

How to Complete the Online Application for ERASMUS+ Traineeships

Please read the following instructions thoroughly before you start working on the online application.

Deadlines for student's registration:

To be registered as a student of TU Graz you have to fill in the online application by **1 November for the winter semester** and **1 April for the summer semester**. Please note that you have to submit the online application at least **one month before your traineeship starts**.

Filling in the online application

Use the link that you received by email and click on the "log in" button.

Your access code will be verified and you will be forwarded to the online application. You can switch languages (German / English) by using the flag button on the left.

You can access the application several times, using the same access code. Do not forget to save the data that you have already entered before closing the online application with the save button on the bottom of the template.

- Please check if your **last name** and **first name** have been spelt correctly. Then fill in **date of birth** and indicate your **sex, nationality and home address** by filling all fields with an asterisk (*).
- You need to upload a digital **picture** of yourself which will be printed onto your student ID card (TU Graz card). Use the button "upload picture" and then click on "Durchsuchen" for search.
- **semester:** Please choose the correct period of your stay according to the expected dates of your traineeship at TU Graz (winter semester, summer semester or year of study).
- **partner institution:** Please click on the button and enter the city of your home university and click the search button, then select from the drop down menu.
- **Field of studies at TU Graz:** Click on the "search and add field of study" button. For a list of study programmes see:
https://online.tugraz.at/tug_online/studienplaene.studienrichtungen?corg_nr=&csprache_nr=2&csj_nr=&cmode=&pStatusTyp=N&pGrouping=A
 Please choose the field of studies which is most close to your studies at your home university by choosing a field of studies from the bachelor section, even if you are in the master programme already. Otherwise you will have to submit a bachelor's diploma for registration.
- In the following fields, put in the expected dates of the **beginning** and the **end of your stay**.

Do not tick the checkbox “I confirm data in the form as complete and correct” now. Please tick the checkbox only when you have completed the whole application template. **You cannot change your data afterwards!** First you have to fill in the “additional information” section:

- **Institute at TU Graz:** Please insert the number and full name of the institute of TU Graz where you will do your traineeship.
- **Mentor at TU Graz** Please insert the full name and position of your mentor at TU Graz.
- **Emergency contact:** Please give contact data of a relative or very close friend whom we should contact in case of emergency. This person should be able to communicate in either German or English.
- **University Entry Survey UStat 1:** This part of the online application is about statistical data that all students need to fill out when they first register at Graz University of Technology.

When you have completed the online application, please tick the checkbox **confirm data in the form as complete and correct** and click the save button.

To finish your online application, please send an e-mail to gitte.cerjak@tugraz.at and notify us of your application.