

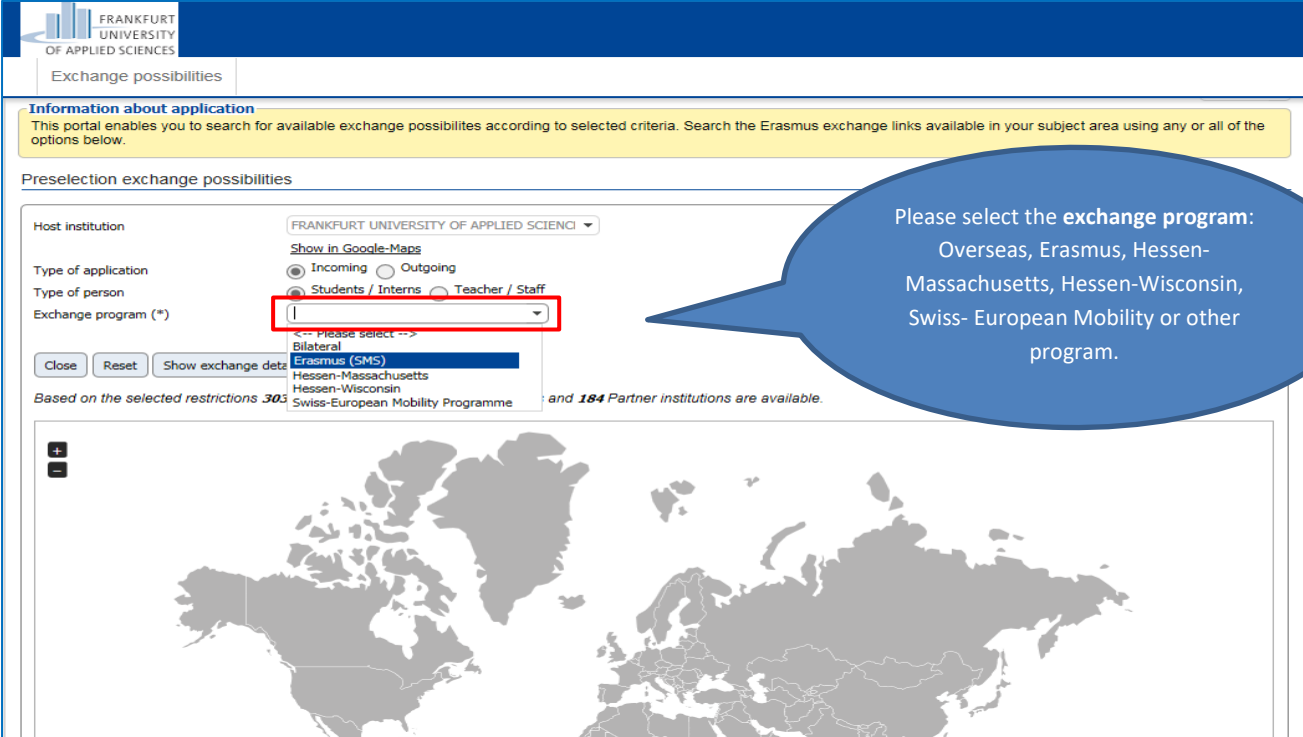
Online Application for incoming exchange students

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1. World Map

On the website of the [FRA UAS](#) under [Quicklinks > International > Incomings > Exchange Semester > Application > 2. Fill out our online application](#) click on the link [Online Application](#).



FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Exchange possibilities

Information about application
This portal enables you to search for available exchange possibilities according to selected criteria. Search the Erasmus exchange links available in your subject area using any or all of the options below.

Preselection exchange possibilities

Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Show in Google-Maps

Type of application: Incoming Outgoing


Type of person: Students / Interns Teacher / Staff

Exchange program (*): Please select

Close Reset Show exchange details

Based on the selected restrictions **303** and **184** Partner institutions are available.

Map showing the world.



Preselection exchange possibilities

Country (*): Finland

Home institution (*): Please select

Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Faculty (*): Please select

Type of application: Incoming Outgoing

Type of person: Student Teacher

Exchange program (*): Erasmus (SMS)

Study field (*): Business Administration

Academic year (*): Please select

Study level (*): Bachelor Master PhD

Close Reset Show exchange details

Based on the selected restrictions **5** Exchange possibilities in **1** Countries, **5** Partner institutions and **1** Study fields are available.

Map showing the world with a marker for Laurea University of Applied Sciences.

