

Steps for continuing your enrolment for the next semester

Legend:

Completed?

 Attention!

 **ATTENTION: Registration for courses in bruckneronline is only possible after enrolment has been completed!**

Check your bruckneruni E-Mail address + bruckneronline business card

Check for possible reasons for a blocked status:

Introductory and Orientation Period (STEOP): compare with syllabus, if grades are entered for **all** required courses in the STEOP phase - bruckneronline/Student Files/Exams

Core Subject (ZKF) unclear: Contact your main subject instructor to check if the grade from your last semester has been entered into bruckneronline


overdue items or outstanding overdue fees in the university library

Check if you have handed in all relevant applications:

- Application for repetition of a semester (**Antrag auf Semesterwiederholung**): (allowed 2x per course of study)
- Application for accreditation of subsidiary subjects (**Antrag auf Anrechnung von Ergänzungsfächern**): contact Prof. Kraxberger per email (anerkennung@bruckneruni.at)
- Application for continued enrolment during the exam phase (**Antrag auf Weiterinskription in der Prüfungsphase**): if 2 semester repetitions have been granted, and results for all courses and exams required for your degree are correctly recorded in bruckneronline/Student Files/Exams (no more core subject!) – informal application by email to the Student Service department (studium@bruckneruni.at)
- Application for academic leave (**Antrag auf Beurlaubung vom Studium**): (allowed 2x per course of study)

Payment of tuition fee using online banking:

Check the status of your tuition fee payments using your bruckneronline business card, where you can find all relevant information.

 Do not forget to include your **individual payment number for the current semester** in the payment reference section (can be found at bruckneronline/Business Card/Tuition Fee Status). Payment with a payment slip or without the reference number can delay receipt of payment, which delays enrolment and the confirmation of registration.

After **receipt of payment** you will be enrolled for the new semester by the Student Service, as well as registered for your respective core subject (MAJ).

Further Registration by the Student Service department:

- Minor subject (**Schwerpunkt**): 1st Semester after passing the respective entrance exam, **afterwards self-registration** by student!

Registration for other courses: (only after active enrolment):
by students during the registration period, using bruckneronline

Extended Admission Period:

An additional administrative fee of 50 € is to be paid for late enrolment. See:
<https://www.bruckneruni.at/en/study-programmes/faqs/enrolment/>

Extension of Validity of Student ID (only with active enrolment):

Imprint of new final enrolment date on Student ID (machine in the foyer, close to the information desk)

Confirmation of Registration Printout:



Can only be printed after completing continuation of enrolment!

- Students can print: Confirmation of Registration, Record of Studies for the Revenue Office, Insurance, etc. (time period is adjustable), sample copy of Transcript of Records
- Student Service: Official Transcript of Records for scholarships, etc.

Student Service Opening Hours:

see: <https://www.bruckneruni.at/en/study-programmes/faculty-office/>