UNIVERSITÄT GRAZ
UNIVERSITY OF GRAZ

Büro für Internationale Beziehungen | Office of International Relations

Application at University of Graz
using UNIGRAZonline and Mobility-Online

Content

IMPORTANT TIPS

When entering your data please **do NOT use any characters specific to your language** (ć, ĉ, š, etc.) even if they appear in your name.

Use **the same email address** throughout the entire application process and **always check inbox AND spam folder in this email account** so as not to miss important emails!
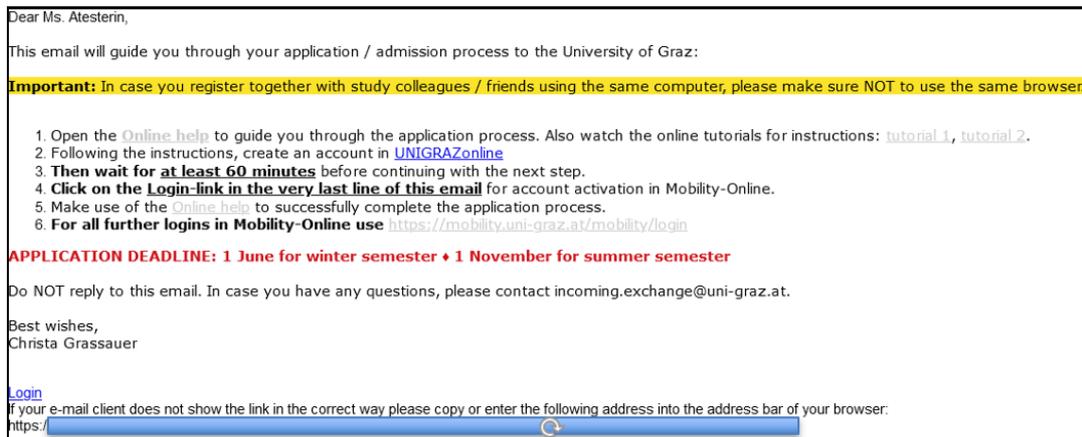
In case you **register together with colleagues / friends using the same computer**, please make sure **NOT to use the same browser**!

Make sure to **remember USERNAME and PASSWORD** when creating the account!

Screenshots, etc. **might differ** depending on program.

✉ Universitaetsplatz 3, 8010 Graz, Austria
☎ +43/316/380-1249
🖷 +43/316/380-9156
international.uni-graz.at

SETTING UP YOUR ACCOUNT

To get started, follow the instructions in the email:

Dear Ms. Atesterin,

This email will guide you through your application / admission process to the University of Graz:

Important: In case you register together with study colleagues / friends using the same computer, please make sure NOT to use the same browser.

1. Open the Online help to guide you through the application process. Also watch the online tutorials for instructions: tutorial 1, tutorial 2.
2. Following the instructions, create an account in UNIGRAZonline.
3. **Then wait for at least 60 minutes** before continuing with the next step.
4. **Click on the Login-link in the very last line of this email** for account activation in Mobility-Online.
5. Make use of the Online help to successfully complete the application process.
6. **For all further logins in Mobility-Online use** https://mobility.uni-graz.at/mobility/login

APPLICATION DEADLINE: 1 June for winter semester ♦ 1 November for summer semester

Do NOT reply to this email. In case you have any questions, please contact incoming.exchange@uni-graz.at.

Best wishes,
Christa Grassauer

Login
If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:
https://

Creating the UNIGRAZonline basic user account

Click on the **UNIGRAZonline link** in the nomination email and create your basic user account:

1. Open the **Online help** to guide you through the application process
2. Following the instructions, create an account in UNIGRAZonline

Instructions for data entry:

- enter your name based on the computer-legible line in your passport. Do NOT use any characters specific to your language (ć, ĉ, š, etc.) and also do NOT use all caps.
- If you have a middle name, enter your first AND middle name in the field "first name".
- Date of birth: enter the date according to the format stated (DD.MM.YYYY - day.month.year)
- Email address: use the same email address throughout your entire application process.
- Previous enrolment at Austrian university: If you were enrolled at an Austrian university in the past, select "yes". Then select the Austrian university at which you were enrolled and enter the matriculation number (=student ID number) you received at this university. *If you do not remember your student ID number, contact the Austrian university at which you were registered in the past and request the number. Do not continue the process until you have retrieved the Austrian student ID number and can enter it here.*

Click "Confirm data" at the end of the page.

UNIGRAZonline V2.00

Registration - basic user

Master data

Mr./Mrs./Ms.   Please select... ∨
First name
Last name
Date of birth   Format: DD.MM.YYYY
Maiden name

Account data

E-mail address   john.doe@example.com
Re-enter e-mail address   john.doe@example.com
Preferred language   English ∨

Study programme data

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

Confirm data

You will then be asked to check and confirm your data. If your data is correct, click "Submit data".

