UNIVERSITÄT GRAZ

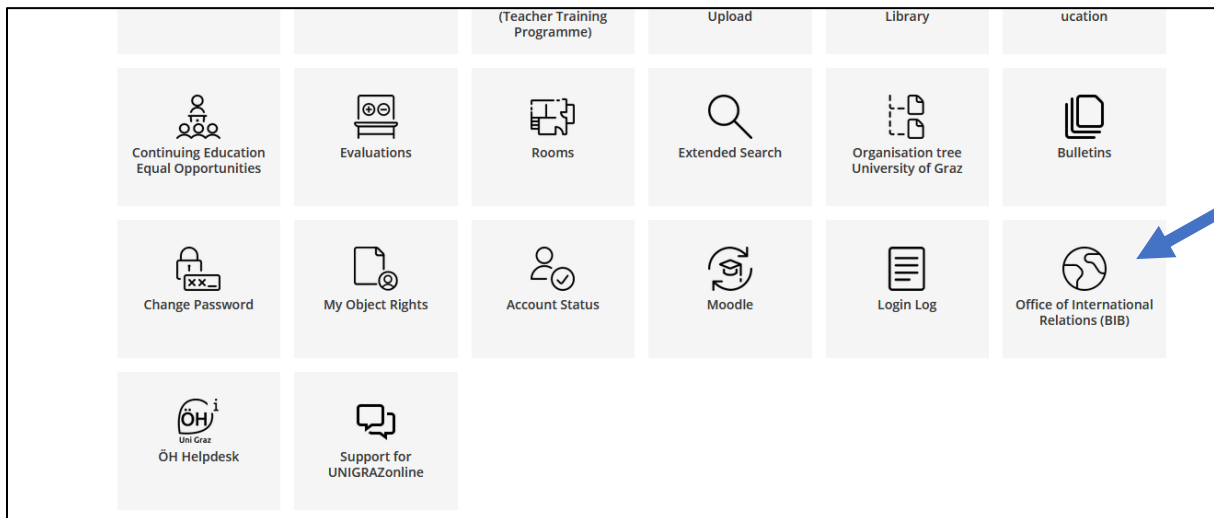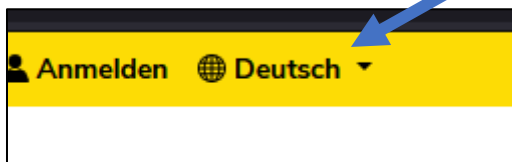Büro für Internationale
Beziehungen

Erasmus+ Study Abroad:
Application in Mobility-Online

1. Log into the Mobility-Online System

You can find the link to the Mobility-Online application in UNIGRAZonline under "Office of International Relations". Only applications submitted via Mobility-Online will be accepted.
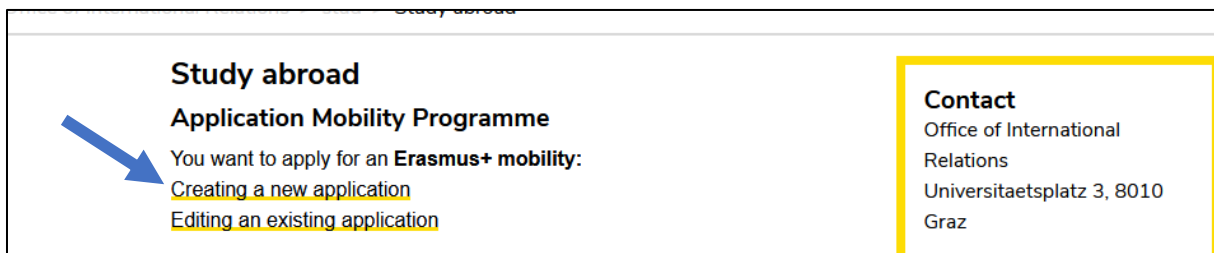

This link will lead you to the application website for several mobility programmes. Change the language to English in the upper right corner.

In this section, you can create a new application or edit an already existing application.

2. Select "Creating a New Application"

Tip: To edit your application at a later stage, click on "Editing an Existing Application".

3. Complete the application form

The application form must be fully completed in one step (you can still edit your information at a later stage).

The data can be saved after you have completed the required fields!

Please complete the **application form** and select the preferred **host universities** you wish to apply for.

In general, the listed Erasmus+ study places are only available for the corresponding degree programmes.

Tip: You can modify the selection and/or the ranking of the host universities until you submit the application.

