

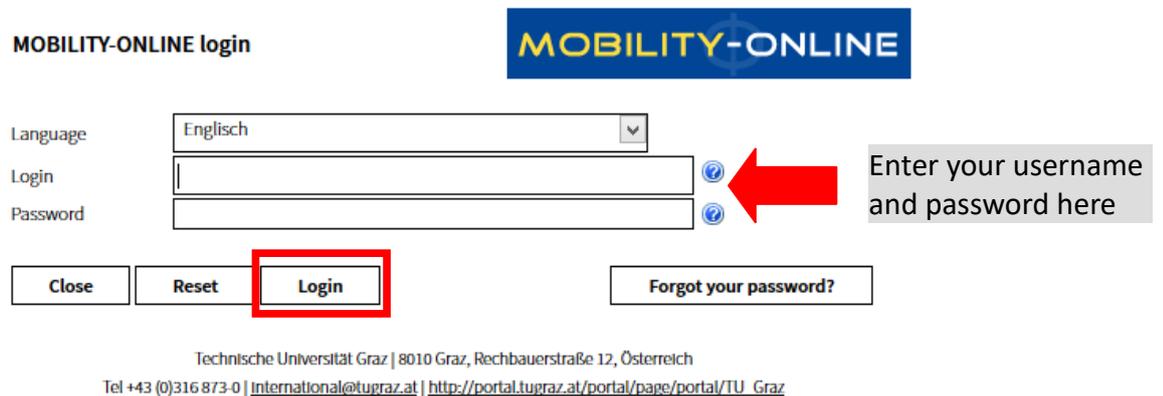
# How to nominate students in Mobility-Online

## 1. Log in to Mobility Online

### Mobility-Online Portal

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

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:

Close Reset **Login** Forgot your password?

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



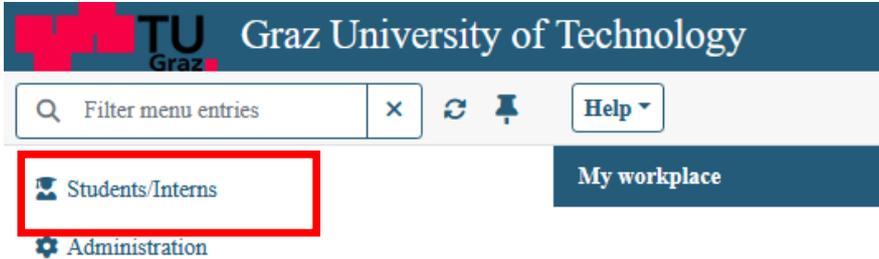
Login TU Angehörige/r



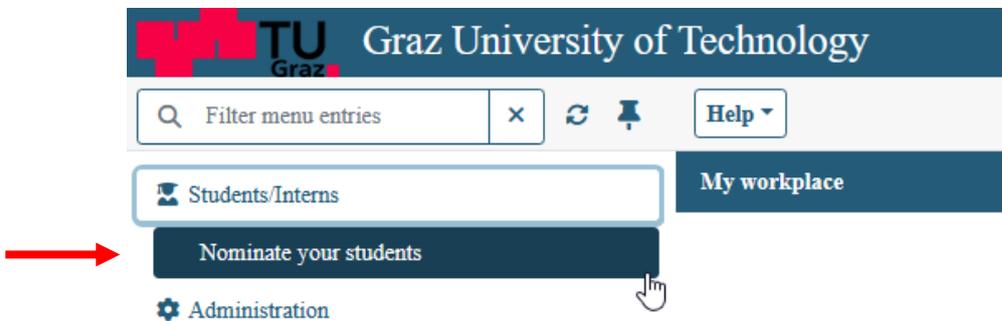
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## 2. Create a new nomination

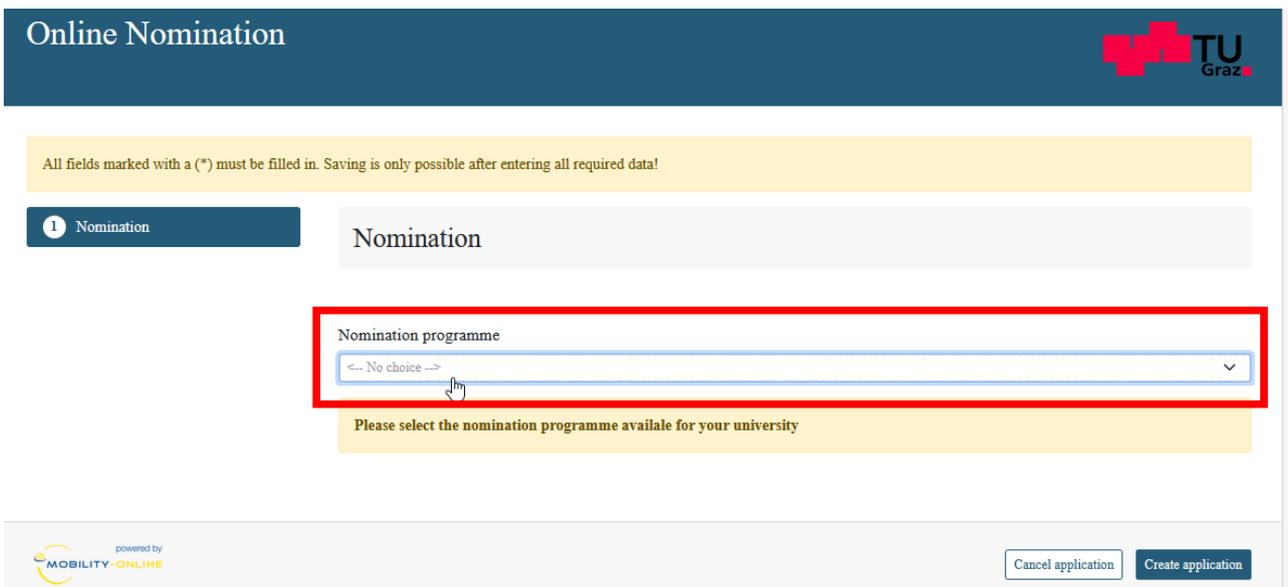
After logging in, please click on “Students/Interns” in the left column.



