

Instructions for pre-registration for co-enrolment

Please complete the pre-registration for co-enrolment if you would like to register as a co-enrolment student at the Medical University of Graz for the first time or would like to re-register your co-enrolment after an interruption.

Please select:

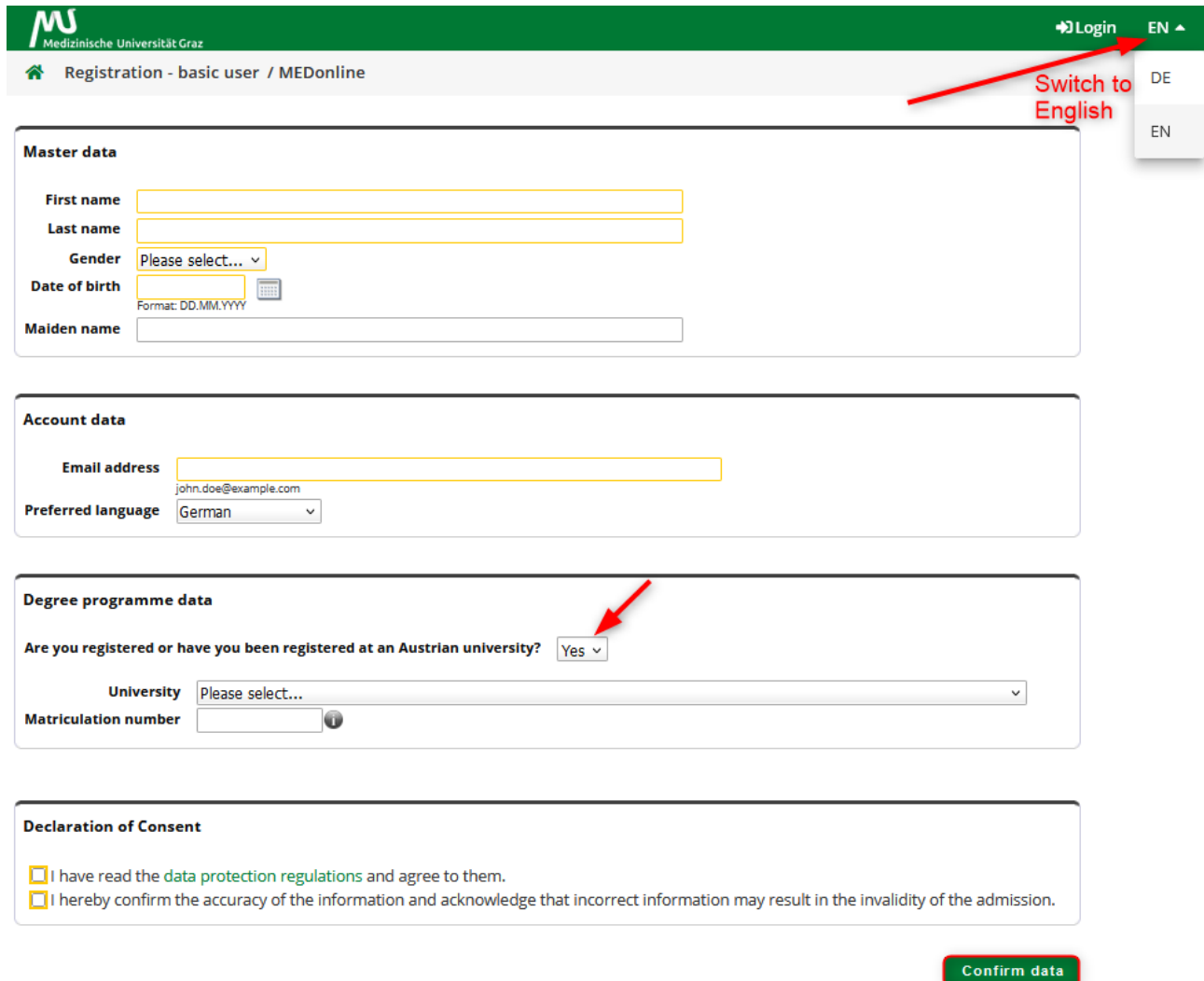
- I do not have an active MEDonline account
- I am already a **student** or **employee** at the Medical University of Graz and already have a MEDonline student account or employee account


Information for people without a MEDonline account

Step 1:


Visit the following link:

[https://online.medunigraz.at/mug_online/ee/ui/ca2/app/desktop/#/pl/ui/\\$ctx/wbselbstregistrieren.register](https://online.medunigraz.at/mug_online/ee/ui/ca2/app/desktop/#/pl/ui/$ctx/wbselbstregistrieren.register)



Master data
 First name
 Last name
 Gender
 Date of birth 
 Maiden name

Account data
 Email address
 Preferred language

Degree programme data
 Are you registered or have you been registered at an Austrian university?
 University
 Matriculation number 

Declaration of Consent
☐ I have read the [data protection regulations](#) and agree to them.
☐ I hereby confirm the accuracy of the information and acknowledge that incorrect information may result in the invalidity of the admission.

Confirm data

Enter your personal details - fields outlined in orange are mandatory. Please use a valid email address!

