

Due to some changes in the administration systems we would like to send you some updated information concerning the procedure for your ERASMUS outgoing student area:

**\*DEADLINE FOR ONLINE PREREGISTRATION:\***

From the upcoming semester on (winter semester 2011/12) online preregistration will only be possible until the 31 August for the winter semester (31 January for the summer semester).

Please note that students who do not complete their preregistration before that unexceptional deadline cannot be enrolled at the University of Vienna.

Therefore we kindly ask you to mind our deadlines for your nominations in order to prepare the enrolment and to give the students enough time to complete the necessary steps.

Nomination Deadlines for Incoming Students:

For the following winter semester: 1 June

For the following summer semester: 1 December

We kindly ask your students to preregister online:

between 1 May and 15 June (winter semester)

between 1 December and 31 December (summer semester)

As a second step we also kindly ask to send us our ERASMUS-Certificate:

Deadlines: 1 July (winter semester) / 31 December (summer semester)

Please inform your nominated students, if they have not received our information e-mail by the 10 June (winter semester) or the 10 December (summer semester), to send us a message so that we can get in contact with them in time.

Our website will be relaunched soon (approx. end of April), with focus on providing the necessary information as user-friendly as possible. Basically all the information will be found in our updated Welcome Guide and our new FAQ area. To avoid misunderstandings we will send our information e-mail to your already nominated students only after the relaunch is completed.

Please also inform your departmental coordinators to mind the deadlines and to send their nominations to us as well in case they nominate their students directly.

Thank you in advance for minding the deadlines.

**\*POSSIBLE SUBJECT AREA FOR NOMINATION:\***

Furthermore we kindly ask you just to nominate students within the field of study arranged within our bilateral agreements. Due to the fact that

ERASMUS is arranged on faculty level at some universities, please keep in mind that our bilateral agreements are established on specific fields of study and not on faculty level to avoid misunderstandings or disappointments.

**\*TRANSCRIPT OF RECORDS:\***

Your students have the possibility to print their transcript of records by themselves as a service of their computer account at the University of Vienna. With the help of this procedure your students have the possibility to have their transcript of records within short time after receiving their last mark.

As this transcript of records also includes a digital signature, we hope that it can be accepted by you, too.

More information on this matter can be found under the following link:

[http://studieren.univie.ac.at/index.php?id=645&tx\\_ttnews\[tt\\_news\]=1042&tx\\_ttnews\[backPid\]=403&cHash=60900ebc8b](http://studieren.univie.ac.at/index.php?id=645&tx_ttnews[tt_news]=1042&tx_ttnews[backPid]=403&cHash=60900ebc8b)