Then click on „Nominate your students“.



Choose the specific nomination programme.

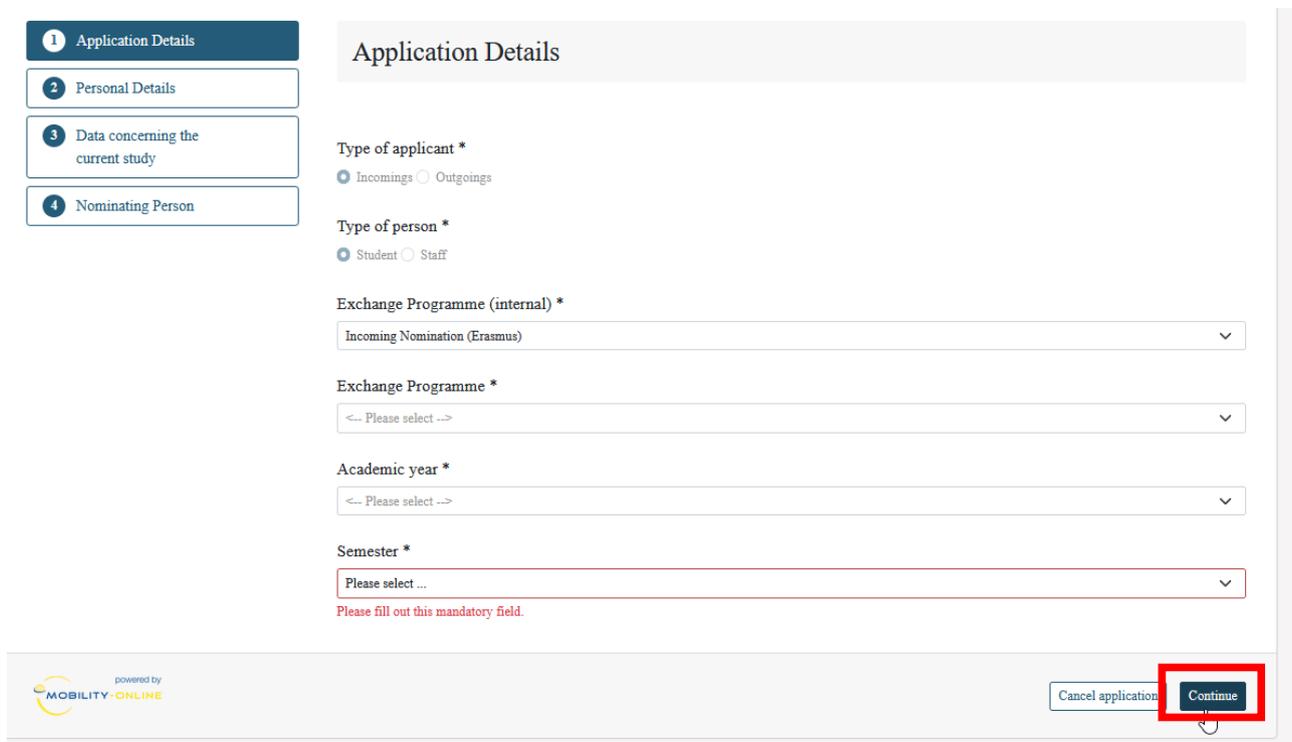


Choose the specific nomination programme from the dropdown menu. The nomination form will then be displayed.

### 3. Fill in the nomination details.

Fill in the nomination **data of your student** (personal details & data concerning the current study) and also **your contact details** (nominating person).

Fill in the required details in each section and click 'continue' on the right hand side of the page:

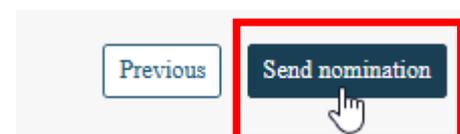


In the section “Data concerning the current study” please also select the **agreement appropriate for the application**. This is especially important if your university has several agreements with TU Graz. If you are unsure in which agreement you should nominate your student, please ask the Exchange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

Depending on the mobility programme, further information may be requested.

### 4. Submit the nomination

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



### 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.



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