Preselection exchange possibilities

Country (*)

Home institution (*)

Host institution [Show in Google-Maps](#)

Faculty (*)

Type of application Incoming Outgoing

Type of person Student Teacher

Exchange program (*)

Study field (*)

Academic year (*)

Study level (*) Bachelor Master PhD

After choosing all the fields, click "Show exchange details"

2. Choose your study fields

Exchange program: Erasmus (SMS)
 Faculty: Wirtschaft und Recht
 Partner institution: Laurea University of Applied Sciences
 Type of application: Incoming
 Academic year: 2016/2017
 Home institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES
 Type of person: Student
 Country: Finland
 Study level: Bachelor
 Study field: Betriebswirtschaft

Move your cursor to your study field and click on the green LED lamp.

To apply for the listed Study Field in a Partner Institution, click on the green LED lamp.
 Red marked agreements are not accepting applications at this time!
 Display details of this cooperation or this partner institution

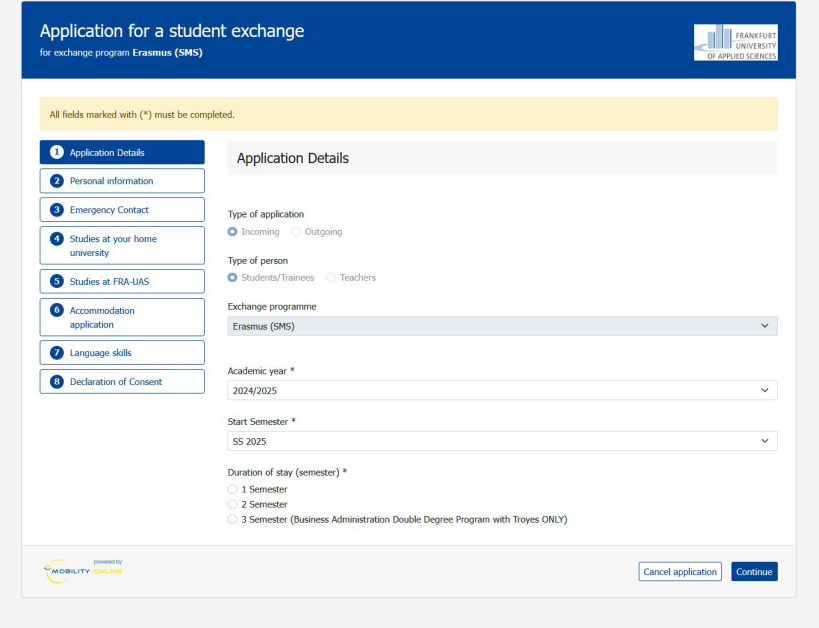
Show entries Search:

	Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field
	Wirtschaft und Recht	FB 3	Finland	Laurea University of Applied Sciences	VANTAA06	Accounting and Finance
	Wirtschaft und Recht	FB 3	Finland	Laurea University of Applied Sciences	VANTAA06	Aviation Management (MBA)

3. Online Application Form

Please fill out all required fields. The online application form consists of:

- Application details



Application for a student exchange
for exchange program Erasmus (SMS)

All fields marked with (*) must be completed.

1 Application Details

Application Details

Type of application
 Incoming Outgoing

Type of person
 Students/Trainees Teachers

Exchange programme
 Erasmus (SMS)

Academic year *
 2024/2025

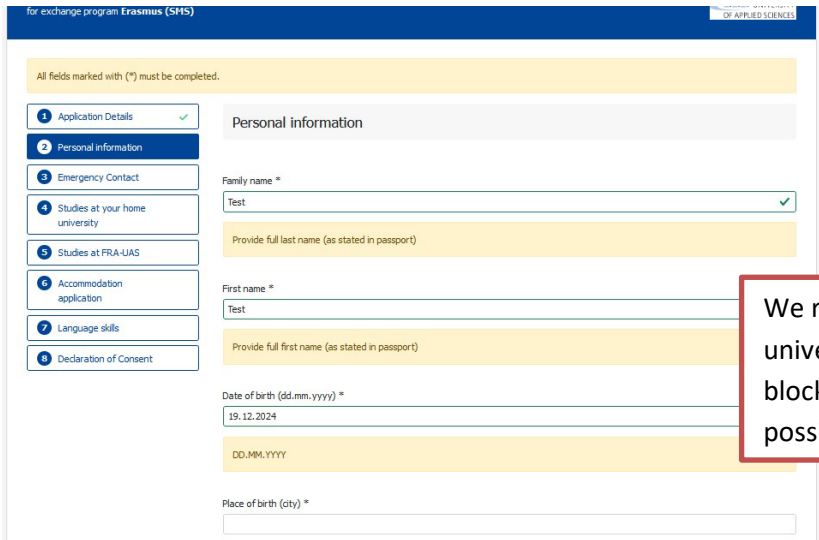
Start Semester *
 SS 2025

Duration of stay (semester) *
 1 Semester
 2 Semester
 3 Semester (Business Administration Double Degree Program with Troyes ONLY)

