

Checklist

Application documents

Depending on the admission requirements of the respective curriculum, the following documents must be submitted for individual review for admission to a continuing education (study) program at the University for Continuing Education Krems:

Appendix Continuing Education Tuition Fee

📄 Form

CV in Europass format

Letter of Intent

📄 Template with instructions

Identification document (valid passport, identity card or certificate of citizenship and official photo ID)

Proof of general university entrance qualification (i.e. a school-leaving certificate – usually a secondary-school certificate – which qualifies you for university study)

Proof of higher education degree (award certificate and diploma supplement or transcript of records) and, if applicable, corresponding certifications and/or translations of international documents in accordance with the applicable certification regulations

Proof of professional qualification or completed training (e.g. training or qualification certificates from vocational secondary schools, apprenticeships)

Proof of fulfillment of specific admission requirements according to the curriculum

Proof of training and further education relevant to admission (e.g. certificates, confirmations of participation)

Certificate of name change (e.g. marriage certificate, notification of name change), if applicable.

Note: As part of the application process in the online application tool, the system will generate a „Registration and Application for Admission“ document based on your information, which you will need to print and sign or electronically sign.

The Study Program Director may request additional documentation as part of the selection process, such as employer references, language proficiency documentation, etc.