

# 15 Steps to TU Graz



## A coloured guide for Erasmus+ applicants

What do the colours stand for? They tell you who has to do the next step:

**BLUE:** It is your turn. You have to do the next step.

**GREEN:** Please wait until the International Office at TU Graz has continued your application.

**RED:** Deadline / Fixed Date. Please observe all deadlines and dates of appointment.

The first date is for winter semester and academic year, the second one for summer semester

What happened up to now: Your home university has selected you for TU Graz, and there might have passed quite some time between your selection and your nomination. Recently, your home university has received an access code for the Mobility Online system of TU Graz and has nominated you directly in this system, and now you have received an e-mail with your access data and login information. Save this e-mail duly.

### 1) e-mail about your nomination

20 Apr / 20 Oct

#### Create your basic user account in the TU Graz online system

- \* Read the information in the e-mail, including all attachments.
- \* **First:** Create your personal **basic user account in the TU Graz online system** according to the instructions given, and close it before you continue.
- \* **Second:** Use the "**Login**"-link on the bottom of the e-mail to enter Mobility-Online.
- \* Follow the steps by completing the data.

### 2) Mobility-Online

#### part 1: "Application"

20 Apr / 20 Oct

#### Upload your documents in the part "Application" in the Mobility-Online system

Upload the requested documents:

- ~ a portrait picture of yourself
- ~ a scan of your passport, or a scan of your personal ID card (front and back side), in high resolution
- ~ your transcript of records of your home university (an official list of all courses that you already have completed, in English or German)
- ~ a language proof, minimum level B2, in either English or German, not older than 2 years.
- ~ the application form which is created in the system, signed by yourself
- \* Tick the checkbox: I confirm

**Please note:** All Erasmus exchange students will start their application for the bachelor level. Later in the application process there will be an option to upload your Bachelor diploma certificate in order to apply for the master level.

### 3) Check 1

within some days

#### TU Graz checks your application details and uploaded documents

You will receive an e-mail that confirms the completeness or incompleteness of your uploaded documents and guides you to the next step.

- \* When your application is incomplete: Please rework it in due time and tick the checkbox "I confirm" again.

### 4) Mobility-Online

#### part 2:

#### "Learning

#### Agreement"

30 Apr / 31 Oct

#### Create your learning agreement within the Mobility-Online system

- \* Search and select your courses according to the information given. While selecting the courses, your learning agreement form will automatically be created.
- \* Do also fill the part "Table B: Recognition at the Sending Institution" and insert the courses that will be recognized for the TU Graz courses in return.
- \* When you will work on your master thesis: Insert the name of your supervisor at TU Graz and the topic of your thesis (leave empty the ECTS part), and upload a short confirmation of your supervisor at TU Graz.
- \* Sign yourself and ask the responsible person at your home university for signature.
- \* Upload your duly signed learning agreement and wait for answer.

**Please note:** TU Graz can only accept learning agreements created within the Mobility-Online system.

### 5) Check 2

after

30 Apr / 31 Oct

#### TU Graz checks your Learning Agreement

You will receive an e-mail that confirms the completeness or incompleteness of your Learning Agreement.

- \* When your Learning Agreement is incomplete: Please rework upload and tick the checkbox "I confirm" again. The International Office sends your Learning Agreement for signature to the Departmental Coordinator of TU Graz.

- 6) E-mail of Confirmation**  
**individually**
- TU Graz signs and uploads your Learning Agreement**  
When your Learning Agreement is signed by TU Graz and uploaded in the document section of your Mobility-Online application, please feel accepted by TU Graz and start to prepare your stay.
- 7) Letter of Acceptance**  
**early Dec / early June**
- Prepare your stay in Graz when receiving the e-mail Acceptance at TU Graz**  
This e-mail includes your Letter of Acceptance and a Pre-Arrival Guide with useful information. Please read it carefully, open all the links and follow the instructions.  
If not done yet, check for Visa, Housing, and German Intensive Course. All that has to be done by yourself in own responsibility, and in due time
- 8) Visa**  
**in time**
- Apply for Visa or Residence Permit (if required)**  
If you are a third country national (meaning that you do not have a passport or ID card from an EU or EEA country), you have to care for visa issues at your own responsibility in due time.  
Details: <https://oead.at/en/to-austria/entry-and-residence>
- 9) Housing**  
**in time**
- Apply for housing**  
Finding a suitable accommodation has to be done by the student himself. Most housing institutions have an early deadline. So you are strongly advised to hand in your housing application early.  
Here you find a collection of housing option links: [www.tugraz.at/go/incomings-housing](http://www.tugraz.at/go/incomings-housing)
- 10) German Course**  
**in time**
- Register for the German Intensive Course**  
As Austria is a German speaking country, it is highly recommended to participate in this course. Registration has to be done separately by the student.  
Details: <http://treffpunktsprachen.uni-graz.at/en/teaching/german-as-a-foreign-language/intensive-courses/>
- 11) Emergency Contact**  
**Dec / Jul**
- Enter the contact data of your emergency contact in Mobility-Online**  
Do also enter all missing data in Mobility Online
- 12) Payment**  
**mid Jan / mid Aug**
- Pay the student union fee to be registered as a legal student of TU Graz.**  
TU Graz will send you an e-mail with your personal registration number as a regular student of TU Graz ("Matrikelnummer")  
\* Read it carefully and follow the instructions to pay a small fee in order to complete your registration as a student of TU Graz. Please do that well before arrival.  
\* Upload your payment proof in Mobility-Online before you leave for Graz.
- 13) Arrival in Graz**  
**individually**
- Welcome to Graz**  
**Please check** all entry restrictions and information before you plan your journey.  
Since the pandemic is still ongoing, there might be different policies and regulations in Austria than in your home country. Constantly updated information about **the Corona situation** in Austria and at TU Graz can be found here:  
[www.tugraz.at/go/internationals-covid19](http://www.tugraz.at/go/internationals-covid19)  
  
Contacting ESN for a Pickup Service could be helpful, especially when arriving on a weekend, for getting the key for your room.  
Details: <http://esn.htu.tugraz.at/information/pickupservice>  
  
\* Insert your postal address in Graz into Mobility-Online. Especially during the ongoing Corona pandemic we necessarily need to know where you live in Graz.
- 14) Welcome Events**  
**Sept / Feb**
- Participate in all Events during the Welcome Weeks - do not miss a single one!**  
The International Office of TU Graz has created several sessions, especially designed for the needs of exchange students.  
\* First Orientation Sessions (Registrations, Health insurance, course registration ...)  
\* Intercultural Awareness Session (Culture Clash and the Austrian Way of Life)  
\* Welcome Event  
\* Campus Survival Tour (guided by Austrian students of your fields of study)  
\* Academic Advising (all about courses and your learning agreement)
- 15) Study at TU Graz**  
**1 Oct / 1 Mar**
- Start your Semester**  
Semester in terms of courses at TU Graz usually start on 1 October in the winter semester and 1 March in the summer semester