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Instructions for Online Applications to the Selection Procedure for the 2025/26 Academic Year

February 26, 2025

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1. Create account/register for VetmedOnline

Employees and students of the University of Veterinary Medicine, Vienna (Vetmeduni) can skip Point 1 of this document ("Create account/register for VetmedOnline"). The applications of these individuals can be activated via their business card/application view using the **"My applications"** feature.

Students and employees can therefore start at Point 3 of this document ("Degree applications").

❗ The following browsers are supported: Microsoft EDGE, Google CHROME, Apple SAFARI and Mozilla FIREFOX. Please check that your browser is up to date. The images were generated using a test system and may therefore vary slightly from those you see on your system. **We recommend registering and applying for a degree programme on a PC or a laptop.**

The link to VetmedOnline is: **https://online.vu-wien.ac.at/**

You need to set up an account before you can apply for a degree programme.

1.1. Home/Registration page

You need a VetmedOnline account to register.

In order to register for the 2025/2026 selection procedure, please select "**Register**". You will then be forwarded to a new page.
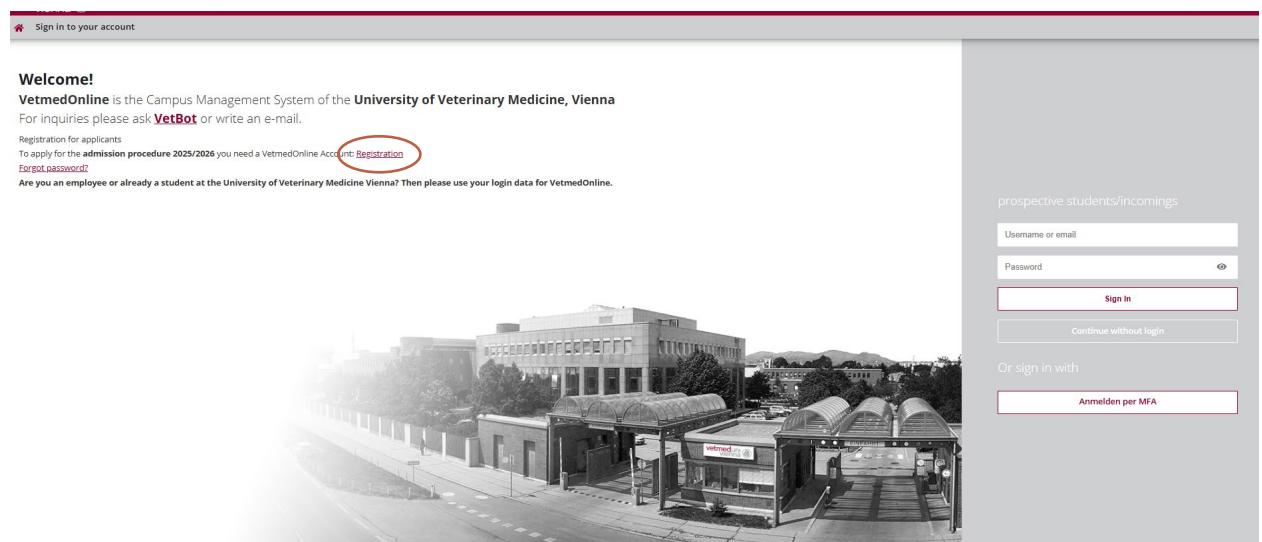
Registration for an account takes place on the following page: https://online.vu-wien.ac.at/VUWonline/wbselbstregPerson.register

❗ **The registration link is active from 03.03.2025, 10:00 CEST until 19.05.2025, 23:59 CEST.**

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1.2. Registration for VetmedOnline

- Please enter your data and check that these are correct!
- If you are already studying or have in the past studied at another Austrian university or at the Vetmeduni, please enter your matriculation number. This simplifies the processing of your registration.
- Click on "**Confirm data**". The following screen will open:

- Now click on "**Submit data**". This completes the registration procedure.
- After completing the registration procedure, you will receive an activation link sent to the email address you entered. It can take up to 5 minutes for the activation link to be sent.

1.3. Activation link and defining a password

- Please copy the activation link contained in the email into your browser.
- You will be asked to define a password.

❗ You can register with the username allocated by VetmedOnline OR the email address entered during the registration procedure.

