

# APPLICATION GUIDE FOR MOBILITY-ONLINE

## Double degree incoming student mobility

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### About Mobility-Online

Mobility-Online is a web-based software that manages all types of mobility and exchange programmes. You will use Mobility-Online from the beginning until the end of your exchange period for uploading application documents, selecting courses for your Learning Agreement, downloading your Acceptance Package, etc. Your home university's coordinator starts your application with your nomination at TU GRAZ (except for some programmes like ERASMUS+ traineeships).



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## I. NOMINATION

After your home university has nominated you via Mobility-Online, you will receive an email with the subject „Nomination at Graz University of Technology“ (please have a look in your spam folder as well) that gives you instructions about the registration/application process.

## II. REGISTRATION

In this email mentioned above you will find two links. The first one is for creating your personal basic user account in the TUGRAZonline system (the information management system used at TU Graz) and the second one is for logging into Mobility-Online for the further application process.

Two steps need to be done to start your application:

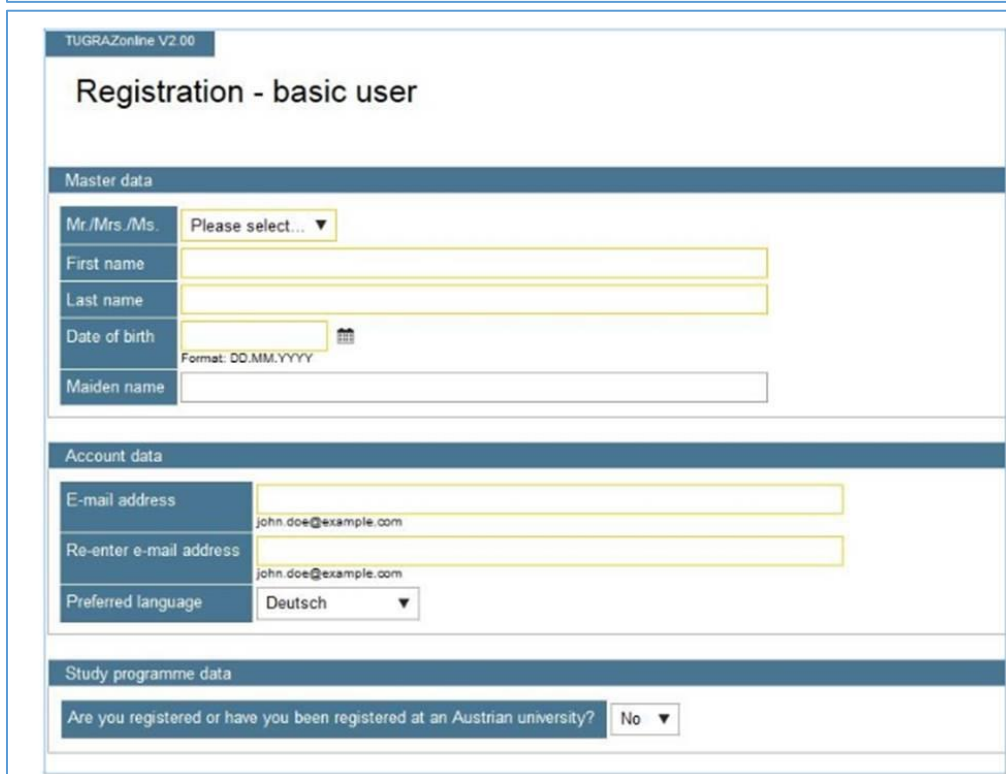
1. Create your TUGRAZonline Basic User Account (first link in your email) – you will define a username and password which you need for your application
2. Register with Mobility-Online (use your defined username and password from step 1)

### Step 1: Create a TUGRAZonline account

Please click on the first link in the email.

(1) Create an account at:

[https://online.tugraz.at/tug\\_online/wbSession.languageRedirect?pUri=%20wbselfstreqPerson.register&pScope=1&pLanguageCode=EN](https://online.tugraz.at/tug_online/wbSession.languageRedirect?pUri=%20wbselfstreqPerson.register&pScope=1&pLanguageCode=EN)




After filling in your data please click „Confirm data“ at the end of the page.



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On the next page you can see your data once again. If your data is correct, please click „Submit data“.

### Registration - basic user

 Thank you very much for your registration! An e-mail will be sent to testeroverseas@gmail.com shortly for activating your access to the system.

Please check your email account (spam folder as well) for an email with the subject „**Activating the access to TUGRAZonline**“. To activate your account, please click on the link which you receive in that email. The following webpage will be opened:

### Registration - basic user



Thank you very much. Your e-mail address testeroverseas@gmail.com has just been verified by the system.