Please enter your student ID number.

Confirm the data protection regulations and the accuracy of the given information and click on „Confirm data”.

Step 2:

MEDonline

Registration - basic user

Master data

First name Maria
Last name Beispiel
Gender female
Date of birth 01.06.2000
Maiden name

Account data

Email address
Preferred language Englisch

Degree programme data

Are you registered or have you been registered at an Austrian university? No

Declaration of Consent

☒ I have read the [data protection regulations](#) and agree to them.
☒ I hereby confirm the accuracy of the information and acknowledge that incorrect information may result in the invalidity of the admission.


Back Submit data

Click on „Submit data”.

Step 3:

MEDonline

Registration - basic user

 Thank you very much for your registration! An email will be sent to shortly for activating your access to the system.

The registration was successfully submitted.

Step 4:

Open your email inbox.

It may take a few minutes until you receive the email to activate your system access.

IMPORTANT!

If you don't find any email in your inbox, please check your spam/junk mail folder!!

Activating the access to MEDonline

Von MEDonline 

Vollansicht 

Mehr 

Antwort an it-serviceline@medunigraz.at 

An 

Dear Ms. Beispiel,

you have successfully entered the following registration data in MEDonline:

First name: Maria

Last name: Beispiel

Date of birth: 01.06.2000

To activate your account please click on the following link: https://online.medunigraz.at/mug_online/ee/rest/pages/account/baseaccount-token/redeem?pToken=mSsRstYkRXhgMcaEudHjZdFxKmpufzmqbeKIDKRKWeFXGwqGSroBmGxFaGmZYXy.

The activation must be completed by the 16.07.2024 13:04 at the latest. On the activation page you will be asked to enter a password for your account. You also have to enter a security question.


After successful activation you can use the password to log in on https://online.medunigraz.at/mug_online/wbanmeldung.durchfuehren.

Kind regards,
OE Studienmanagement

Click on the link in the email to complete the registration.

Step 5:



Thank you, your email address  has been confirmed in the system. In the next steps you will receive your personal system access in MEDonline, please click on "Continue".

Continue

Your email address has been successfully confirmed in the system.

Click on „Continue“.

Step 6:

Your username will be displayed here.

Account

Username

obbeispiel

Password

Confirm new password

Bitte wählen Sie das Kennwort nach folgenden Kriterien:

- Erforderlich
 - min. 8, max. 20 Zeichen
 - mindestens zwei Buchstaben und zwei Ziffern
 - die ersten 3 Zeichen müssen unterschiedlich sein: nicht Ama, all, ...
 - erlaubte Zeichen:
 - Buchstaben: A-Z und a-z (Groß- und Kleinschreibung wird unterschieden)
 - Zahlen: 0-9
 - Sonderzeichen: %&!*,./<=>@[]_{}
 - darf nicht Ihren Vornamen, Familiennamen oder Benutzernamen enthalten
 - keine organisationsbezogenen Namen: wie mug, meduni, ibi, rektor, usw.
 - muss sich von bereits gewählten Kennwörtern durch min. 3 Zeichen unterscheiden
 - das für den MUG-Account verwendete Passwort darf auf keinem anderen System verwendet werden
 - Ihr Passwort wird gegen eine Liste von häufig verwendeten Passwörtern geprüft und muss aktuellen Sicherheitskriterien entsprechen
- Empfehlungen
 - Verwenden Sie Sonderzeichen:
 - Achtung: keine Sonderzeichen an die erste Stelle setzen!
 - Achtung: nur die oben angeführten Sonderzeichen verwenden!
 - Auch Teile von Vor- oder Familiennamen sollten nicht verwendet werden.
 - Generell sollten Sie kein Teile von Wörtern verwenden (mehr als drei Buchstaben), die in (deutschen oder englischen) Wörterbüchern zu finden sind.

Account setup procedure

Security question

Red beetle with black dots

min. 10, max. 250 characters

Answer to security question

min. 10, max. 250 characters

Please, make sure that only you know the answer to the security question. In case you should forget your password the system will ask you your security question. By answering this question correctly you may then reset your password.

Complete registration
Cancel

Please choose a password and enter any security question together with the corresponding answer.

