

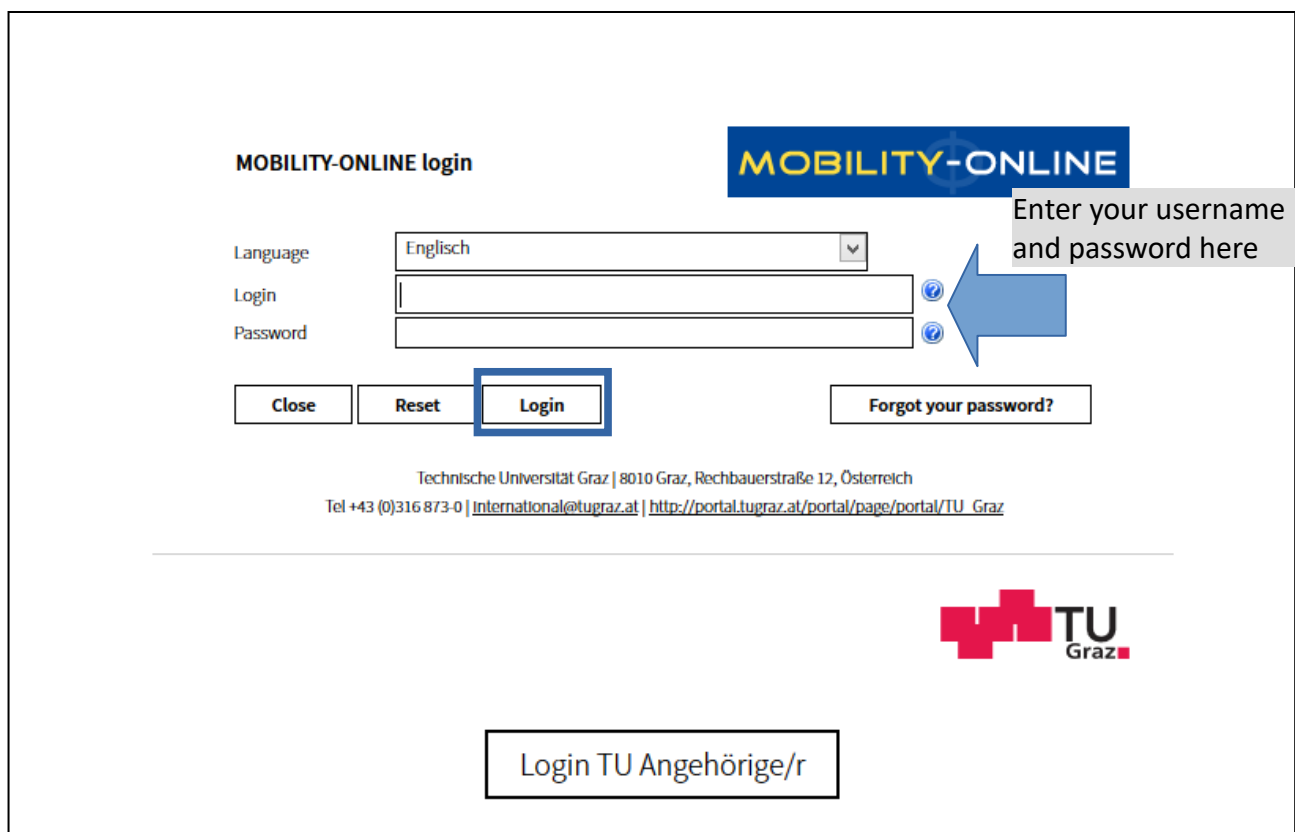
How to nominate students in Mobility-Online

1. Go to

<https://www.service4mobility.com/mobility/LoginServlet?identifier=GRAZ02&sprache=en>

2. Log in to Mobility Online

Log in with your username and password which have been sent to you via email by a TU Graz Exchange Coordinator.



MOBILITY-ONLINE login

MOBILITY-ONLINE

Language: Englisch

Login:

Password:

Enter your username and password here

Close Reset Login Forgot your password?