Next you will receive your personal account at TUGRAZonline, please click 'Continue'.

Continue

If you click „Continue“, a new page will open. Please choose a username and password for the TUGRAZonline system and click „Complete registration“. Please write down the username and password, you will need it later for your application in Mobility-Online.

TUGRAZonline V2.00

### Registration - basic user

**User name**

Please, choose the user name according to the following criteria:

- Required
  - min 5, max 20 characters
  - the first character must be a letter
  - may contain numbers
  - no upper-case letter
  - no special characters
  - may not contain first name and last name

**Attention: The user name cannot be changed later!**

**Password**

**Confirm new password**

Please choose the password according to the following criteria:

- Required
  - min 10, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#\$%&()\*+,-./:;<=>?[]^\_`{|}~
  - must not contain first name, last name, username, social security number or registration number
  - at least 3 characters must be different from all passwords of both groups (=TUGRAZonline and network access) in the last 18 months
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

For further detailed information: [password policy in TUGRAZonline](#).

Your basic user account has been created successfully. The first step is done.

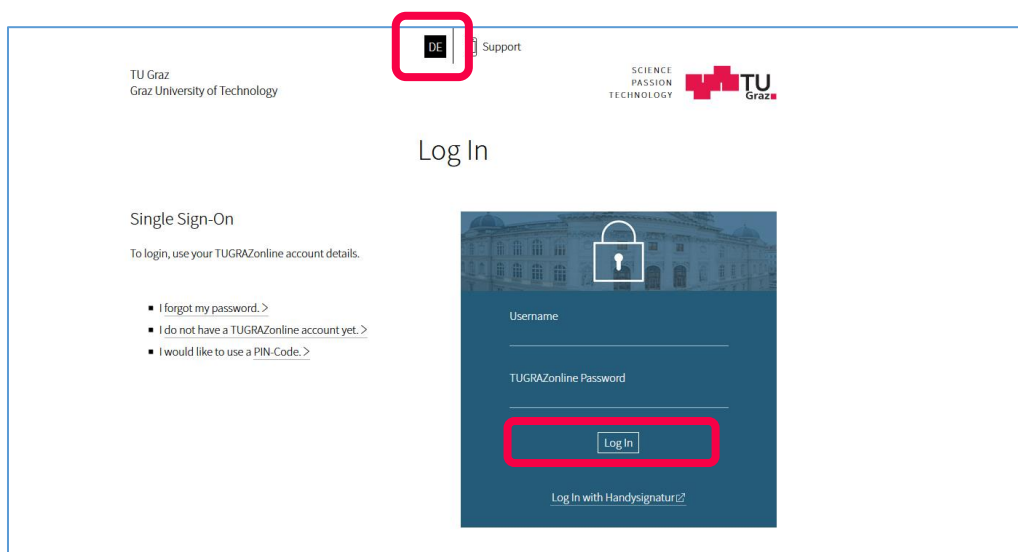
Wait for ten minutes to have the system updated.



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## Step 2: Register with Mobility-Online

Go back to the e-mail „Nomination at Graz University of Technology“ and click on your personal „**Log in**“ link (at the very bottom of the e-mail). The following page will appear:



You can switch the language to English by clicking on EN in the upper part of the window.

Please enter your username and password that you have created before and click „Log In“.

Please save this link for later. You will need it every time when logging-in to Mobility-Online.

## III. APPLICATION WORKFLOW

Now you can see your application workflow with the data inserted by your home university.

Please click on „Complete/display application details“ and insert the requested information.