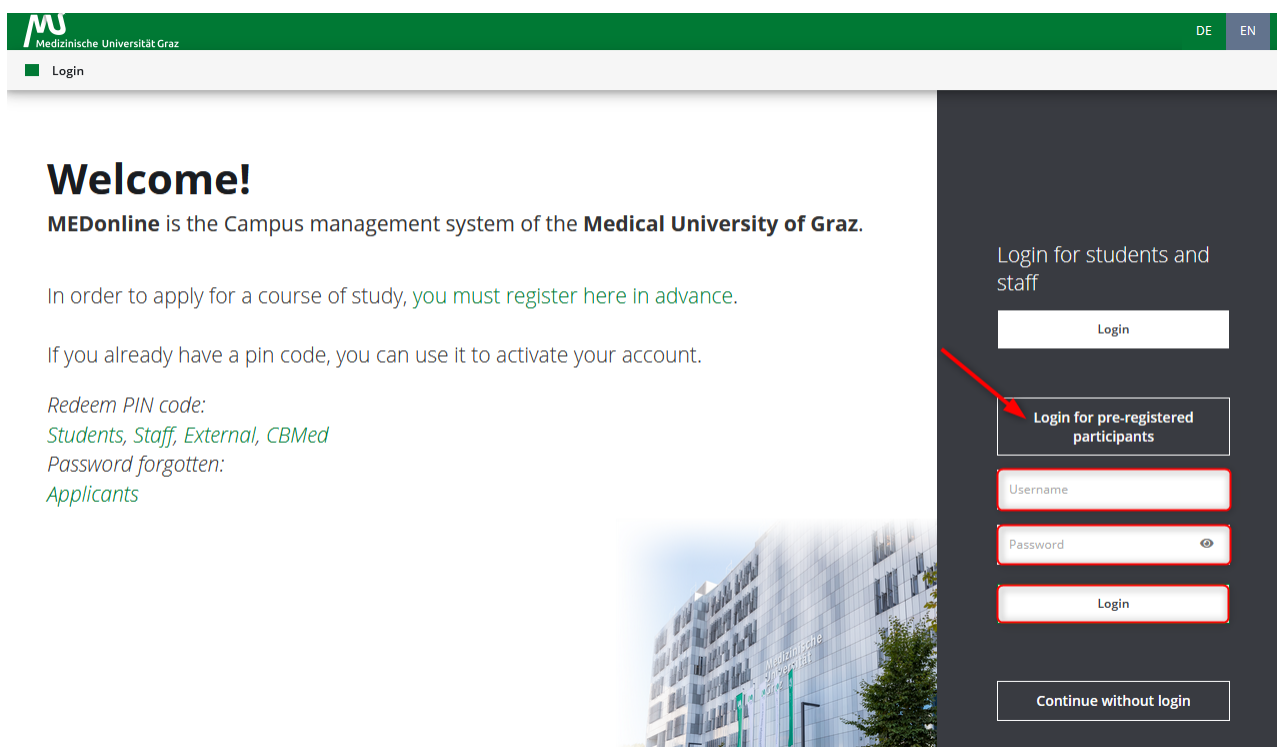
Click on “**Complete registration**”.

Step 7:

You now can log in into your MEDonline basic account using your user name and the password you have chosen. MEDonline: <https://online.medunigraz.at>

PLEASE NOTE!

The basic account is used only for the purpose of pre-registration and will be replaced by an **MEDonline student account** after the admission.



Forgot your login?

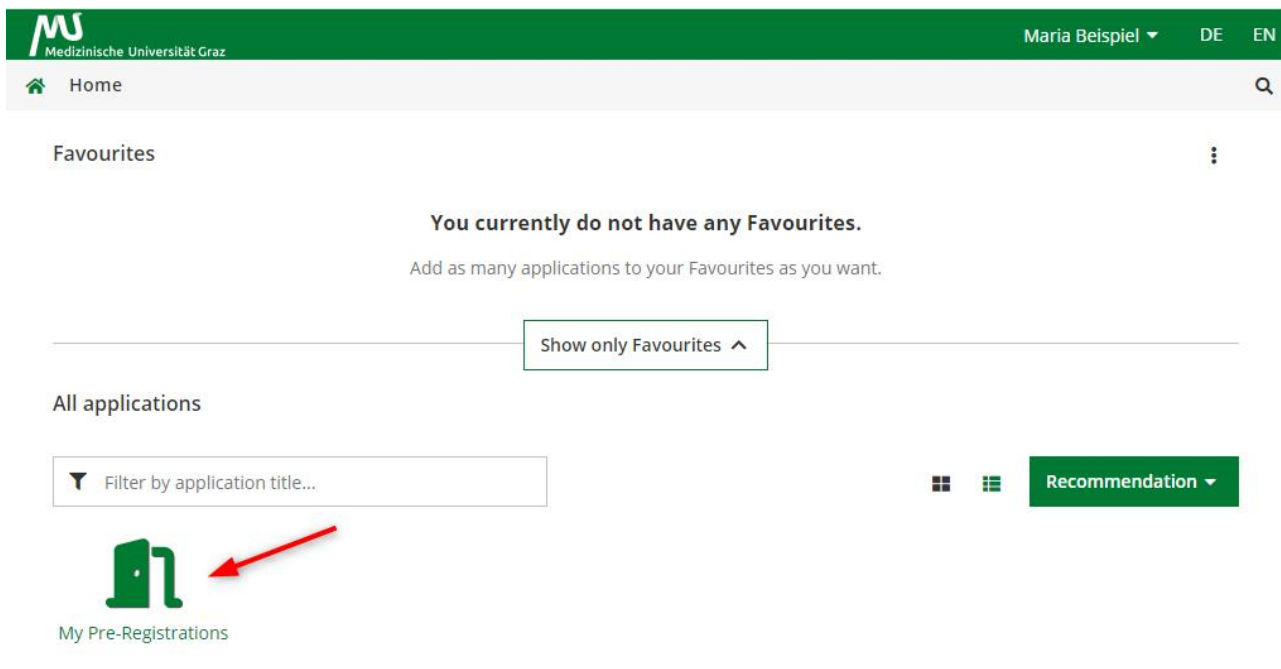
For the basic account you can also use your email address to log in instead of your user name.