Please select a **secure password**!
Required criteria:
- a minimum of 8 and a maximum of 40 characters,
- only lower-case characters,
- at least 3 letters,
- at least one number,
- at least one special character (i.e. other than the numbers and letters),
- the password must not contain your first name, family name, username or your date of birth.

Once you have selected your password you can then log in to VetmedOnline using the "**Complete registration"** button.

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1.4. Summary

Your registered email address is also your means of logging in!

If you click on "Continue", you will be logged into VetmedOnline and can apply for a degree programme using the **"My applications" feature.**
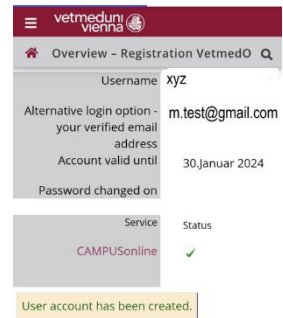
1.5. No activation link received

- There can be several reasons why you do not receive an email with an activation link:
    - Please check your spam folder.
    - The email address may have been entered incorrectly.
    - Perhaps your inbox is full, and you can't receive any more emails.
    - Your registration may not have been fully completed.

If none of the above apply, please contact: Zulassung@vetmeduni.ac.at

1.6. Application by former students or employees of the Vetmeduni

Former students or employees should contact us directly via Zulassung@vetmeduni.ac.at.
If you are a former student, please advise us of your matriculation number. If you are a former employee of the Vetmeduni, please quote your date of birth.
You will receive an activation link after these data have been checked.

2. Reset password (only for external persons)

- In order to reset your password, you need the email address you used to register (this step only applies to external persons).

- Click on the following **link** to reset your password:
  https://online.vu-wien.ac.at/VUWonline/pl/ui/$ctx/!wbAev.selfPwdResetIdentifyIdent?pStep=

- Please enter your email address and click on "Continue".

- You will receive an email enabling you to reset your password.

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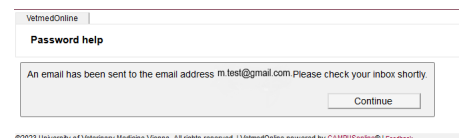
3. Applying for a degree programme

3.1. VetmedOnline: business card

- As soon as you have successfully completed the registration procedure and have logged in to VetmedOnline, you will see your business card.
  The **"My applications" feature** is already active and can be accessed via business card/application view in the case of employees and students of the University of the Vetmeduni.
- Simply click on "My applications".
- This will route you to the general information page for starting a degree programme.
  Several categories allow you to access relevant information if you click on the information button.
- Click on "Continue".
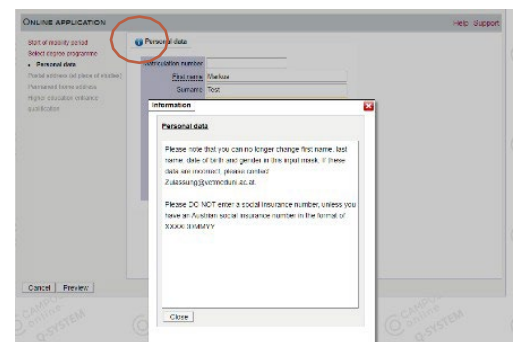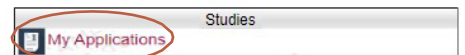
3.2. Selecting a degree programme

The following degree programmes can be selected:
- Diploma Programme in Veterinary Medicine (UI209),
- Bachelor's Programme in Biomedicine and Biotechnology (UI 033 658),
- Interdisciplinary Master's Programme in Human-Animal Interactions (UI 066 222),
- Master's Programme in Comparative Biomedicine (UI 066 681),
- Master's Programme in Precision Animal Health (UI 066 224) and
- Lateral Entry into Veterinary Medicine (UI299Q – prerequisite being evidence of 90/120 ECTS in a veterinary medicine degree).
- Click on "Further information" to find out all the details about the admissions procedure for the relevant programme.
- Click on "Continue".
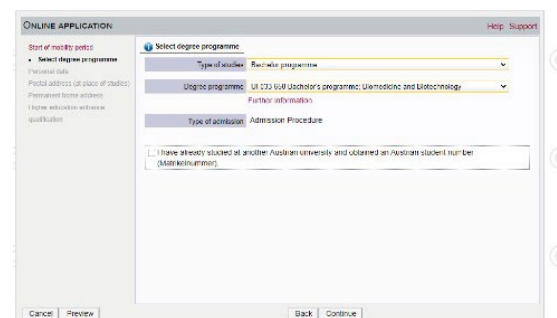
3.3. Personal data

❗ Please note that on this input screen you will not be able to edit the first name, family name, date of birth and gender used during the registration procedure.