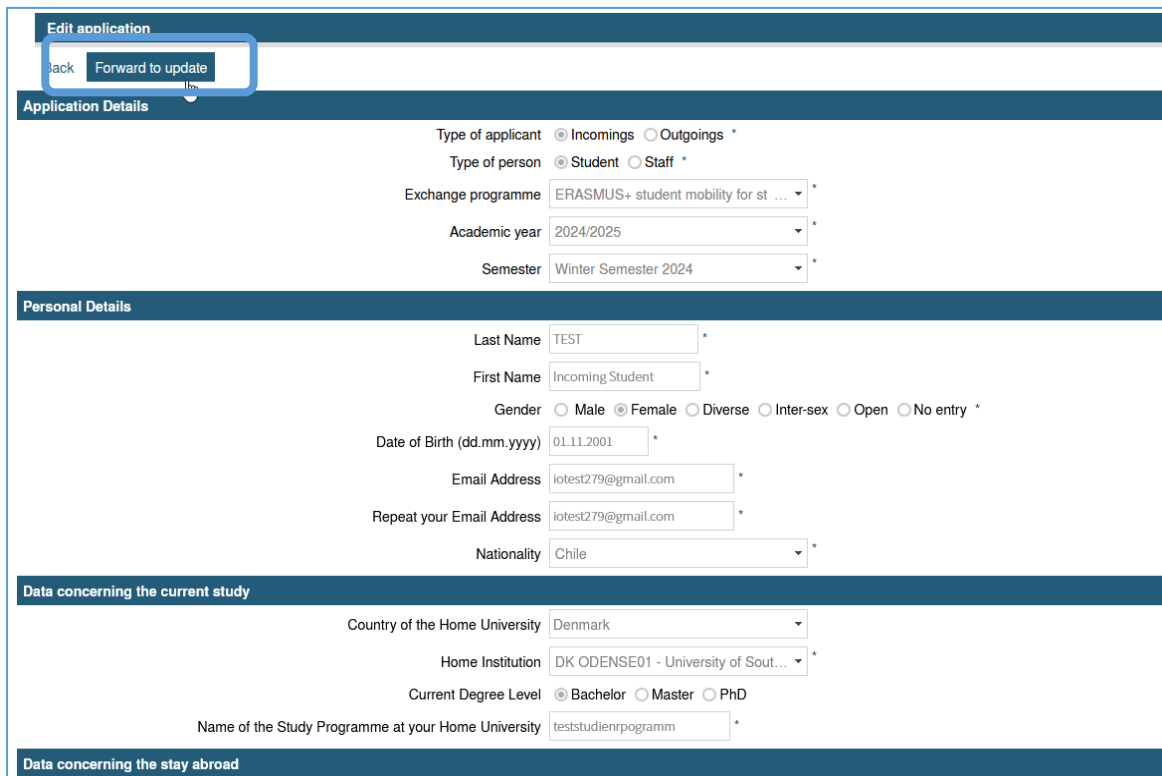
Last Name TEST		Host Country Austria		Exchange programme ERASMUS+ student mobility for ...		
First Name Incoming Student		Host Institution GRAZ02 - Graz University of Tec...		Field of study at TU Gr... Bachelor's programme; Chemistr...		
Date of Birth (dd.mm.y... 01.11.2001		Academic year 2024/2025		Semester Winter Semester 2024		
Email Address iotest279@gmail.com						
Home Institution DK ODENSE01 - University of So...						
>	<b>Necessary steps</b>	Done	Done on	Done by	Direct access via following link	9 / 30
∨	<b>Start Application</b>					2 / 2
	Application Email sent from TU GRAZ	✓	04.03.2024	Automatically generated		
	Application details have been completed	✓	19.03.2024	Incoming Student TEST	<a href="#">Complete/display application details</a>	?
>	<b>Application Documents</b>					7 / 10
>	<b>Learning Agreement</b>					0 / 1
>	<b>Cancel Application</b>					0 / 1
>	<b>Acceptance at TU GRAZ</b>					0 / 11
>	<b>Extension of stay (optional)</b>					0 / 1
>	<b>End of Stay</b>					0 / 4



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## a. Application details

Click „**Forward to update**“ and fill in the required fields (marked with an asterisk).



**Edit application**

Back Forward to update

**Application Details**

Type of applicant  Incomings  Outgoings \*

Type of person  Student  Staff \*

Exchange programme ERASMUS+ student mobility for st ... \*

Academic year 2024/2025 \*

Semester Winter Semester 2024 \*

**Personal Details**

Last Name TEST \*

First Name Incoming Student \*

Gender  Male  Female  Diverse  Inter-sex  Open  No entry \*

Date of Birth (dd.mm.yyyy) 01.11.2001 \*

Email Address iotest279@gmail.com \*

Repeat your Email Address iotest279@gmail.com \*

Nationality Chile \*

**Data concerning the current study**

Country of the Home University Denmark

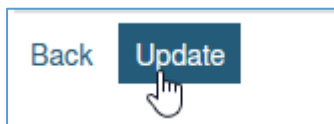
Home Institution DK ODENSE01 - University of Sout... \*

Current Degree Level  Bachelor  Master  PhD

Name of the Study Programme at your Home University teststudienpogramm \*

**Data concerning the stay abroad**

Once you have completed all information click „**update**“ either at the top or the bottom of the page for submitting the data.



Click „**Back**“ to return to your application workflow and complete the next steps one by one.

Do not forget to tick the checkbox to confirm data, if asked.