If you have forgotten your password, click here: https://online.medunigraz.at/mug_online/wbAev.selfPwdResetInit

After entering your email address and correctly answering your security question, you can choose a new password.

Step 8:

If you are logged into your MEDonline basic account, you can now complete your pre-registration.



Medizinische Universität Graz Maria Beispiel DE EN

Home

Favourites

You currently do not have any Favourites.

Add as many applications to your Favourites as you want.

Show only Favourites

All applications

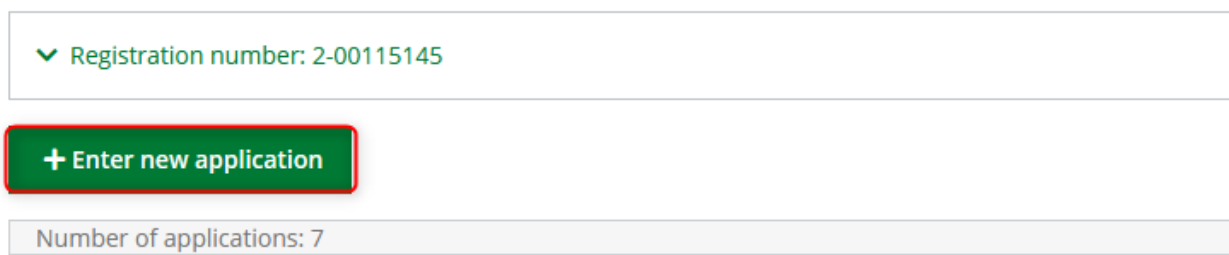
Filter by application title...

Recommendation

My Pre-Registrations

Click on „My Pre-Registrations”.

Step 9:



✓ Registration number: 2-00115145

+ Enter new application

Number of applications: 7

Click on „Enter new application”.

Step 10:

ONLINE APPLICATION[Help](#)[Support](#)

- **Start of course**
 - [Select degree programme](#)
 - [Personal data](#)
 - [Correspondence address](#)
 - [Permanent home address](#)

Start of course

Please choose the study for which you wish to apply and follow the next steps of the study pre-registration.

Important note! Are you an **incoming student, co-student, nostrifier** or would you like to register to **attend individual courses** in the next step, first select **“other study”**. Then you can select the relevant study program.

Start of course Winter semester 2024/25

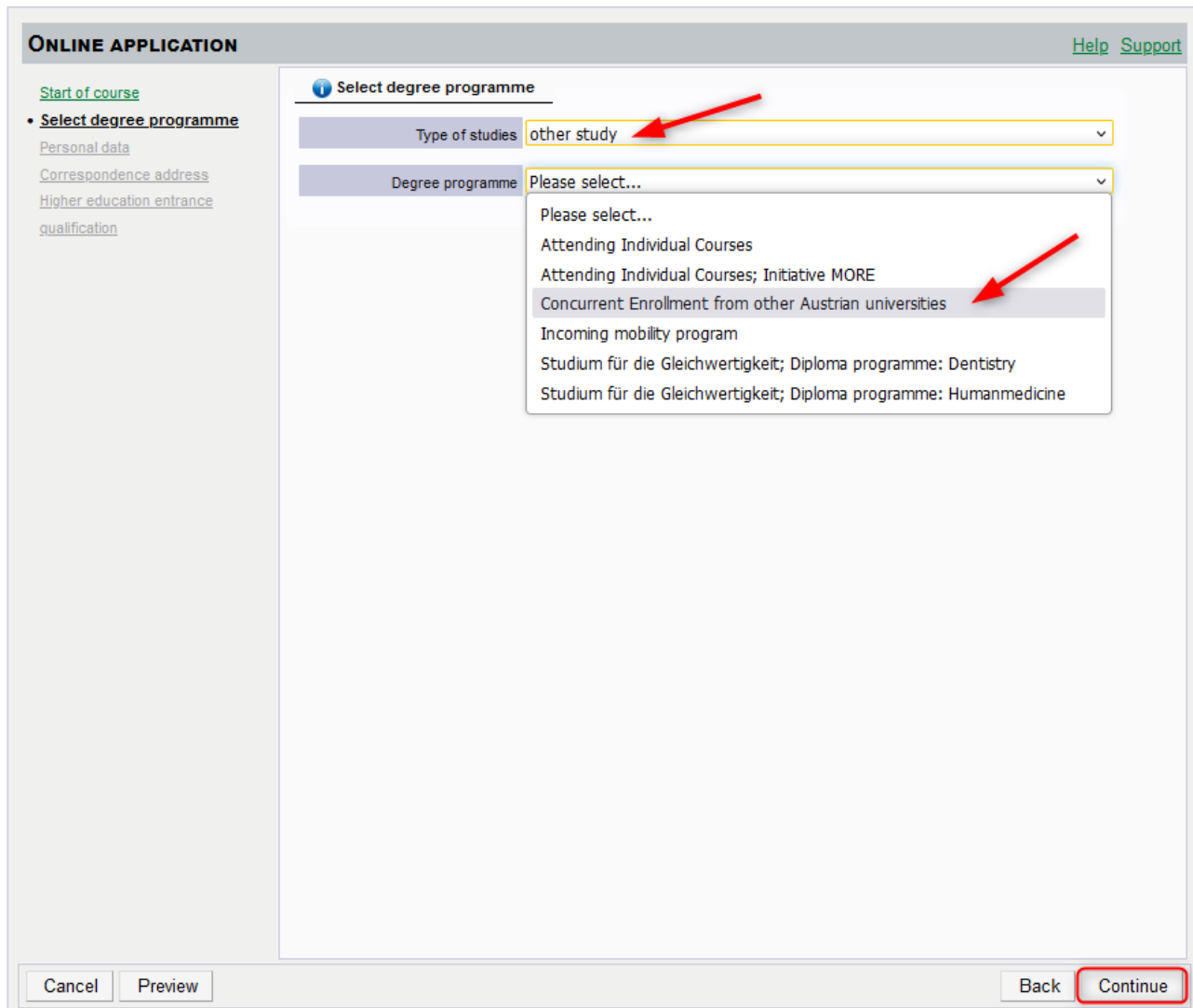
Please note that you can only file one application per degree programme.

