

HOW TO REGISTER AS AN INCOMING STUDENT

Once you have entered all your details into your BASIS MU online account, you will be taken to the following steps to formally apply for the incoming programme:

The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar lists navigation options: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', and 'Permanent home address'. The main content area is titled 'Start of course' and contains the following text: 'Please choose the semester for which you wish to apply at the Montanuniversität Leoben. Please note that there are degree programmes which might not be offered in every semester or for which you can only apply for a higher semester. Usually, the bachelor programme at the Montanuniversität Leoben starts in the winter semester.' Below this text is a dropdown menu labeled 'Start of course' with 'Winter semester 2024/25' selected. A note at the bottom states: 'Please note that you can only file one application per degree programme.'

Here you need to make sure that you go to **other study** under **type of studies** and then click on **Incoming Mobilität** under **degree programme**:

The screenshot shows the 'ONLINE APPLICATION' interface at the 'Select degree programme' step. The sidebar lists: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'I already applied for the selected degree programme at MU Leoben within the past year.' The main content area has a title 'Select degree programme' and two dropdown menus: 'Type of studies' set to 'other study' and 'Degree programme' set to 'Incoming Mobilität'. Below the dropdowns is a checkbox labeled 'I already applied for the selected degree programme at MU Leoben within the past year.' which is currently unchecked.

Then you can enter your **basic data** again:

The screenshot shows the 'ONLINE APPLICATION' interface at the 'Personal data' step. The sidebar lists: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'I already applied for the selected degree programme at MU Leoben within the past year.' The main content area has a title 'Personal data' and several input fields: 'First name', 'Surname', 'Social security no.', 'Date of birth', 'Gender' (set to 'male'), 'Place of birth', 'Country of birth' (set to 'Please select...'), 'Maiden name', '1st nationality' (set to 'Austria'), and '2nd nationality' (set to 'Please select...').

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Please enter your **correspondence address** (during the semester) here:

If it is identical to your home address, you can also indicate this when ticking the box!

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[Start of course](#)
[Select degree programme](#)
[Personal data](#)
• **Correspondence address**
[Permanent home address](#)
[University entry survey](#)
[Higher education entrance qualification](#)

Correspondence address

Correspondence address (semester address)

Mail delivery c/o

Street and number

Postal Code/City

Country/State

Region

Telephone number

Email address geschmackvollmaerchenhafterschwan@lamsauce.de

Confirmed email address geschmackvollmaerchenhafterschwan@lamsauce.de

My correspondence address (during the semester) is identical with my permanent home address.

If your **home address** is different from your correspondence address, you can change it here:

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[Start of course](#)
[Select degree programme](#)
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[Correspondence address](#)
• **Permanent home address**
[University entry survey](#)
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Permanent home address

Home address

Mail delivery c/o

Street and number

Postal Code/City

Country/State

Region

HOW TO REGISTER AS AN INCOMING STUDENT

Here you must enter your **parents' personal details** and their **educational background**:

The screenshot shows the 'University entry survey' section of the online application. On the left, a navigation menu lists various steps, with 'University entry survey' highlighted. The main content area is titled 'University entry survey' and includes an 'Information' box explaining the survey's purpose. Below this is the 'UHStat 1 query' section, which contains 'Personal details' (a 'Country of birth' dropdown) and 'Information about your legal guardians'. The 'Legal guardian 1/mother' section includes dropdowns for 'Year of birth', 'Country of birth', and 'Country of highest level of education completed'.

Please enter your **university entrance qualification** under this point:

The screenshot shows the 'Higher education entrance qualification' section of the online application. On the left, the navigation menu highlights 'Higher education entrance qualification'. The main content area is titled 'Higher education entrance qualification' and features a 'Note' box with instructions on how to select the appropriate qualification level. Below the note are three input fields: 'School type' (a dropdown menu), 'Date of certificate' (a date picker with a calendar icon and the format 'DD.MM.YYYY'), and 'Issuing country' (a dropdown menu).

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Please upload a current **passport photo** of yourself, this is required for your student ID card:

The screenshot shows the 'ONLINE APPLICATION' web interface. On the left is a navigation menu with links: Start of course, Select degree programme, Personal data, Correspondence address, Permanent home address, University entry survey, Higher education entrance qualification, and Most current photo (as for ID). The 'Most current photo (as for ID)' section is active. It contains three boxes: 'Updated' with 'no photo', 'Preview' (empty), and 'Upload' (empty). Below the 'Upload' box is a 'Durchsuchen...' button and the text 'Keine Datei ausgewählt.'. To the right, text explains that the photo is for the student ID card and provides upload requirements: Picture size: min. 119x135, File size: max. 10000kB, Aspect ratio approx. 3:3. A note mentions that if unable to upload, the document can be submitted after completing the application by 05.09.2024 under 'My applications'.

For the last step we need a **copy of your identity card** (passport or identity card):

The screenshot shows the 'ONLINE APPLICATION' web interface. On the left is a navigation menu with links: Start of course, Select degree programme, Personal data, Correspondence address, Permanent home address, University entry survey, Higher education entrance qualification, Most current photo (as for ID), and copy of ID card (passport, identity card). The 'copy of ID card (passport, identity card)' section is active. It contains a table with columns: File name, Type, File Size, and Date. Below the table, it states 'No document uploaded'. Below that, it lists accepted document types: MS Word 2010 (.docx), Picture format GIF (.gif), Picture Format JPG (.jpg), Picture format PNG (.png), Picture format TIF (.tif), and Portable Document Format (.pdf). It also states 'You can only upload one file. The maximum file size is 20,5 MB.' A note mentions that if unable to upload, the document can be submitted after completing the application by 05.09.2024 under 'My applications'. At the bottom, there is a 'File' button, a 'Durchsuchen...' button, and the text 'Keine Datei ausgewählt.'.