- Please enter only an <u>Austrian social security number</u> in the Social Insurance No.-field. **Leave this field empty if you do not have an Austrian social security number.**
- If you enter Austrian as your nationality, an Austrian social security number is mandatory. This consists of a 10-digit number which includes your date of birth and can be found on your e-card.

❗ Austrian nationals without an Austrian social security number will be required to enter another nationality as an **alternative** (e.g. their current country of residence, such as Italy) in order to be able to continue with the application procedure.

❗ If you enter incorrect details, please contact an employee in the admissions department (<u>Zulassung@vetmeduni.ac.at</u>).

3.4. Correspondence address/home address

- Please enter your correspondence address (delivery address/study address).
- If the correspondence address and your home address are identical, please activate the checkbox.
- The post code (sort code), city and country fields are mandatory.
- Click on "Continue".
- If the correspondence address is not identical and the checkbox is not activated, you will be requested to enter a home address (e.g. your home address in Italy or your current correspondence address in Vienna).
- If your home address differs from your correspondence address, please enter your home address.
- Please also provide a telephone number to facilitate communication.

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University entrance qualifications

- Please enter your highest academic qualification which makes you eligible to study at a university.

  For **Diploma Programme in Veterinary Medicine** and **Bachelor's Programme in Biomedicine and Biotechnology**:
  secondary school leaving exam, foreign secondary school leaving exam, IB diploma (foreign country), European school leaving examination (foreign country),
  Master's Programmes: (foreign) post-second. educational institution

⚠ Applicants who have attained **entry qualifications other than in Austria** must select one of the following types of educational institution:

25	Foreign secondary school leaving exam
31	Foreign post-second. educ. inst.
46	IB diploma (foreign country)
48	European school leaving examination (foreign country)

⚠ Applicants for a **master's programme** should indicate in the relevant field whether their **previous degree programme was completed at an Austrian or a foreign university**:

30	Austrian post-second. educ. inst.
31	Foreign post-second. educ. inst.
32	Diploma/master's programme at an Austrian university of applied sciences
33	Austrian accred. private university
34	Austrian university of education
40	Master's/diploma study programme at another Austrian university
41	Master's/diploma study programme at own university

The issuing state can only be edited if one of the above programmes has been selected.

Prior degree programme not successfully completed
⚠ If you do not have a bachelor's degree certificate, please enter 19.05.2025 in the field "Date of certificate".

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3.5.1. School leaving exam or prior degree programme not successfully completed

⚠️ Applicants for the Diploma Programme in Veterinary Medicine (UI 209), the Bachelor's Programme in Biomedicine (UI 33 658) and for the Master's Programme in Comparative Biomedicine (UI 066 681) are advised to upload their university entrance qualification or transcript of records of their previous studies to the applicant's portal by 18.08.2025. If you do not have a corresponding certificate by your personal enrolment date, please contact Zulassung@vetmeduni.ac.at.

⚠️ If you do not have a secondary school leaving certificate at the time of application, please enter 18.08.2025 as the date of your university entrance qualification.

Applicants for the lateral entry in the Diploma Programme in Veterinary Medicine (UI 299Q) must upload proof of the 90 ECTS credits taken within the framework of an equivalent degree programme in veterinary medicine by the **end of the application deadline (19.05.2025)**. At the time of enrolment, proof of 120 ECTS credits must be submitted.

Applicants for the Master's Degree Programmes in Human-Animal Interactions – IMHAI (UI 066 222) and Precision Animal Health (UI 066 224) must upload proof of previous studies in the applicants' portal by the **end of the application deadline (19.05.2025)**. If no degree has been obtained by the end of the application deadline, proof of academic achievements must be submitted in the form of a transcript of records (including an overall grade point average) and the corresponding curriculum in German or English.

