

# MANUAL for MOBILITY-ONLINE APPLICATIONS

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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 your personal basic user account 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 Basic User Account at TU Graz (first link in your email) – you will define a username and password which you need for your application
2. Open Mobility-Online to start your application (use your defined username and password from step 1)



## 1. It is necessary to create an account at TU Graz FIRST.

Please click on the first link in the email.

(1) Create an account at:

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

TUGRAZonline V2.00

### Registration - basic user

**Master data**

Mr./Mrs./Ms.

First name

Last name

Date of birth  Format: DD.MM.YYYY

Maiden name

**Account data**

E-mail address

Re-enter e-mail address

Preferred language

**Study programme data**

Are you registered or have you been registered at an Austrian university?

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'.

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.

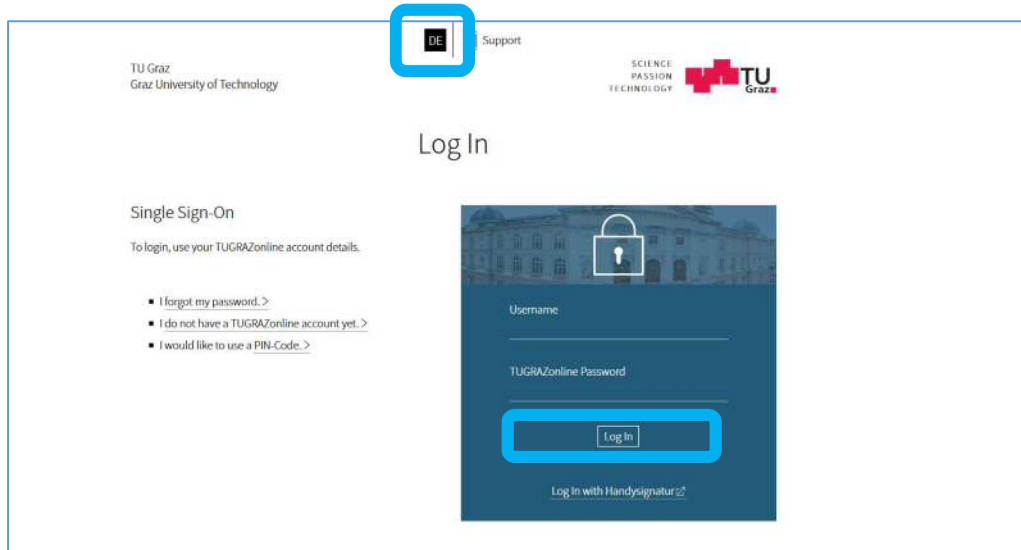
Wait for ten minutes to have the system updated.



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## 2. Open Mobility-Online to start your application

Go back to the e-mail „Nomination at Graz University of Technology“ again and click on the „Login“ 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.

### a. Application details

Necessary steps	Done	Done on	Done by	Direct access via following link
Received Nomination Email from TU GRAZ	<input checked="" type="checkbox"/>	16.01.2018	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	16.01.2018	Tester Overseas	
Application details completed	<input type="checkbox"/>			<a href="#">Complete/display application details</a>



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**Edit application** Display

Cancel Forward to update

Here you can see all details regarding your application. If you want to change or complete your application data please click on the the button 'Forward to update' at the bottom of this page.

**Application Details**

Type of applicant:  Incomings  Outgoings \*

Type of person:  Student  Staff \*

Academic year: 2018/2019

Exchange Programme: OverSEAs

Semester: WS 2018/2019

**Personal Details**

Last name: Overseas \*

First name: Tester \*

Date of birth (dd.mm.yyyy): 02.09.1989 \*

Gender:  Male  Female \*

Email Address: testerverseas@gmail.com \*

Alternative email address: \*

Nationality: <-- Please select --> \*

**Data concerning the current study**

Country of the sending institution: Chile

Sending institution: CL VALPA-EXT-03 - Universidad Tecnica Federi... \*

Number of study semesters until the start of study abroad period: \*

Current Study/Degree programme:  Bachelor  Master \*

Name of the study programme at the Home University: \*

Have you already been studying abroad:  Yes  No

**Data concerning the stay abroad**

Host country: Austria

Receiving institution: GRAZ02 - Graz University of Technology

Study/Degree programme: <-- Please select --> \*

**Language skills**

Mother tongue: <-- Please select --> \*

Language of instruction at the sending institution: <-- Please select --> \*

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 and complete the next steps one by one.

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

## b. Application documents

As a next step you are asked to upload some documents as **pdf files**.

### List of Application Documents:

- (1) Passport photo (a portrait picture of yourself), in colour, max  
Criteria: jpeg, png or gif file with max. 500x500 pixel, in colour
- (2) Signed application form (can be downloaded in the 2nd step of your workflow)
- (3) Copy of your Passport or ID card (front side and back side)
- (4) Confirmation about German or English language skills (Level B2 CEFR)  
(if German/English is your mother tongue, please refer to your passport instead)
- (5) Transcript of Records in English
- (6) Bachelor's Diploma 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 some days. If something is missing or changes are necessary, you will be contacted via email.