If corrections are in order, click "back" make the corrections and confirm again, then submit data.

Back   Submit data

The following message will appear after your confirmation of the data.

Allow for some time until this email reaches your email account!
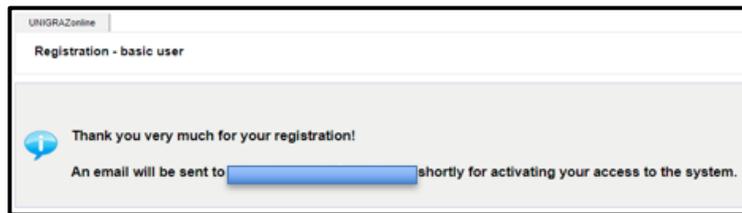
Check your inbox and spam folder for the email with the subject **"Activating the access to UNIGRAZonline"**. To activate your UNIGRAZonline basic user account, click on the first link in that email.

This link is valid for <u>max. 21 days</u>, make sure to activate your account within this timeframe!
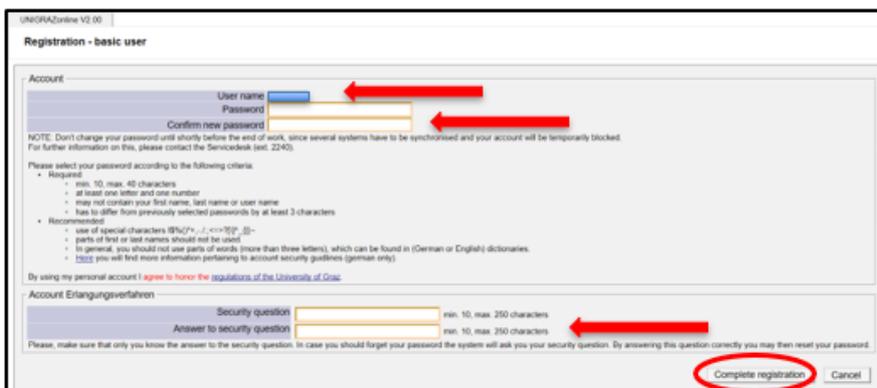

The following webpage will be opened. Click "Continue" to proceed:
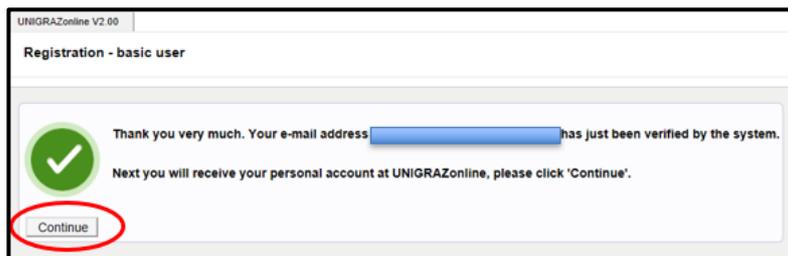
Follow the instructions to create your password and enter a security question & answer.

> **Remember/write down the <u>username</u> and <u>password</u> >> you will need it later to activate your account and complete your application in Mobility-Online.**

Then click "Complete registration".

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Your **UNIGRAZonline basic user account** has been created successfully.
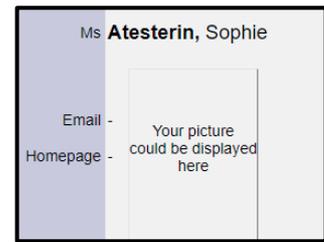
Now **wait for at least 60 minutes,** then reopen the email **"Application /Admission to the University of Graz"** and continue with step 4. In case the system does not update within the 60 minutes, give it until the next day as sometimes the timeframe might be longer due to system updates, etc.
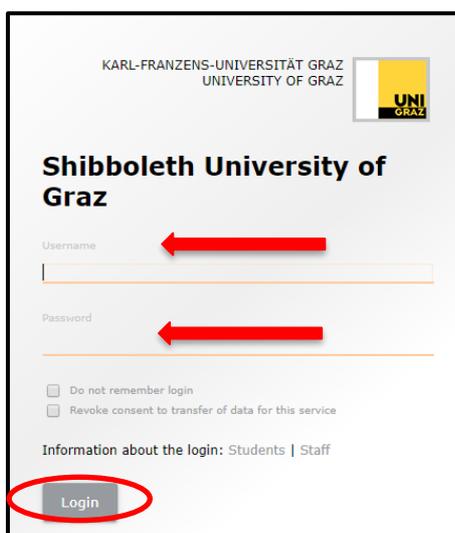
Activating your Mobility-Online account