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3.6. Uploading documents

The following documents can be uploaded/have to be uploaded in connection with applications:

| Programme	Document	Deadline
Bachelor's/Diploma Programme	School leaving certificate Official photo ID	CAN be uploaded until 18.08.2025
Master's Programme in Comparative Biomedicine	Official photo ID Evidence of the completion of a relevant bachelor's degree programme (if available)	CAN be uploaded until 18.08.2025
Master's Programme in IMHAI	Personal statement CV Evidence of the completion of a relevant bachelor's degree programme (if available) A summary of the grades obtained in the course of exams during the foundation degree (transcript of records) with an overall grade point average and related curriculum Evidence of English language skills B2 Official photo ID	**HAVE TO BE** uploaded by no later than 19.05.2025
Master's Programme in Precision Animal Health	Personal statement CV Essay Evidence of the completion of a relevant bachelor's degree programme (if available) A summary of the grades obtained in the course of exams during the foundation degree (transcript of records) with an overall grade point average and related curriculum Evidence of English language skills B2 Official photo ID	**HAVE TO BE** uploaded by no later than 19.05.2025
Lateral Entry into Veterinary Medicine	Evidence of the required 90 ECTS credits completed as part of an equivalent degree programme in veterinary medicine Evidence of German language skills at level C1	**HAVE TO BE** uploaded by no later than 19.05.2025
	Evidence of the required 120 ECTS credits completed as part of an equivalent degree programme in veterinary medicine Official Photo ID	CAN be uploaded until 18.08.2025

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⚠️ Please note the following:

- Only PDF documents with a **maximum file size of 5 MB** can be uploaded.
- If this limit is breached, please try to reduce the resolution/quality of your scanned documents. Freeware is available for this.
- It is only possible to upload one document at a time. Documents consisting of more than one page must be compiled to form a single document.
- If you upload an incorrect certificate, this can be corrected later – refer to Section 4.2 Edit uploaded document.
- The application for the Diploma and Bachelor's Programme as well as for the Master's Programme in Comparative Biomedicine is also possible without uploading documents. Documents CAN be uploaded by the specified deadline.
- When applying for the Master's Programmes Human-Animal Interactions – IMHAI and Precision Animal Health as well as for the lateral entry into Veterinary Medicine, the relevant documents MUST be uploaded by the **end of the application deadline (19.05.2025)**.
- You can view the uploaded document under "Current document".
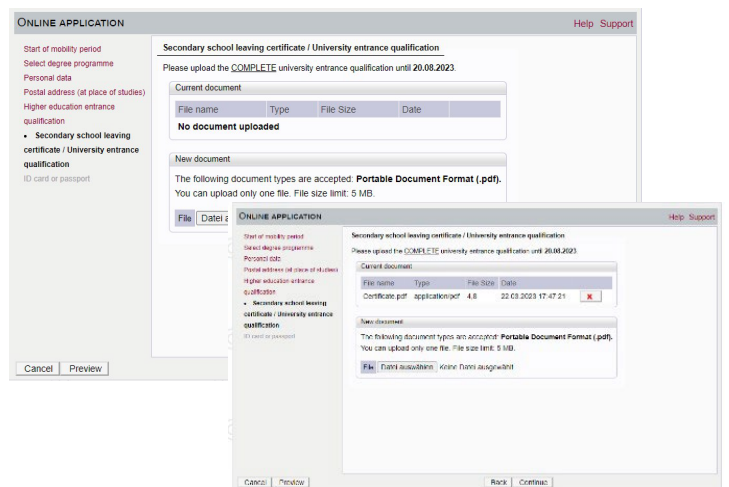
## 3.7. Summary and submit application

- The last page is a summary of your application. Please make a note of your **Application number** in the header section as this will be required when you pay your application fee as explained under Section 4.1 Application fee.
- **Click on "Submit" to submit your application.**
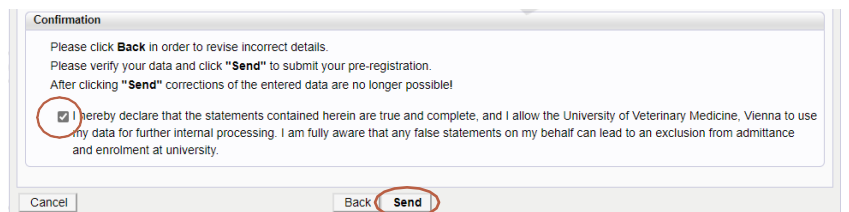
⚠️ Your application **will only be sent** if you have activated the checkbox and hit the **"Submit"** button!