## b. Application documents

In the next steps, you will be asked to upload some documents (mostly **PDF files**). The documents required may vary depending on the mobility programme you are participating in.

### List of Application Documents:

- (1) Portrait picture (a picture of yourself)  
Criteria: jpeg, png or gif file with max. 500x500 pixel, in color
- (2) Copy of your Passport or ID card (front side and back side)
- (3) Transcript of Records *in English*
- (4) Valid Confirmation about German or English language skills (Level B2 CEFR)  
(if German/English is your mother tongue, please upload your passport instead)



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- (5) Bachelor's Diploma Certificate (if you want to register for a Master's programme)
- (6) Confirmation of your supervisor at TU Graz (if you want to work on your Master thesis)
- (7) Signed application form (can be downloaded in the workflow)

After uploading all documents, the International Office will review your application. This process can take between 1-3 weeks. If something is missing or changes are necessary, you will be contacted via email.

## V. ACCEPTANCE AT TU GRAZ

### a. Letter of Acceptance

When all your application documents are complete you will receive an email, asking you to download your Letter of Acceptance and the Pre-Arrival Information Package in your workflow in Mobility-Online. Please note that we only issue the Letter of Acceptance in digital format.

Please use this letter for your Visa/Residence Permit application at the Austrian Embassy in your home country, if needed.

### b. Enrollment Process

In order to complete the enrollment process at TU Graz you have to complete the following steps:

- *Add your emergency contact:* In case of emergency, we need the contact data of one related person (mother, father, brother, sister, etc.) This data will only be used in emergency situations and will not be given to third parties.
- *Add your arrival and departure date:* Please enter the date of arrival and departure. Please make sure that you will be in Graz to attend the Orientation Events before the semester begins. Exact dates will be sent to you via email.

When all the required information is given, the International Office – Welcome Center can facilitate the enrollment process at TU Graz. You receive an e-mail with further information about the payment of the student union fee (ÖH fee) once the enrollment process has been started.

**Please follow the instructions on how to pay the student union fee (ÖH fee) given by e-mail. Once the ÖH fee has been paid you will receive an e-mail including your PIN-code (4 digits).**

### c. Activate your TUGRAZonline account

Once you have received the email with the PIN code, there are still a few steps to take to fully activate your TU Graz account. Detailed information on the next steps will also be sent to you by e-mail once you have enrolled at Graz University of Technology.



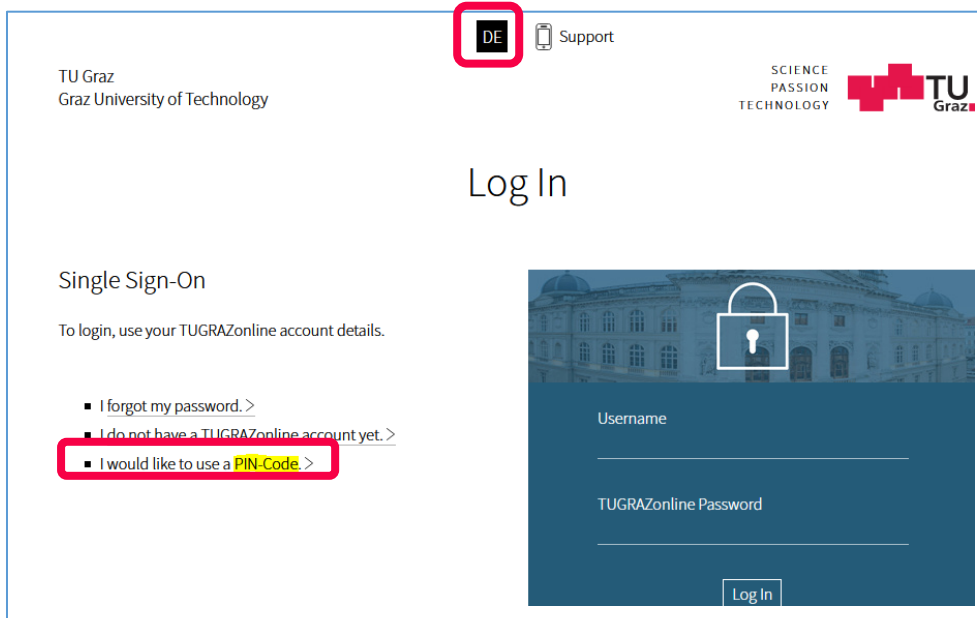
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The following steps need to be completed to fully activate your account:

