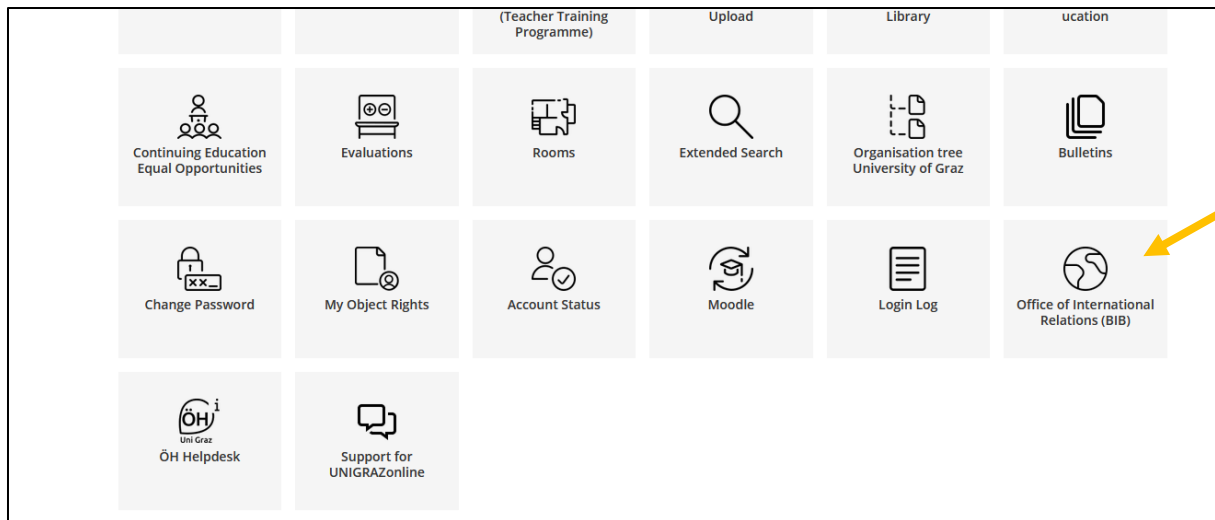


## Erasmus+ /Erasmus+ International Study Abroad: Application Process in Mobility-Online

### Step 1: Access Mobility-Online

Log in to UNIGRAZOnline and select the application "[Office of International Relations \(BIB\)](#)" to access Mobility-Online.



**Only applications submitted via Mobility-Online will be accepted!**

### Step 2: Create a new application

Click on "[Creating a new application](#)" for the desired exchange program. If necessary, log in again.

### Study abroad

#### Application Mobility Programme

You want to apply for an **Erasmus+ mobility**:

[Creating a new application](#)

[Editing an existing application](#)

You want to apply for an **Erasmus+ International mobility**:

[Creating a new application](#)

[Editing an existing application](#)

### **Step 3: Complete the application form**

Fill out all sections of the online application in one step (you can edit your data later if needed).

**Saving the form is only possible after entering all required information!**

*NOTE: If you interrupt the application process for more than 60 minutes without saving the form, you will be automatically logged out, and all entered data will be lost. You will need to start over.*

### **Step 4: Receive registration email and log in to Mobility-Online**

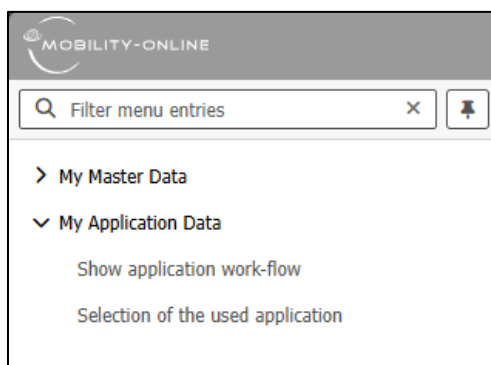
Once you have completed the online application form, you will receive a registration email (please also check your spam folder).

Log in to Mobility-Online again using the link provided in the email or via the application page for various mobility programs under "Editing an existing application" in UNIGRAZOnline.