CancelPreview

BackContinue

Click on „Continue“.

Step 11:



The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar contains links: 'Start of course', 'Select degree programme' (highlighted), 'Personal data', 'Correspondence address', 'Higher education entrance qualification', and 'qualification'. The main area is titled 'Select degree programme' and contains two dropdown menus. The first menu, 'Type of studies', has 'other study' selected, indicated by a red arrow. The second menu, 'Degree programme', has 'Please select...' selected, also indicated by a red arrow. The dropdown list for 'Degree programme' is open, showing options: 'Please select...', 'Attending Individual Courses', 'Attending Individual Courses; Initiative MORE', 'Concurrent Enrollment from other Austrian universities' (highlighted), 'Incoming mobility program', 'Studium für die Gleichwertigkeit; Diploma programme: Dentistry', and 'Studium für die Gleichwertigkeit; Diploma programme: Humanmedicine'. At the bottom, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue' (which is highlighted with a red border).

Please select „other study” as the type of studies.

Please Select “Concurrent Enrolment from other Austrian universities” as Degree programme.

Click on „Continue”.

Step 12:

ONLINE APPLICATION
[Help](#) [Support](#)

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

Personal data

Matriculation number
First name: Maria
Surname: Beispiel
Social security no.:
Date of birth: 01.06.2000
Gender: female
Place of birth:
Country of birth: Please select...
Maiden name:
1st nationality: Austria
2nd nationality: Please select...

Complete your personal data and click „Continue”.

IMPORTANT!

In case of an Austrian citizenship, it is mandatory to provide an Austrian social security number and the place of birth.

In case of a non-Austrian citizenship, the indication of the social security number is mandatory if an Austrian social security number is available - otherwise please leave the field blank!

Step 13:

ONLINE APPLICATION
[Help](#) [Support](#)

[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
Please select

Region
Please select...

Telephone number

Email address

Confirmed email address

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

Cancel Preview Back **Continue**

Provide your address details. You have the option to provide two different addresses (correspondence address and permanent home address).

Check the box if your correspondence address is also your permanent home address.

Click on „Continue“.

Step 14:

ONLINE APPLICATION
[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)

- **University entry survey**

[Higher education entrance qualification](#)

University entry survey

Information

Gemäß § 9 Abs. 6 des Bildungsdokumentationsgesetzes haben die postsekundären Bildungseinrichtungen die gestatistische Erhebungen durchzuführen.
Dabei ist von den Studierenden das elektronischen Erhebungsformular UHStat 1 der Statistik Austria auszufüllen.

UHStat 1 query

Personal details

Country of birth

Information about your legal guardians

The following questions refer to your parents or the persons who assumed a relevant role (such as persons with parents, stepparents or foster parents).

Legal guardian 1/mother

Year of birth	<input type="text" value="Please select..."/>
Country of birth	<input type="text" value="Please select..."/>
Country of highest level of education completed	<input type="text" value="Please select..."/>
Highest completed education	<input type="text" value="Please select..."/>

Legal guardian 2/father

Year of birth	<input type="text" value="Please select..."/>
Country of birth	<input type="text" value="Please select..."/>
Country of highest level of education completed	<input type="text" value="Please select..."/>
Highest completed education	<input type="text" value="Please select..."/>

Complete the UHStat 1 university entry survey and click on „Continue“.

Step 15:

ONLINE APPLICATION
[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[University entry survey](#)

- **Higher education entrance qualification**

Higher education entrance qualification

Note

Please provide here the information about the previous completed education (school leaving examination/university degree) that will authorised you to be admitted to your chosen course of study!

To be admitted to a **diploma course**, please provide information about your **school leaving examination** here.

If you completed your school leaving examination in **Germany** (or another EU country except Austria or a third country), please select **"25 – foreign secondary school leaving exam"**.

