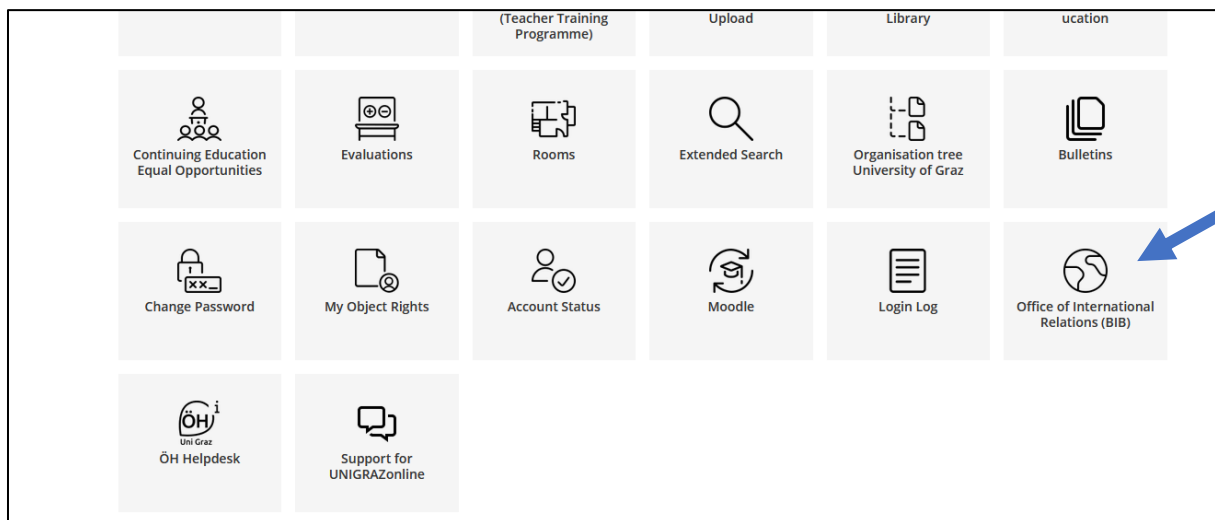


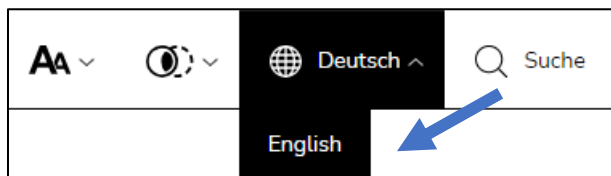
## Erasmus+ International Study Stays: Application in Mobility-Online

### 1. Log into the Mobility-Online System

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



This link will take you to the application website for several mobility programmes. In the upper left corner, change the language to English.



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".

#### 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](#)

### 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+ International 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.*

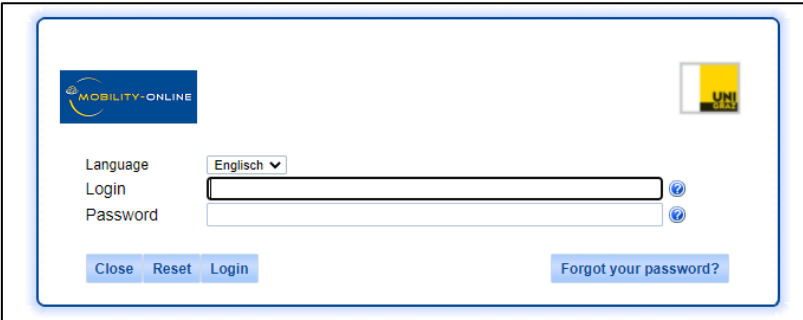
### 4. You will receive a registration email.

**Tip:** Check your spam folder.

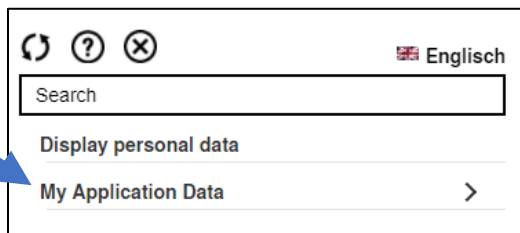
After completing the online application form, you must re-enter Mobility-Online. You can do this by clicking on the link provided in the previously received email or via the application page for various mobility programmes under the section "Editing an already created application".

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)!

The image shows a login window for 'MOBILITY-ONLINE'. In the top left corner is the 'MOBILITY-ONLINE' logo, and in the top right corner is the 'UNI GRAZ' logo. Below the logos, there is a 'Language' dropdown menu currently set to 'Englisch'. Underneath, there are input fields for 'Login' and 'Password', each with a small eye icon to its right. At the bottom left of the form are three buttons: 'Close', 'Reset', and 'Login'. At the bottom right is a button labeled 'Forgot your password?'. The entire login area is enclosed in a blue border.