WARNING: If you do not complete and save this first step of the online registration within 60 minutes, you will automatically be logged out and will have to complete the application again. All data entered until then will be lost.
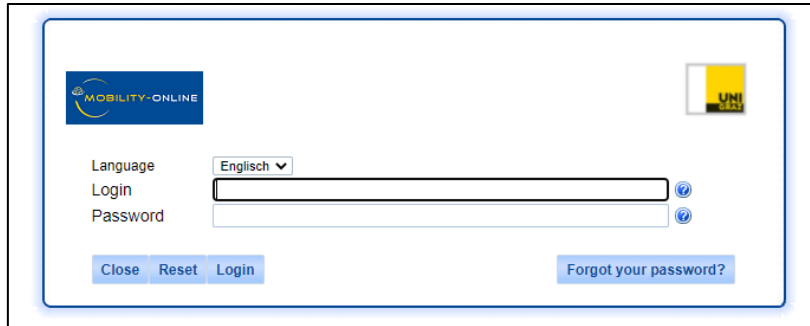
4. You will receive a registration email.
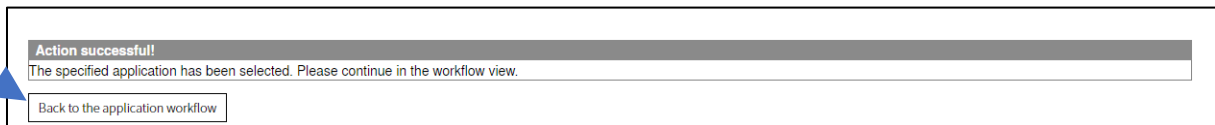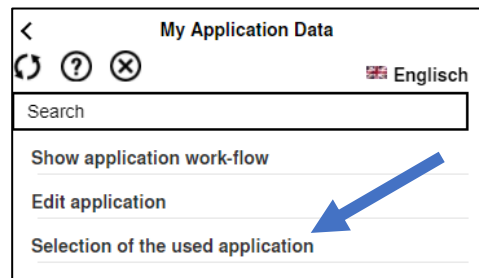
Tip: Check your spam-folder.

After completing the online application form, you must re-enter Mobility-Online. You can do this by clicking on the link provided in the previously received email or via the application page for various mobility programmes under the section "Editing an already created application".

To log in later, you can also use the following link: https://mobility.uni-graz.at/mobility/login

To log in to Mobility-Online, you should always use your UNIGRAZonline login information (username and password)!

5. Select the correct application

Action successful!
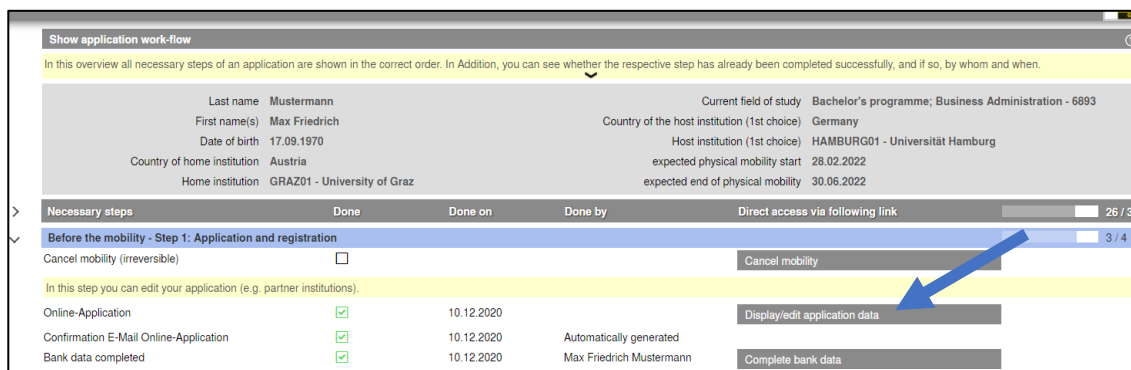The specified application has been selected. Please continue in the workflow view.

Back to the application workflow

After selecting the application, your "application workflow" will appear, in which you can manage your entire stay abroad. In this section you can also find information about the processing status of your application at the Office for International Relations.

Tip: If you want to edit your data, click on "Display/edit application data".

6. Complete the registration data (bank data)

7. **<u>Upload your application documents documents to Mobility-Online</u>**
   - ☐ Application form (with photo and signature) – compulsory
   - ☐ Motivation letter (1 to 2 pages) – compulsory
   - ☐ Study plan – compulsory
   - ☐ Curriculum Vitae – compulsory
   - ☐ Transcript of Records – compulsory
   - ☐ Proof of language skills – compulsory
   - ☐ Deposit payment confirmation – compulsory
   - ☐ Supplementary form for parallel applications in several programmes – optional
   - ☐ NAWI-Graz application supplement – optional

Please note that you have to upload **<u>all</u>** documents as a **<u>PDF</u>**. Only one single pdf-file can be uploaded per document type!

You can upload your documents in any order and re-upload them.

8. **<u>Confirm that all documents have been uploaded.</u>**

After that your application cannot be edited anymore.

After you've completed this step, we will consider your application as submitted. You will also receive a confirmation email.

In case of questions contact

Mag. Vanja Müller, MA, or Mag. Karin Schwach

0316 380 2212 or 1245

erasmus.outgoing@uni-graz.at

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