To be admitted to a **postgraduate study**, please provide details of your highest **university degree** completed to date.

For admission to **co-registration**, to **attend individual courses** or to **university courses without corresponding admission requirements**, please select **"98 – school leaving exam not relevant"**.

Incorrect information will be automatically corrected by the responsible employee as part of the admission process!

School type

Please select...

Date of certificate

Format: DD.MM.YYYY

Issuing country

Please select...

Cancel

Preview

Back

Continue

Please select the school type **"98 - school leaving exam not relevant"**.

Click on „**Continue**“.

Step 16:

ONLINE APPLICATION
[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
• declaration of commitment
[official identification](#)
[Current Record of Studies](#)
[Study](#)

declaration of commitment

Over the course of your education at the Medical University of Graz, you will receive knowledge of data that can be assigned to individuals or groups of individuals. This is why it is necessary for you to sign a declaration of commitment to maintain confidentiality according to the Austrian Data Protection Act.

Please download the declaration of commitment, fill it out, sign it, scan it and upload it again.

Document templates

Verpflichtungserklärung_DE.pdf	Download form template here
Declaration of Commitment_EN.pdf	Download form template here

Current document

File name	Type	Size [KB]	Date
No document uploaded			

New document

The following document types are accepted: Portable Document Format (.pdf). Collect all pages in one document, it is only possible to upload one file. The maximum file size is 10 MB.

File
Keine Datei ausgewählt.

Cancel
Preview

Back
Continue

Please download the declaration of commitment, fill it out, sign it, scan it and upload it again.

Click on „Continue“.

Step 17:

ONLINE APPLICATION
[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[declaration of commitment](#)
• official identification
[Current Record of Studies](#)
[Study](#)

official identification

Please upload your student ID or another official ID (passport or ID card) here.

Current document

File name	Type	Size [KB]	Date
No document uploaded			

New document

The following document types are accepted: Portable Document Format (.pdf). Collect all pages in one document, it is only possible to upload one file. The maximum file size is 10 MB.

File
Keine Datei ausgewählt.

Please upload your student ID or another official ID (passport or ID card) here.

Click on „Continue“.

Step 18:

ONLINE APPLICATION
[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[declaration of commitment](#)
[official identification](#)
• Current Record of Studies
[Study](#)

Current Record of Studies

Please upload your current study record sheet (for the semester for which you are registering) here.

Current document

File name	Type	Size [KB]	Date
No document uploaded			

New document

The following document types are accepted: Portable Document Format (.pdf). Collect all pages in one document, it is only possible to upload one file. The maximum file size is 10 MB.

File
keine Datei ausgewählt.

Cancel Preview

Back Continue

Please upload your current study record sheet (for the semester for which you are registering) here.

Click on „Continue“.

Step 19:

ONLINE APPLICATION[Help](#)[Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[declaration of commitment](#)
[official identification](#)
[Current Record of Studies](#)
• **Study**

Study

If you are admitted to more than one study at your university, please let us know for which study you need the co-registration at the Med Uni Graz.

UB 033 640

max: 12000 characters
11990 characters left
3 words

The submission of this document is optional.

Cancel

Preview

Back

Continue

If you are admitted to more than one study at your university, please let us know for which study you need the co-enrolment at the Medical University of Graz.

Click on „Continue“.

Step 20:

OVERVIEW - APPLICATION NUMBER: 1-00004808

PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the **SEND** button to submit the application electronically.

Start of course

Summer semester 2025

Select degree programme

Type of studies: other study

Degree programme: Concurrent Enrollment from other Austrian universities

☐ I already applied for the selected degree programme at Med Uni Graz within the past year.

Personal data

Matriculation number	
First name	
Surname	
Social security no.	
Date of birth	16.03.1997
Gender	female
Place of birth	
Country of birth	Egypt
Maiden name	
1st nationality	Germany

Cancel Back Send

You now will receive a summary of your entered data.
Scroll all the way down to the bottom of the summary.

Step 21:

OVERVIEW - APPLICATION NUMBER: 1-00000122

Highest completed education Higher secondary school with university entrance qualification

Higher education entrance qualification


School type 98 - school leaving exam not relevant

Date of certificate

Issuing country Please select...

Most current photo (as for ID)

Updated



Once you have uploaded a picture to MEDonline you can no longer exchange it. If you want to change the current picture please contact the student registration office.

Confirmation

Please click "Back" in order to revise incorrect details. Check the box and click "Send" to transmit your application.

☒ I have read the [data protection regulations](#) and agree to them.

☒ I hereby confirm the accuracy of the information and acknowledge that incorrect information may result in the invalidity of the admission.

Cancel Back **Send**

Confirm the data protection regulations and the accuracy of the given information and click on „Send“.

Step 22:

ONLINE APPLICATION

Thank you for your application!

We will contact you via e-mail after verifying your data and documents.

[List of applications](#)[Continue](#)

You now have successfully submitted your pre-registration.

Click on „Continue”.

