to attend the admission procedure at any of the dates listed, please consult our website and make use of the comment field and inform us which dates are suitable for you.

DATES OF THE ADMISSION PROCEDURE >

My comments

Use the comments field to provide us with additional information on your application and admission procedure:

If you are unable to attend the admission procedure at any of the dates listed, then please inform us in the comment field, 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.

Please make use of the *My comments* field to provide any relevant additional information.

Confirm and submit your application

Confirm

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

☑ I confirm that the information I have provided is correct, and I acknowledge that only fully completed applications will be processed. *

SUBMIT APPLICATION

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

☐ I acknowledge that my application will only be processed if my translated and certified documents have been submitted by post to IMC Krems. For detailed information click here. *

For applicants with documents, issued outside EU member state, additionally to the upload, postal submission of the documents is mandatory. If this applies to you, you have to confirm this additional field as well.

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.

IMC Krems online application system

Status of your online application

Online application successful

Thank you for submitting your online application.

You will receive confirmation of your online application by e-mail in a few minutes. If you do not receive this e-mail, please check your spam folder and add admission@fh-krems.ac.at to your safe list.

What happens next?

We will now check your application to make sure it is complete and the details you have provided are correct. If any additional information for the verification process is required, we will contact you by e-mail.

This process can take several weeks. Upon completion of the individual verification of your application, you will receive the invitation to the admission procedure.

Admission procedure

If you fulfil our university's entry requirements, you will receive an invitation to the first round of the admission procedure. Take the time to find out more about the respective admission procedures of our degree programmes.

As a part of your online application, you have already selected the preferred date for your admission interview or you have opted for an interview via Skype. With the invitation to the admission procedure, we confirm the selected date or the opted interview via Skype. Only with our confirmation, the date for your admission interview becomes official.

If you have any questions, please contact us at admission@fh-krems.ac.at

After your application has been submitted, you will receive an e-mail confirmation including an overview of the data you have provided, the letter of motivation you have filled in 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.

IMC Krems Prospective Student Advisory Service

T: +43 (0)2732 802 - 222
E: admission@fh-krems.ac.at