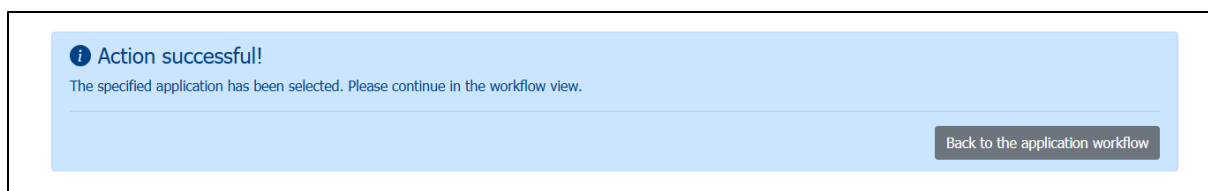
**Tip:** For future log-ins, you can use the following link: <https://mobility.uni-graz.at/mobility/login>  
Always log in to Mobility-Online using your UNIGRAZOnline credentials (email address and password).

### **Step 5: Select the correct application**

Under "[My Application Data](#)" and "[Selection of the used application](#)" in the left-hand menu, choose the application you want to edit.



After completing the action, click on "[Back to the application workflow](#)".



In the application workflow, you can manage your application and documents, and you will receive updates on the processing status from the Office of International Relations.

### **Step 6: Enter your bank details**

Under "[Complete bank data](#)" enter your bank account information.

### **Step 7: Print the application form**

Click on "[Print application form](#)" to generate a PDF version of your application form, which will be downloaded as a PDF file.

**Important:** Before submitting your application, ensure that all information (e.g., preferred universities, languages) in the application form is correct. If you make changes during the application process (e.g., preferred universities, languages), download the updated form again and submit it.

### **Step 8: Upload application documents**

After downloading the application form, you can upload the required documents by clicking on "[Upload documents and submit application](#)." A list of required documents will be displayed (the screenshot below is just an example).

Upload all necessary documents by clicking on "[Upload file](#)" for each item. Once uploaded, you can view, download, or replace the files.

Upload name	File name	Status	External notes	Extended deadline
1. Application Form ⓘ	Upload file (required)			
2. Motivation letter Application ⓘ	Upload file (required)			
3. Study plan ⓘ	Upload file (required)			
4. Transcript of Records ⓘ	Upload file (required)			
5. Language proof ⓘ	Upload file (required)			
6. CV ⓘ	Upload file (required)			
8. Supplementary form for parallel applications ⓘ	Upload file (required)			
9. NAWI-Graz application supplement ⓘ	Upload file (required)			

### Application documents:

- ☐ Signed application form
- ☐ Letter of Motivation (1-2 pages)
- ☐ Study plan
- ☐ CV (itemized/structured format)
- ☐ Academic Transcript(s)
- ☐ Proof of language proficiency required by the host institution
- ☐ English recommendation letter - only for Erasmus+ International
- ☐ NAWI-Graz Supplementary form - for applicants from NAWI Graz or CSS program
- ☐ Supplementary form for Multiple Applications - for applicants applying simultaneously to several mobility programs for the same semester

**All** documents must be uploaded as **PDF files**. Only one PDF file can be uploaded per document type. Detailed information and templates about the required documents can be found on the website of the respective mobility program.

### **Step 9: Submit your application**

Once you have entered all data and uploaded all required documents, click on "[Submit application](#)" at the bottom left.

Back

Submit application

After confirming that you want to submit your application, a confirmation message will appear, and you will receive an automatic confirmation email indicating that your application has been successfully submitted. **Only then is your application officially submitted!**

### **What happens next?**

After the application deadline, your application will be carefully reviewed to ensure that all formal requirements are met and that all required documents have been submitted correctly and completely. If there are any discrepancies or missing documents, we will contact you immediately.

Once the review is complete, all complete applications will be forwarded to the responsible Erasmus+ academic coordinator.

You will be informed via email about the selection results and the next steps.

### **Contact Information**

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(Stand: December 2025)



**Co-funded by  
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