Step 23:

[← Go to overview](#)

Basic data

Registration

Basic data


Registration number	2-00115145
Application number	1-00004808
Matriculation number	11223344
Degree programme	Concurrent Enrollment from other Austrian universities Summer semester 2025

Registration

Status

- ☒ received electronically
☒ "Application documents": not checked yet.

Documents stated herein must be included in your application

✓ declaration of commitment	✉ received
✓ official identification	✉ received
^ Current Record of Studies	🕒 upload pending
Status	not provided /
Information	Please upload your current study record sheet (for the semester for which you are registering) here.
Current document	<div>  Drop file to upload or browse. <small>Supported file types: pdf. Maximum 10,000 KB.</small> </div>

Documents stated herein may be included in your application

✓ Study	✉ received
---------	------------

You can check the status of your pre-registration here. You can submit documents that have not yet been uploaded here.

Step 24:

As soon as you have uploaded **ALL** documents, your documents will be checked by the Organizational Unit Study Management. You can see the current status of your pre-registration in your MEDonline account via **“My pre-registrations”**. You will also receive an e-mail whenever the status changes.

[Go to overview](#)

[Basic data](#)

[Registration](#)

Basic data

Registration number	2-00115145
Application number	1-00004808
Matriculation number	11223344
Degree programme	Concurrent Enrollment from other Austrian universities Summer semester 2025

Registration

Status

- ✓ received electronically
- ✓ The application documents have been checked and they are complete.

Documents stated herein must be included in your application

✓ declaration of commitment	✓ ok
✓ official identification	✓ ok
✓ Current Record of Studies	✓ ok

Documents stated herein may be included in your application

✓ Study	✓ ok
---------	------

IMPORTANT!

It takes around three working days for the documents to be checked.

Step 25:

Your co-enrolment at the Medical University of Graz will now be completed.

You will receive a pin code for your MEDonline student account by e-mail once your co-enrolment has been completed!

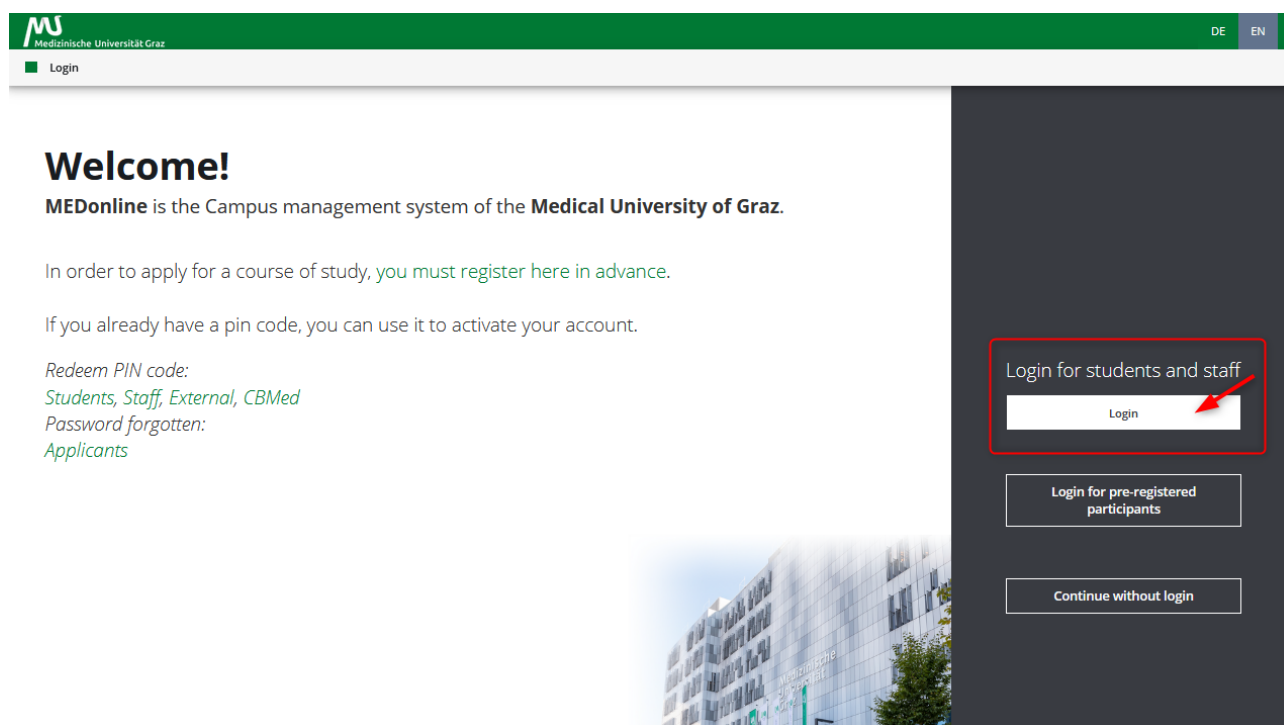
If you have not received an e-mail from us within three working days of uploading your complete documents in the pre-registration form, please contact studium@medunigraz.at.

Information for students and employees

If you are already a student or employee at the Medical University of Graz, please use your MEDonline student or employee account to complete your pre-registration.

