

Guide to the application process for exchange students

For ALL bilateral and multilateral exchange programs

Application deadlines for nominated students:

- 1 June for stays in the winter semester or for a full academic year
- 1 November for stays in the summer semester

1. Nomination by the home university for a mobility at the University of Graz:

Once your nomination has been processed, the relevant person at the University of Graz will contact you with information on the application process.

You need to complete the following steps **before the application deadline:**

- a) Create a basic account in UNIGRAZonline
- b) Create an account in Mobility-Online to begin your application process
- c) Fill in the data fields in Mobility-Online
- d) Upload the required documents (see checklist) to Mobility-Online

2. Selecting courses in Mobility-Online:

This is a pre-selection stage, and not the actual registration for courses. Final course selection takes place in consultation with the Academic Advisors at the beginning of your mobility period. Your actual course registration will be completed through UNIGRAZonline; further information will be provided during Welcome Week.

We recommend German language skills of at least level B2, to enable you to make the most of your courses. Alternatively, there are also many courses taught in English. Before you apply, please make sure there are enough courses available that are suitable for your language skills. For further details please see our website.

3. Processing your application & issuing your acceptance letter:

After your completed application documents have been received in Mobility-Online, they will be processed by our office team and you will receive an online acceptance letter.

Students with non-EU/EEA citizenship will also receive an online confirmation which can be used when applying for a visa or residence permit.

The earlier you submit your completed documents, the sooner you will be able to take the next steps towards your mobility stay!

Your contact at the University of Graz:

Erasmus+, Erasmus+ International, SEN Coimbra Group, Utrecht Network, CEEPUS, ARQUS

Julia Maria Maxein, B.A., M.A.

Telephone: +43 (0)316 380 - 1246

E-mail: erasmus.incoming@uni-graz.at / erasmusplus.intl.incoming@uni-graz.at

Your contact at the University of Graz:

ISEP, Joint Study, Joint Degree Exchange, Student Exchange Agreements, Utrecht Network (= AEN, MAUI, REARI-RJ)

Mag. Christa Grassauer

Telephone: +43 (0)316 380 - 1254

E-mail: incoming.exchange@uni-graz.at

Checklist of application documents:

- Application: download the form from Mobility-Online, print it and sign in person. Scan the signed form and upload it again to Mobility-Online.
- Learning Agreement: **only relevant for: Erasmus+, Erasmus+ International**
- Academic documents:
 - **Bachelor's programmes:** Transcript for all courses/modules completed so far (in the relevant national language + English or German translation)
 - **Master's programmes:**
 - Confirmation of enrolment (matriculation certificate) from the admissions office at your home university, including level of studies and name of the master's programme
 - Transcript for all courses/modules completed so far (in the relevant national language, with English or German translation)
Note: if you have not yet attended any courses, please submit your complete bachelor's transcript (in the relevant national language + English or German translation).
 - **Doctoral programmes:**
 - Confirmation of enrolment (matriculation certificate) from the admissions office at your home university, including level of studies and name of the doctoral programme
 - Transcript for all courses completed so far (in relevant national language + English or German translation)
Note: if you have not yet attended any courses, please submit your complete master's transcript (in the relevant national language + English or German translation).
- Curriculum vitae
- Photo: format = JPG, GIF, PNG; max. size = 400x500 pixels.
- Passport / for EU citizens an identity card is also acceptable
- Confirmation of language skills at level B2 in German or English

Additional documents for master's or doctoral students:

Please note that additional documents may be requested for academic evaluation in the case of master's or doctoral applications.

Interpreting/Translation/Transcultural communication with German:

Please note that applications for "Interpreting/Translation/Transcultural communication with German" will only be accepted if you are also enrolled in a similar subject area at your home university. Places in this subject area are allocated in the following order:

- a) Applicants studying Translation/Interpreting with German, or German Language and Literature, at their home university
- b) Applicants studying Linguistics at their home university (providing they have German language level B2)