**Step 1: Activate your TUGRAZonline account:**

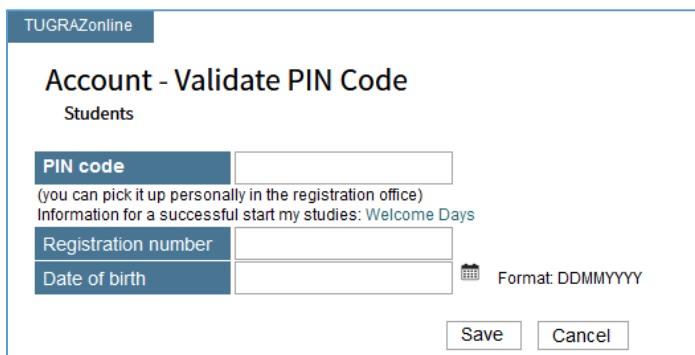
<https://online.tugraz.at/> → click on “Login”

You are directed to the following page:



You can change the language in the top of the page to English. Then click on “I would like to use a PIN-Code” and then select the user group “student”.

You will be directed to this page:



Insert your **PIN code**, your **registration number** (which was also in the PIN-code e-mail) and your **date of birth**. Once you have entered all your data click on “Save”.

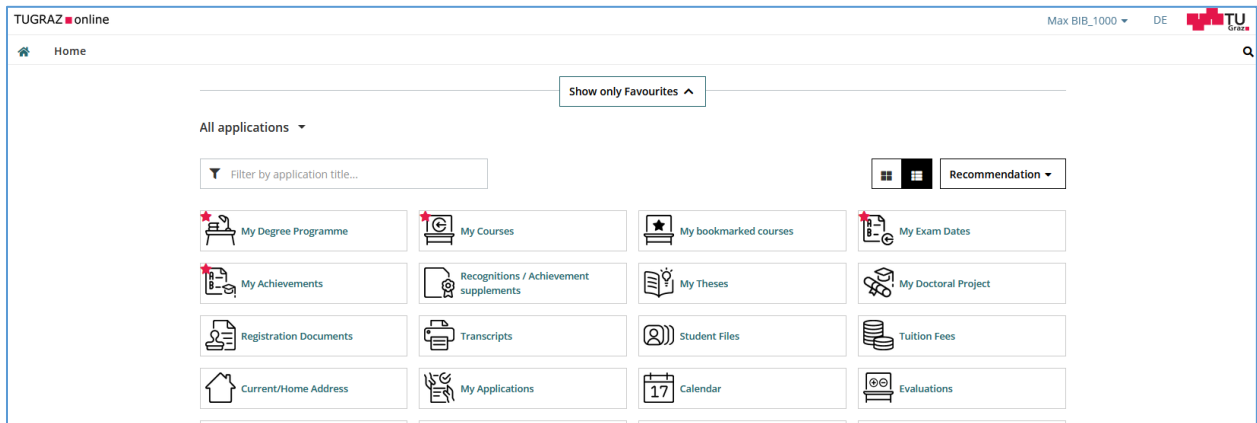
**Step 2: Activate the two-factor authentication (2FA):**

After having successfully activated your TUGRAZonline account and logged in to TUGRAZonline, also activate your 2-factor authentication (2FA): [How to activate the 2FA](#)



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When the account activation was successful you should be able to see various icons in your TUGRAZonline profile. Help video: [How to log into TUGRAZonline](#)



### Step 3: Upload a picture for your student IDcard:

Don't forget to upload your portrait picture via the Icon **“TUGRAZ Unicard Image Upload”** in order that your student IDcard can be issued upon arrival.

#### d. Add your arrival information

Please also remember to complete all the necessary steps in Mobility Online:

- Add your postal address and phone number in Graz (*once you know where you live*)
- *Upload your Visa/Residence Permit: Please upload a scan of your Visa/Residence Permit when you are not a citizen of an EU or EAA country (once you have received this document)*

## VI. EXTENSION (OPTIONAL)

It is possible to extend your stay. Please make a request in Mobility-Online by „ask for extension of stay“. If your request is accepted by TU Graz, you will be asked to upload a confirmation from your home university. Please be aware of Visa/Residence Permit Regulations.

## VII. END OF STAY

When your stay comes to an end, you can request a Confirmation of stay and download your Transcript of Records.

Transcript of Records: Your Transcript of Records will be issued in digital form (with a valid digital signature). Once you have completed all your exams and all your results have been published, you will be able to download your Transcript of Records. Please note that it may take some time for lecturers to enter your marks into the online system.

Shortly before the end of the semester, you will receive further information about the steps you need to take before leaving TU Graz.



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