## 5. Select the correct application

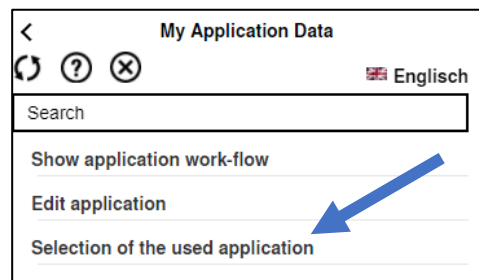


English

Search

Display personal data

My Application Data >



< My Application Data

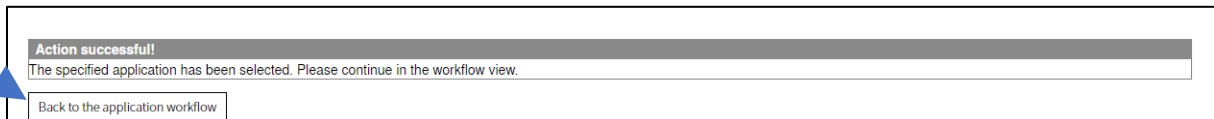
English

Search

Show application work-flow

Edit application

Selection of the used application



Action successful!

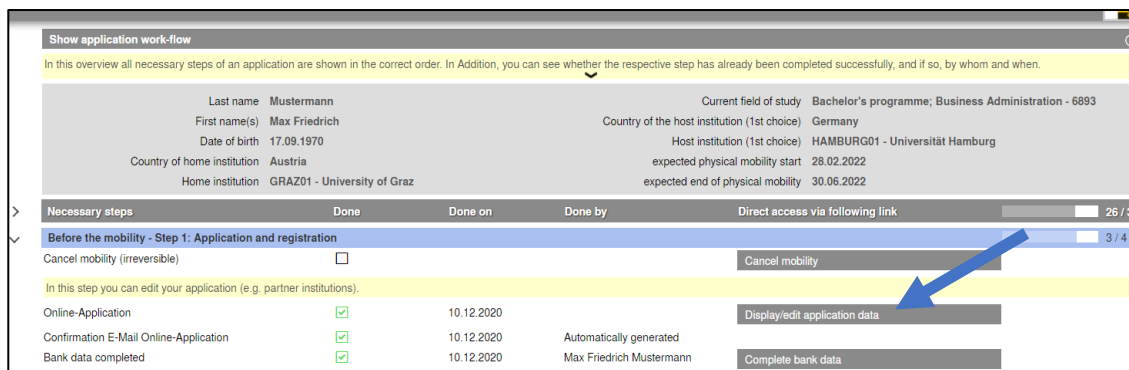
The specified application has been selected. Please continue in the workflow view.

Back to the application workflow

After selecting the application, your “application workflow” will appear, in which you can manage your entire stay abroad. This section also contains 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)



Show application work-flow

In this overview all necessary steps of an application are shown in the correct order. In Addition, you can see whether the respective step has already been completed successfully, and if so, by whom and when.

Last name	Mustermann	Current field of study	Bachelor's programme; Business Administration - 6893	
First name(s)	Max Friedrich	Country of the host institution (1st choice)	Germany	
Date of birth	17.09.1970	Host institution (1st choice)	HAMBURG01 - Universität Hamburg	
Country of home institution	Austria	expected physical mobility start	28.02.2022	
Home institution	GRAZ01 - University of Graz	expected end of physical mobility	30.06.2022	

Necessary steps	Done	Done on	Done by	Direct access via following link	
<b>Before the mobility - Step 1: Application and registration</b>					
Cancel mobility (irreversible)	<input type="checkbox"/>			Cancel mobility	3 / 4
In this step you can edit your application (e.g. partner institutions).					
Online-Application	<input checked="" type="checkbox"/>	10.12.2020		Display/edit application data	
Confirmation E-Mail Online-Application	<input checked="" type="checkbox"/>	10.12.2020	Automatically generated		
Bank data completed	<input checked="" type="checkbox"/>	10.12.2020	Max Friedrich Mustermann	Complete bank data	

## 7. Upload your application documents documents to Mobility-Online

- ☐ 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
- ☐ English letter of recommendation - compulsory
- ☐ *Supplementary form for parallel applications in several programmes - optional*
- ☐ *NAWI-Graz application supplement - optional*

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

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

**8. Confirm that all documents have been uploaded.**

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**

Katherin Saldías Sánchez, Lic. Lic.

0316 380 5848

[erasmusplus.intl.outgoing@uni-graz.at](mailto:erasmusplus.intl.outgoing@uni-graz.at)

(Version: April 2024)