APPLICATION GUIDE FOR YOUR ONLINE APPLICATION (MOBILITY-ONLINE)

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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 ERASMUS+ traineeships).

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).

II. REGISTRATION

In this email you have two links. The first one is for creating an account at Graz University of Technology and the second one is for logging into Mobility-Online for the further application process.

1. It is necessary to create an account at TU Graz FIRST. Please click on the first link.

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

For further detailed information, password policy in TUGRAZonline.
Your account has been created successfully. Please click on „Complete Application“. Now you can see your business card in the TUGRAZonline system. This is an account with basic function. If your application process has been successful and you are accepted to study at TU Graz, your account will be upgraded to full function. TUGRAZonline is the information and administration system of TU Graz. Students use this system for course registration, exam registration, downloading confirmations and transcripts, course search, room search, etc. Nearly everything regarding the organization of your studies will be done in the TUGRAZonline system. Instructions on how to use this system will be given during the Orientation Events before the semester starts.

2. The first step is done. Wait for ten minutes to have the system updated, open the email „Nomination at Graz University of Technology“ once again and click on the „Login“ link (link at the end of the email). 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. The first step in your workflow is to complete your application details by clicking on „Complete/display application details“.

**a. Application details**
Click „Forward to update“ and fill in the required fields (marked with an asterisk). Then click „update“ for submitting the data. Click „Cancel“ to return to your application workflow.

For students of Tongji University, China: If you want to participate in the Double Degree Programme, please tick off the box “I want to participate in the Double Degree Programme (available only for students from Tongji University in the field of Mechanical Engineering)”.

**b. Application documents**

Please complete your address details by clicking on „Complete address details“. If you have filled in the required fields, please click „Update personal details“.

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**International Office – Welcome Center | Graz University of Technology | Postal address: Rechbauerstrasse 12, 8010 Graz, Austria | Visiting address: Mandellstrasse 15/I, 8010 Graz, Austria | E-mail: international@tugraz.at**
In the next workflow steps you have to upload your application documents as pdf files.

**List of Application Documents:**

1. **Portrait picture**
   - jpeg, png or gif file with max. 500x500 pixel
   - Your head must face the camera directly with full face in view.
   - You must have a neutral facial expression or a natural smile, with both eyes open.
   - taken in clothing normally worn on a daily basis
   - printed in color

2. **Signed application form (can be downloaded in the 2nd step of your workflow)**

3. **Copy of Passport** *(not applicable to ERASMUS+ student mobility for studies and traineeships)*

4. **Confirmation about German or English language skills (Level B2 CEFR)**
   (if German/English is your mother tongue, we do not need a confirmation; please upload a confirmation that German/English is your mother tongue)

5. **Transcript of Records in English**

6. **Bachelor’s Certificate** *(if you want to register for a Master’s programme)*

7. **Confirmation of your supervisor at TU Graz** *(if you want to work on your Master thesis)*

After uploading all documents, the International Office will review your application. This process can take up to 14 days. If something is missing or changes are necessary, you will be contacted via email.
IV. LEARNING AGREEMENT

Please note that this does not apply to the ERASMUS+ traineeship programme!

In the next step you can search for courses taught in English. If you want to search for courses in general (German and English), please go to https://online.tugraz.at and select „courses“ in the drop down menu. If you want to search for courses of the University of Graz, please go to https://online.uni-graz.at and do the same.

If your course search has been successful, please click „Select courses“ in the next workflow step and click „Enter further courses...“.

Please note that courses will have been updated by August each year for the upcoming year of study. If you are applying for fall semester/full year of study, courses may not be up-to-date at the moment. Therefore we ask you to select courses from the current year of study. (Usually, the majority of courses are offered the next year, too.) Please select the current year of study at “Academic Year” and choose winter or summer semester. Enter the course number at “Course
unit code at the host institution”, click out of the box and the course information will be filled in automatically. If you want to search for a specific course, click on the magnifying glass and enter a search term in "Selection masks". Click on "Execute search", choose your course and tick off the box on the left side. The information of the course will be filled in automatically in your Learning Agreement.

If you are interested in taking courses at the University of Graz as well, please fill in the course unit code (number), course unit title (name), number of lessons and number of ECTS credits manually and click "Create".

Your selected courses have been added to your Learning Agreement. After finishing your course selection, please click “Back to the application workflow”.

Please click “confirm that Learning Agreement is complete” and tick off the box if you have finished your course selection.

Your Learning Agreement will be checked by TU GRAZ. If something is wrong or missing, you will be notified via email. When your Learning Agreement is complete and has been signed by the ECTS coordinator at TU GRAZ, you can download it in the next workflow step. Please print it out and get it signed by your coordinator at your home university. Please upload it then in the next workflow step.

Course registration will open before the semester starts and instructions will be given during the Orientation Events.

V. ACCEPTANCE AT TU GRAZ

If all your application documents are complete and you have uploaded your signed Learning Agreement, you will receive an email with an application package. Your Letter of Acceptance can be downloaded in your workflow in Mobility-Online.

Please note that we issue the Letter of Acceptance in digital form only. Please print it out and use the second page for your Visa/Residence Permit application at the Austrian Embassy in your home country. If you need a paper copy, please make a request via email to your programme coordinator at the TU Graz International Office.

Please note that this does not apply to the ERASMUS+ student mobility for studies and traineeships programmes.
Next steps:

A) 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.

B) 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.

C) Upload your Visa/Residence Permit

Please upload a scan of your Visa/Residence Permit.

Please note that this does not apply to the ERASMUS+ student mobility for studies and traineeships programmes.

VI. ACTIVATING YOUR ACCOUNT IN TUGRAZONLINE

You will receive an email with a PIN-code. Please go to https://online.tugraz.at. You can switch the language from German to English by clicking DE/EN in the upper right corner.

Please click “Enter your PIN code here” and enter the PIN-code, Registration number and Date of birth from the email that has been sent to you:
Your account has been activated. Now you need to upload a picture to your account in order to receive a student ID card at the beginning of the semester.

**UPLOAD A PICTURE FOR YOUR STUDENT ID CARD:**
Therefore please click “Unicard Image Upload” at your business card in TUGRAZonline system:

Your student ID card will be handed out in the first Orientation Session.
VII. EXTENSION (OPTIONAL)

It is possible to extend your stay for one semester if you have not been accepted to study for the whole academic year. 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.

VIII. END OF STAY

If your stay comes to an end, you can request a Confirmation of stay and download your Transcript of Records. It is very important to attend the „To Do’s before leaving“ Session. You will also receive an email with information about these To Do’s.

Transcript of Records: If you have finished all To Do’s before leaving, you will be able to download your Transcript of Records. Please note that it can take some time for teachers to submit your grades to the online system.