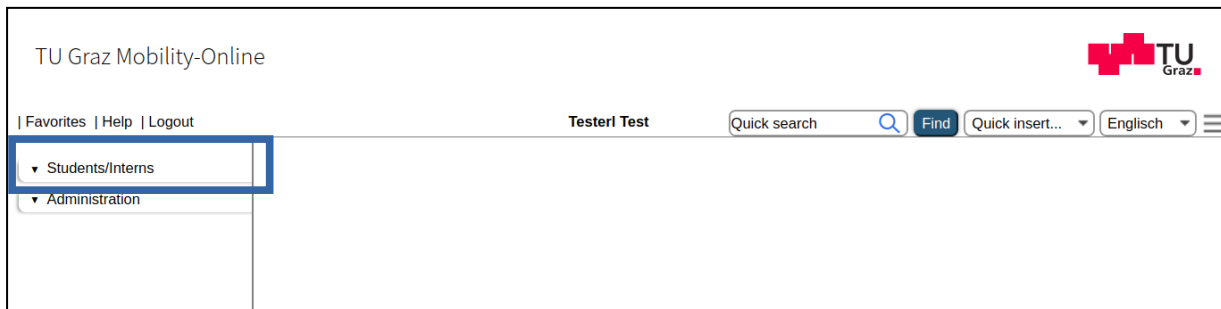
Technische Universität Graz | 8010 Graz, Rechbauerstraße 12, Österreich
Tel +43 (0)316 873-0 | international@tugraz.at | http://portal.tugraz.at/portal/page/portal/TU_Graz

Login TU Angehörige/r

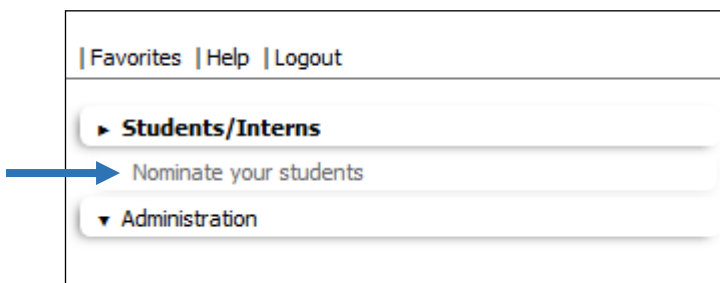


we care about international education

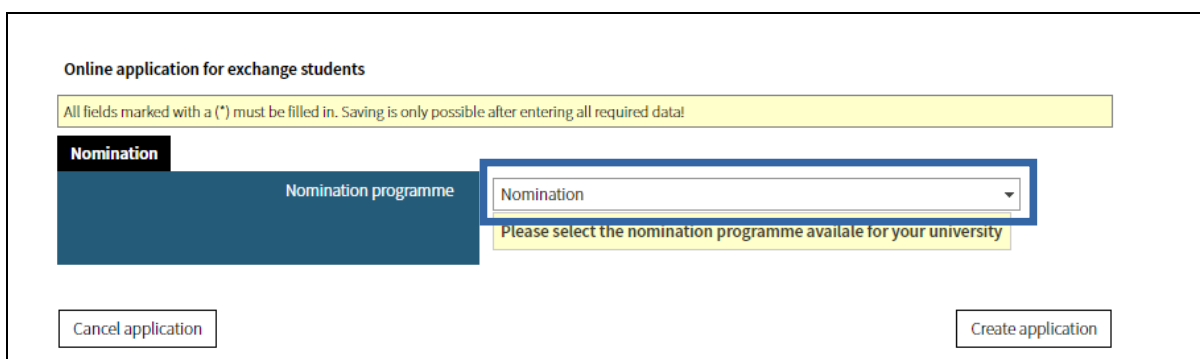
3. After logging in, please click on “Students/Interns” in the left column.



4. Then click on „Nominate your students“.



5. Choose the specific nomination programme.



Choose the specific nomination programme from the dropdown menu. The nomination form will then be displayed.

6. Fill in the nomination details.

Fill in the nomination **details of your student** (personal details) and also **your contact details** (nominating person).

Personal Details	
Last name	<input type="text"/>
First name	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Date of birth	<input type="text"/>
Email Address	<input type="text"/> ?

Nominating Person	
Nominating person - full name (first and last name)	<input type="text"/>
Nominating person - email	<input type="text"/>

7. Select the agreement appropriate for the application

Please also select the **agreement appropriate for the application**. This is especially important if your university has several agreements with TU Graz. If you are unsure in which agreement you should nominate your student, please ask the Exchange Coordinator at TU Graz.

Select the agreement appropriate for the application	<input type="text" value="<- Please select ->"/>
--	--

8. Submit the nomination

By clicking on “Send nomination”, your student(s) will receive an email with further information and instructions on the application process in Mobility-Online.

<input type="button" value="Cancel application"/>	<input type="button" value="Send nomination"/>
---	--

You want to nominate more students?

If you want to nominate more than one student please go back to “Nominate your students” in the left column.