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3.8. Selection procedure survey

- Bachelor and diploma programmes:
  On behalf of the Federal Ministry of Education, Science
  and Research, you will be requested to complete a
  survey. This is of course anonymous.
- Master's programmes:
  You will be requested to complete a Vetmeduni survey.
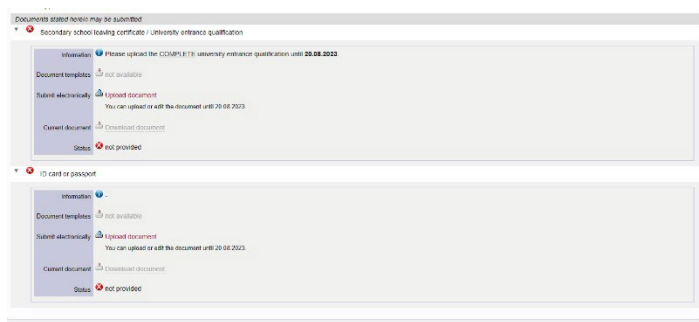 This is of course anonymous.
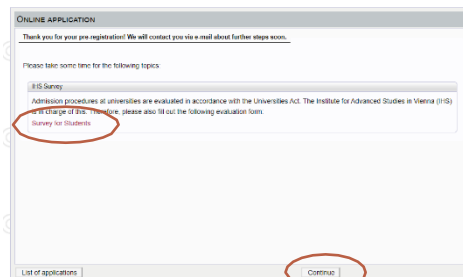
4. Applicants' portal

- You will be routed to the
  applicants' portal once you have
 submitted your application and
  completed the survey.

- This portal allows you to view the status of the
  various documents, to upload documents at a
  later point in time and to exchange previously
  uploaded documents.

- The menu item "Documents" also provides **payment details for the application fee**.

4.1. Paying the application fee

- Please pay your application
  fee after submitting your
  application.
- This **application fee** must
  be **received** by the
  university **by no later than
  26.05.2025**.
- The data related to the
  payment of the application
  fee can be found on the applicants' portal or in the Universities Directives on the admissions procedures.
- **Payment reference number: Your personal application number**
  Your personal application number starts with 1-XXXXXXXXXX (highlighted in yellow).

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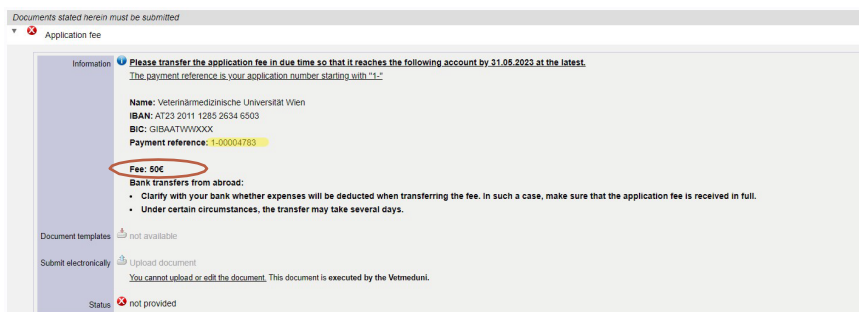
- **Foreign bank transfers:**
  - Please check with your bank whether charges will be deducted from the transfer of the fee. In such a case, make sure that the fee is received in full.
  - Under certain circumstances, the transfer may take several days.

(!) As soon as the appropriate amount has been received correctly, the status will change to "OK". It may take several days to allocate your payment.
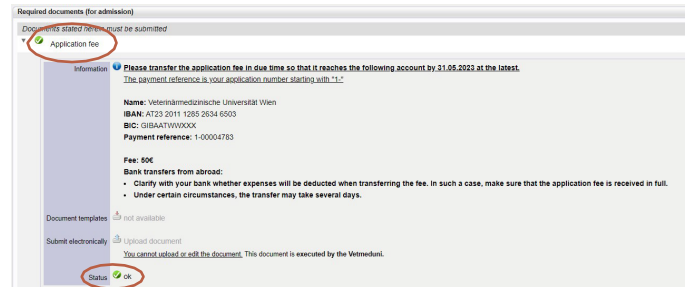

4.2.   Edit uploaded document

- If a document has been assigned the status "Not OK", or you have uploaded an incorrect document, you can upload it again yourself.

(!) If you want to upload a new document, please change the document name so that this can be identified by the system, e.g. to 'Corrected document' or 'DocumentName_1'.

- Open the incorrect document and select the menu option "Upload document".

- Select the correct file. The window will close if you select "Upload document".