Once you have successfully completed steps 1-3, follow the instructions in step 4 to **click on the link in the LAST LINE of the email** for the initial activation of your Mobility-online account.
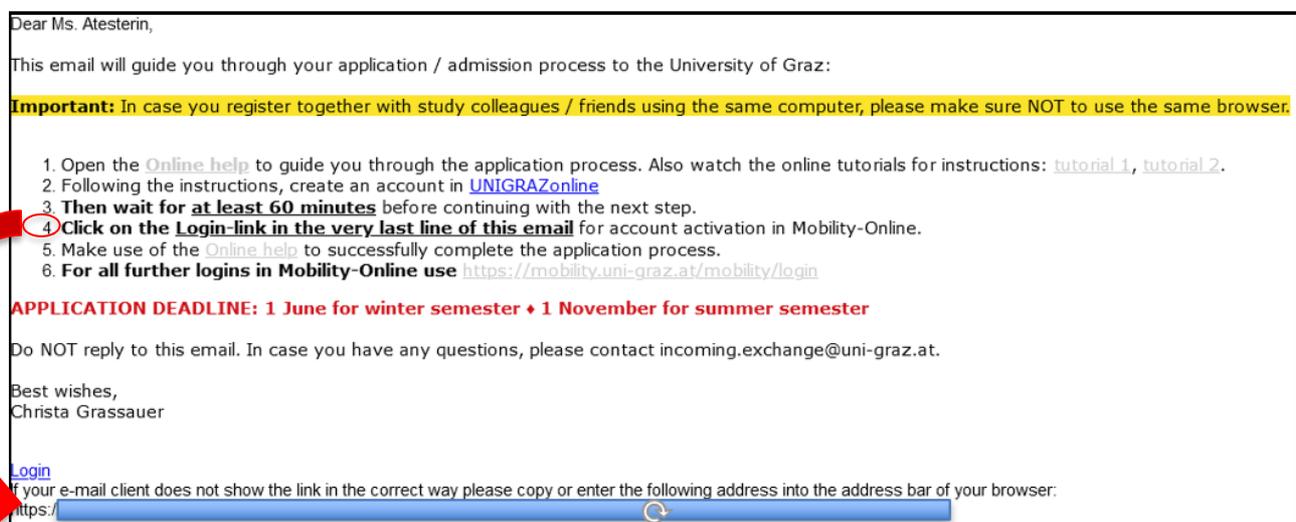
The following page will open – enter your **UNIGRAZonline username and password** and click "Login".
If you do not remember your username/password, follow instructions to retrieve the information.

You have now successfully activated your Mobility-Online Account and will see your workflow on the screen and can continue the application process by taking care of the data entry and document upload. If you do not complete the entire process right away, you can always log off and log in again later to continue.

ALL further logins to Mobility-Online:

From now on whenever you want to log in to your Mobility-Online account you will use the following link: **https://mobility.uni-graz.at/mobility/login** and enter your **username and password** to access the system. In case of login problems, delete cookies / empty cache in your browser, ensure no passwords are saved in your browser or switch to a different browser altogether.

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WORKFLOW in Mobility-Online

Please be aware that the workflow will look slightly different for each program.

Your Mobility-Online workflow provides you with an overview of all necessary steps of the application / admission process. As you continue your preparations, more steps will become accessible at the appropriate time.

Each step of the process is indicated in the workflow. Steps that have been completed will be indicated by a green check-mark. The system also indicates when a particular step has been completed and by whom (the student, Office of International Relations, etc.).

For data entry/uploads you click on the links in the grey boxes.

Always read the helptexts provided in the yellow boxes and follow the instructions!

## Step 1 – Application and registration

To enter your application data, go to "Before the mobility – Step 1: Application and registration" and click on "**Enter/edit application details**".

Please note that the data entry has to be completed **IN ONE GO** – it is not possible to save part of the data and return to complete the data entry at a later time! It is of course possible – once the data has been completed and saved – to return to it if changes are necessary.

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Click "Forward to update" to start the data entry. Then enter your data (required fields are marked with an asterisk *) **always considering the helptexts** provided in yellow boxes.

Click "Update" for submitting the data, then click "Cancel" to return to your application workflow.
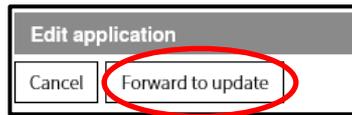
Click "**Complete address data**" to enter your CORRECT and COMPLETE address data.
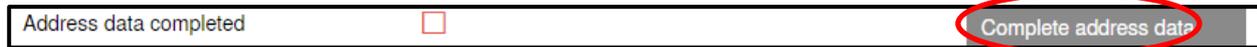
Click "Update personal data" for submitting the data.

Then click "Back to the general overview" to return to your application workflow.