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## IV. LEARNING AGREEMENT

In the next step you will create your Learning Agreement. This Learning Agreement is an aviso about the courses you plan to take at TU Graz, and a promise of your home university that they will acknowledge the ECTS earned at TU Graz with these courses. In order to proof this, it has to be signed from all 3 parties: yourself, your home university, and TU Graz. Once arrived at TU Graz you have the chance to change your course selection.

About course selection, please read the information given in the webpage of your exchange programme at TU Graz.

If you want to search for courses in general (German and English), please go to <https://online.tugraz.at> and select „courses“ in the search bar. You can search for courses entirely taught in English here: [www.tugraz.at/go/search-courses](http://www.tugraz.at/go/search-courses). In the TU Graz webpage about your exchange programme you will find detailed information how to find the best courses for you.

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



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Please note that courses are updated in July each year for the upcoming year of study, so if you apply 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, most 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, and your selected courses will be added to your Learning Agreement.

After finishing your course selection, please click “Back to the application workflow”, then click “Confirm that Learning Agreement is complete” and tick the checkbox.

Please follow the steps in your Mobility-Online application workflow to upload your signed learning agreement.

## V. ACCEPTANCE AT TU GRAZ

### Letter of Acceptance

When all your application documents are complete and you have uploaded your signed Learning Agreement you will receive an email, asking you to download your Letter of Acceptance in your workflow in Mobility-Online. Please note that we issue the Letter of Acceptance in digital form only.

Please use this letter for your Visa/Residence Permit application at the Austrian Embassy in your home country, if needed. If you need a paper copy, please make a request via email to your programme coordinator at the TU Graz International Office.

### 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.



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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 given by e-mail. Once the ÖH fee has been paid you will receive an e-mail including your PIN-code (4 digits).

### Activate your TUGRAZonline account

When you have received the e-mail with the PIN-code please follow these steps to get your account fully activated:

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

You are directed to the following page:

DE | Support

TU Graz  
Graz University of Technology

SCIENCE  
PASSION  
TECHNOLOGY

TU  
Graz

## Log In

Single Sign-On

To login, use your TUGRAZonline account details.

- [I forgot my password.](#)
- [I do not have a TUGRAZonline account yet.](#)
- [I would like to use a PIN-Code.](#)

Username

TUGRAZonline Password

Log In

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:

TUGRAZonline

### Account - Validate PIN Code

Students

**PIN code**

(you can pick it up personally in the registration office)  
Information for a successful start my studies: [Welcome Days](#)

**Registration number**

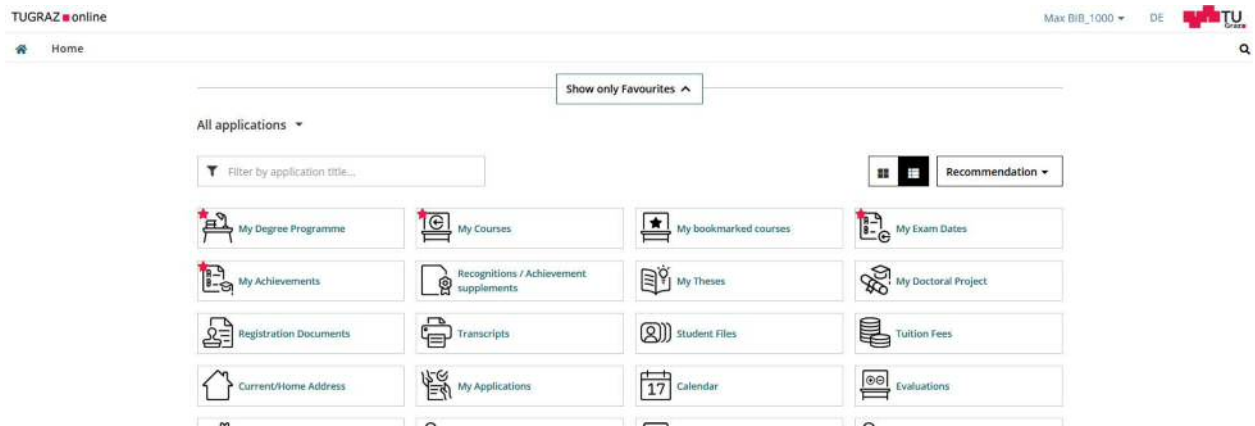
**Date of birth**  Format: DDMMYYYY

Save Cancel

  
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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”. Now you should have successfully activated your account.

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](#)



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

Don't forget to also complete all the necessary steps in Mobility Online:

- Add the information if you participate in the German Intensive Course prior to semester start
- Add your postal address and phone number in Graz.
- *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.

## VI. 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.

## 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: When you have finished all your exams and all your results are published 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.



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