Step 1:

Log in to your MEDonline student or employee account as usual.
MEDonline: <https://online.medunigraz.at>



The screenshot shows the MEDonline login page for the Medical University of Graz. The page has a green header with the university logo and name, and language options (DE, EN). Below the header, there is a 'Login' button. The main content area is white and features a 'Welcome!' message, followed by a description of MEDonline as the campus management system. It provides instructions for new users to register and for existing users to activate their accounts using a PIN code. A list of links for 'Redeem PIN code' includes 'Students, Staff, External, CBMed', 'Password forgotten:', and 'Applicants'. On the right side, there is a dark grey sidebar with three login options: 'Login for students and staff' (highlighted with a red box and an arrow), 'Login for pre-registered participants', and 'Continue without login'. The background of the page shows a modern building.

Welcome!
MEDonline is the Campus management system of the **Medical University of Graz**.

In order to apply for a course of study, you must [register here](#) in advance.

If you already have a pin code, you can use it to activate your account.

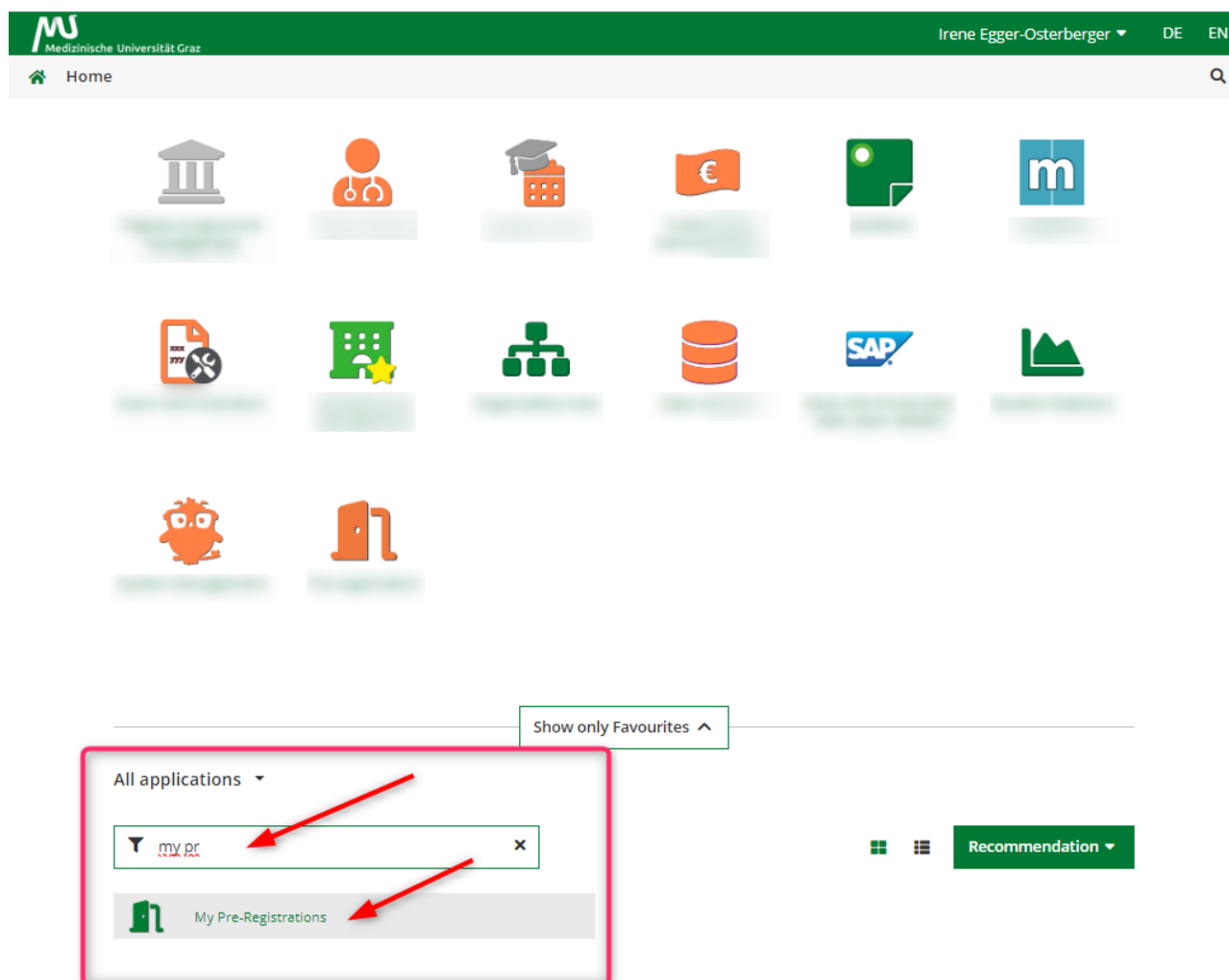
Redeem PIN code:
Students, Staff, External, CBMed
Password forgotten:
Applicants

Login for students and staff
Login

Login for pre-registered participants

Continue without login

Step 2:



Enter the search term **“My Pre-Registrations”** or parts of it in the search field to find the application.

Open the application **“My Pre-Registrations”**.

Now follow this instruction manual from [Step 9](#) onwards.