Step 2 – Intended Courses/Learning Agreement

NOT relevant for <u>Degree-seeking students</u> and exchange <u>students applying for CEEPUS, Erasmus+ SMT and Go Styria</u>!

In this step you will be uploading your intended courses to your application. A detailed explanation is provided in the helptext – follow the instructions provided.
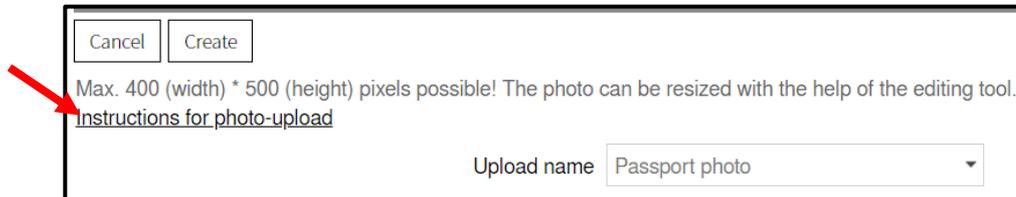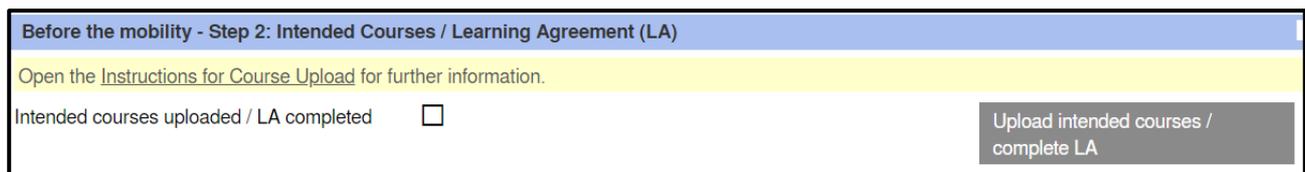
Step 3 – Uploading application documents

When uploading your documents, please consider the following tips:

- **First upload the photo** following the instructions provided in the system.

  Once the photo is uploaded, the application form will become available for download.

- <u>All other documents</u> must be uploaded in <u>PDF-format</u>.

  o For documents conversion to PDF check out <u>www.ilovepdf.com</u>.

  o In case any upload includes more than one document (e.g. dual nationality > two passports), the documents must be merged and uploaded in <u>one</u> PDF-file.

- **Degree-seeking students:** Upload already legalized document scans where necessary.

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Print application form

Please print the application form, sign it and upload the signed application form by clicking "create".

Note that signatures with the mouse or signature copied into the document will not be accepted.

Please follow the same procedure when uploading all other documents.

Step 4 - Completing your application

Once you have entered your data and uploaded all documents, now is the time to double-check your application and – if necessary – make final changes to your data entries/uploads.

Once you are sure you have entered all necessary data and uploaded all documents, click "All documents uploaded"

and confirm "I have uploaded all documents" and click "save". Once you click "save" no further changes are possible!

The Office of International Relations will now review your data entry and documents.

- In case documents are missing or changes are necessary, you will be contacted via email to edit/adapt your application in Mobility-Online.

- If data entry and documents are complete you will receive information about the next steps via email.

AGREEMENT and ACCEPTANCE / ADMISSION at Uni Graz

Exchange students – next steps

1. Mobility Agreement – to be signed and uploaded by student
2. Acceptance Letter – available for download
3. Payment of student union fee – when prompted via email

Degree-seeking students – next steps

1. Send the printed ORIGINAL signed application form together with all other documents as hard copies to University of Graz by registered mail.
2. Admission Certificate & Residence Permit letter (if applicable) – available for download
3. Payment of tuition fee – when prompted via email

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CONTACTS & TUTORIALS

TUTORIALS & FaQs

If you encounter any problems throughout the application process, please refer to the tutorials:

- [Setting up your account](#)

- [Activating Mobility-Online & Overview of the application tool](#)

- Basic User Account: [How to find your username and/or reset your password](#)

LINKS

- [Orientation Platform](#) > planning the arrival

- [Covid19 International Arrivals Website](#) > travelling to Graz & Covid19 regulations

- [Covid19 Website of Uni Graz](#) > Covid19 regulations at Uni Graz incl. contact in case of further questions

CONTACTS

In case of any remaining questions, contact:

- erasmus.incoming@uni-graz.at:
  Erasmus+ SMS, Erasmus+ SMT, CEEPUS, SEMP

- erasmusplus.intl.incoming@uni-graz.at:
  Erasmus+ International

- incoming.exchange@uni-graz.at:
  Best of South-East, Go Styria, International Exchange, ISEP, Joint Programme (Exchange), iStudy, Utrecht Network (AEN, MAUI, REARI-RJ)

- jointdegrees@uni-graz.at:
  degree-seeking students for > Circle, Admission Joint Programme

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