How to Complete the Online Application

Please read the following instructions thoroughly before you start working on the online application. (Note: The screenshots show samples only!)

For detailed information about browsers and operating systems that are supported please see: https://online.tu-raz.ac.at/tug_online/webnav.browserInfo?pUrl=webnav.systemstatus

Step 1: Log in with your Access Code

Use the link that you received by email and click on the "log in" button.

Your access code will be verified and you will be forwarded to the online application. You can switch languages (German / English) by using the button on the left.

At the login selection page you can choose whether you want to log in with or without your citizen card.

For Login without citizen card please see

Step 3: Fill out the Online Application (see below)

Step 2: Login with citizen card

The citizen card, also called electronic identity card or national eID, is an electronic identification concept which ensures a secure identification and authentication of a person when using internet applications. The citizen card is available in many different formats depending on the person’s country.

PLEASE NOTE: Please contact your government to get more information about the citizen card in your country.

If you log in by using your citizen card, the first name, last name and the date of birth will be inserted in the application directly.

In order to register, you have to select your home country and click on the “send” button.
Please select home country:

a) Germany, Belgium, Austria

After selecting their home country, applicants from Austria, Germany or Belgium will get a card pin request. Here you have to enter your “Karten-PIN” (4-6 digits) and click on “OK”. Next you have to enter your “Signatur-PIN” (6-12 digits) and click on “Sign”.

If the authentication was successful, you will be directed to the online application and can continue with Step 3: Fill out the Online Application.

b) Other Countries

Applicants who do not have an Austrian, Belgian or German citizen card will be to their government’s login portal.

You can here choose which personal attributes should be provided to the Office of International Relations and Mobility Programmes. The last name, first name, the date of birth and the identifier are mandatory. Confirm your choice by clicking on the button “send”.

You will then get an overview of all checked attributes. The attributes are transferred securely to the Office of International Relations and Mobility Programmes by clicking on the button “send”.

After successful authentication you will be forwarded to the online application and you can continue with Step 3: Fill out the Online Application.
Step 3: Fill out the Online Application

Please fill out all the input fields correctly. Fields with an asterisk (*) are mandatory fields. Your application cannot be processed until you have entered information in all mandatory fields.

**PLEASE NOTE:** You can access the application form more than once using the same access code. Do not forget to save the data that you have already entered before closing the online application.

**Section 1: Personal Data**

Check if your **last name** and **first name** have been spelt correctly. Please do not use special characters – they all will appear as ¿). Then fill in **date of birth** as well as your **sex** and **nationality**.

Indicate your **permanent address** (home address) and your **current address** (each with street/number, zip code, place, country and phone number).

You can name a second **e-mail address**.

Use the field **current address valid until** to declare the date until which you can be contacted at your current address (please mind holiday breaks). If home address and current address are the same, this field can remain empty.

To prepare your student card (=TUGcard), you need to upload a digital **picture** of yourself. Use the button “upload picture” and then click on “Durchsuchen”. 
Section 2: Data regarding your stay at Graz University of Technology

Semester: Please choose the correct period of your stay at Graz University of Technology (winter semester, summer semester or year of study)
Field of studies at TU Graz: Click on the “search and add field of study” button. Choose a suitable field of study. For a list of study programmes see:  
https://online.tugraz.at/tug_online/studienplaene.studienrichtungen?corg_nr=&cspalte_nr=2 &csj_nr=&cmode=&pStatusTyp=N&pGrouping=A

PLEASE NOTE: Exchange students are usually registered for a bachelor’s programme. Students who have completed a bachelor’s programme can be registered for a master’s programme if they hand in a copy of their bachelor’s certificate.  
Students who are registered for a bachelor’s programme are allowed to register for courses of master’s programmes if they fulfil the required pre-requisites.

Courses at TU Graz: Before uploading courses into your online application, look for appropriate courses in the online information system of Graz University of Technology. For details see: www.tugraz.at/go/erasmus-course-selection

PLEASE NOTE: This section is NOT for your course registration at Graz University of Technology. Courses you selected are for course planning only.

If you click on the button „search and add courses“, a new window opens and you can search for courses there.

Put in (parts of) course titles or course numbers. After clicking on „search“, you will receive a list of matching courses.

Explanation: W is for courses in winter semester and S is for courses in summer semester. Please make sure to choose only courses from the semester you will stay at TU Graz.

By clicking on courses, the chosen courses will be added to your online application. They will be shown on your Course Request List.

If you want to delete a course, click on its title in the online application.
If you are planning to work on your master thesis at TU Graz or take German language courses at the University of Graz, you can enter them in the input fields for projects and German courses.

The three input fields can be used to fill in the course number, the title and number of ECTS credits of courses at University of Graz. For your thesis, please leave empty the first field and add title of the project and name of your supervisor at TU Graz. Click on „enter and add course“ and your entry will be shown in the online application as well as on the Course Request List.

If you want to delete your entry, click on its title in the online application.

**ATTENTION:** This section is NOT for your course registration either.

In the following fields, put in the dates of the beginning and the end of your stay. Please choose the beginning date according to your First Orientation Session at TU Graz www.tugraz.at/go/incoming-welcome-events. For the end, please look up the academic calendar: https://www.tugraz.at/en/studying-and-teaching/studying-at-tugraz/academic-calendar.

Indicate the duration of stay in months. Of course, exact dates can still change!

**ATTENTION:** Do not tick off I confirm data in the form as complete and correct at this point. Tick it off only when you have finished your online application. (You cannot change your data afterwards!)

**Section 3: Statistical Data**

The following part of the online application is about statistical data that all students need to fill out when they first register at Graz University of Technology.

Please put in the data regarding your secondary school leaving exam and possibly bachelor/master exam and answer the questions regarding professional position and level of education using the select lists.
Section 4: Further Data

Briefly state the reasons why you wish to study abroad (4 lines max.).

Language Competence / Other Languages: Please choose the applicable languages from the select lists. Regarding the other languages, please indicate whether you can follow lectures or could follow lectures if you had more preparation.

Please specify work experience related to your current studies if you have any.

Please fill in the diploma or degree for which you are currently studying (for instance Bachelor’s Degree, Master’s Degree).

Fill in the number of higher education study semesters prior to your departure abroad, i.e. before you start your studies at Graz University of Technology.

Also indicate whether you have already been studying abroad. If yes, type in when (which semester) and at which institution you studied.

At the end of the online application, please fill in the contact details of the departmental coordinator as well as the institutional coordinator (name, phone, fax, email) of your home institution.
**Completing the Online Application**

After finishing the online application, save your data. Check if all the data is correct. Then tick off *confirm data in the form as complete and correct*. Click on the “save” button again. You cannot change your data afterwards!

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**Step 4: Printing the Application Form and the Course Request List**

Print the complete application form and the Course Request List by using the buttons at the top.

Sign the Application Form and the Course Request List.

**Further Procedure**

Complete the application documents and send them to the Office of International Relations and Mobility Programmes in due time.

When the Office of International Relations and Exchange Programmes has received and reviewed your complete application package, the status in your online application will change from "applied" to "accepted".

If you need more information, please click here [https://www.tugraz.at/go/erasmus+](https://www.tugraz.at/go/erasmus+) to find some Guides and Help Texts such as

- A coloured Guide in 15 steps to become an Erasmus exchange student at TU Graz
- FAQs for Erasmus+ exchange students at TU Graz
- Information Leaflet of TU Graz

If you still have any questions or problems regarding your online application, please send an email to gitte.cerjak@tugraz.at.