- The new document will be uploaded, and the status of the document will change again to "Received".

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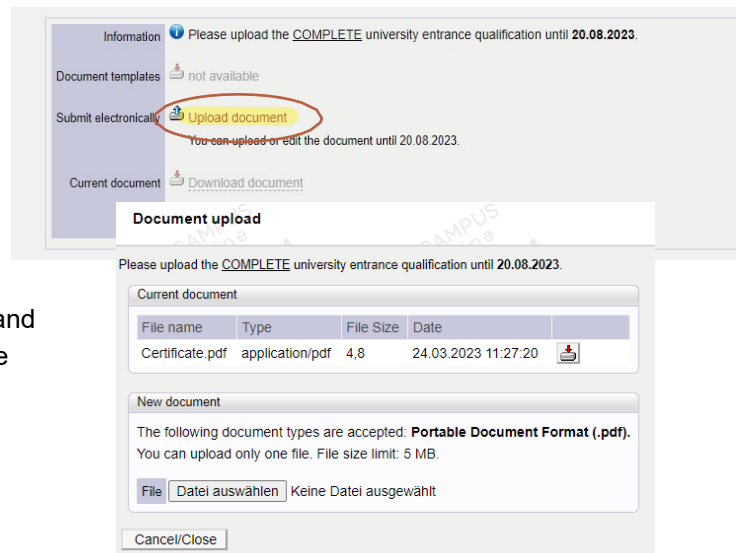
4.3. View and edit your application

- Log in to VetmedOnline using your email address and password.
- Select the "My applications" feature to view your submitted application.
- Click on the magnifying glass to access the **self-service screen** where you will see the status of your application.
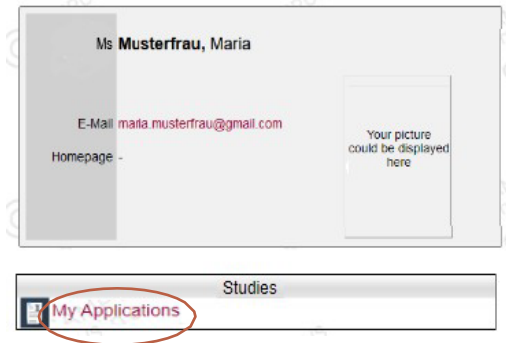
### 4.4. Self-service status of the application

Please note that applications are processed as quickly as possible. This overview is intended to clarify your application status.

The magnifying glass feature allows you to see a summary of your application.

4.4.1. Submission of application

- This feature allows you to see the status of your application and the payment of the application fee.
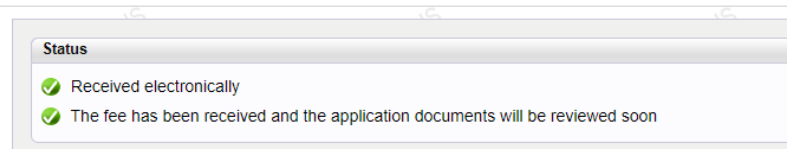
Symbol	Status Name	Explanation
✅	Received electronically	Application and/or application fee has been received. The application fee has been received and the application documents will be reviewed soon
❓	Unknown	"Application documents": Documents not yet reviewed; application fee not yet received
⚠️	Under review	The documents are being reviewed
❌	Withdrawn	The application has been withdrawn by the applicant

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4.4.2. Status of the application documents

We request that you handle your application on your own responsibility, i.e. please check the status of your application, payment status etc. yourself.

You will be notified of important status changes by email.

Details are provided for every document.

The following table explains the possible status of the various document types:

Symbol	Status Name	Explanation
❓	Unknown	Document not yet reviewed
✉	Received	Document received
❌	• Not submitted	• The document has not yet been uploaded.
	• Not complete	• The review of the documents has initially been completed. Additional information or correction required.
✅	OK	The review of the document has been successfully concluded.
⚠	• Under review	• The documents are being reviewed
	• Not OK	• The review of the documents has initially been completed. Additional information or correction required. Possible explanations: • An incorrect document has been uploaded • A document is illegible • A page is missing • OK negative (document OK, certificate not OK)

4.4.3. Status of admission

The menu item **Admission** allows applicants to view the status of study place allocation.

Symbol	Explanation
❓	"Admission": not yet performed. Study place not yet allocated/waiting list
⚠	Study place allocated.
✅	Admission completed