MOBILITY ONLINE powered by

Cancel application Continue

- Personal data



Application for a student exchange
for exchange program Erasmus (SMS)

All fields marked with (*) must be completed.

1 Application Details ✓

2 Personal information

3 Emergency Contact

4 Studies at your home university

5 Studies at FRA-UAS

6 Accommodation application

7 Language skills

8 Declaration of Consent

Personal information

Family name *
 Test ✓
 Provide full last name (as stated in passport)

First name *
 Test
 Provide full first name (as stated in passport)

Date of birth (dd.mm.yyyy) *
 19.12.2024
 DD.MM.YYYY

Place of birth (city) *

We recommend you NOT to use a university email address. They usually block our e-mails. Use a private e-mail, if possible.

- Contact person in case of emergency

Application for a student exchange
for exchange program Erasmus (SMS)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✗
3 **Emergency Contact**
4 Studies at your home university
5 Studies at FRA-UAS
6 Accommodation application
7 Language skills
8 Declaration of Consent

Emergency Contact

Family name *

First name *

E-mail address *

Relationship *

Phone number of the contact person *

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Previous Continue

- Studies at your home university

Application for a student exchange
for exchange program Erasmus (SMS)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✗
3 Emergency Contact ✓
4 **Studies at your home university**
5 Studies at FRA-UAS
6 Accommodation application
7 Language skills
8 Declaration of Consent

Studies at your home university

Country of home university
Italy

Home university
ROMA01 - Sapienza University of Rome

Faculty/Department at home institution *

Study program at home institution *

Intended degree *
<-- Please select -->

- Studies at FRA-AUS

Application for a student exchange
for exchange program Erasmus (SMS)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✓
3 Emergency Contact ✓
4 Studies at your home university ✓
5 **Studies at FRA-UAS**
6 Accommodation application ✗
7 Language skills
8 Declaration of Consent

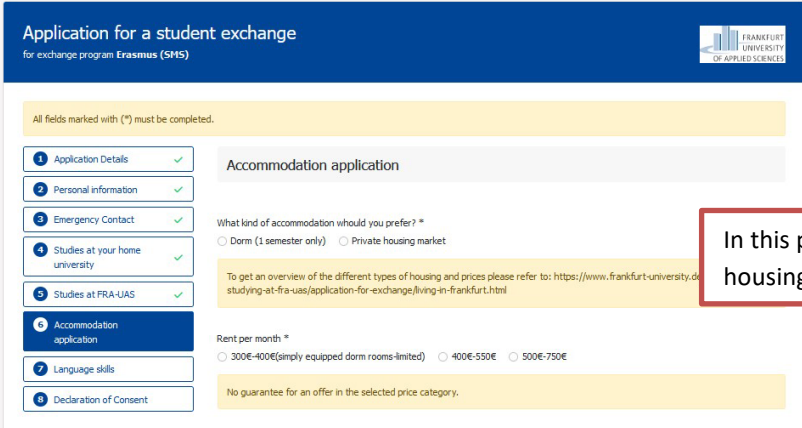
Studies at FRA-UAS

Host Country
Germany

Host University
FRANKFU04 - FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Faculty/Department
FB 1 - Architecture, Civil Engineering, Geomatics

- Accommodation



Application for a student exchange
for exchange program Erasmus (SM5)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✓
3 Emergency Contact ✓
4 Studies at your home university ✓
5 Studies at FRA-UAS ✓
6 Accommodation application
7 Language skills
8 Declaration of Consent

Accommodation application

What kind of accommodation would you prefer? *

Dorm (1 semester only) Private housing market

To get an overview of the different types of housing and prices please refer to: <https://www.frankfurt-university.de/studying-at-fra-uas/application-for-exchange/living-in-frankfurt.html>

Rent per month *

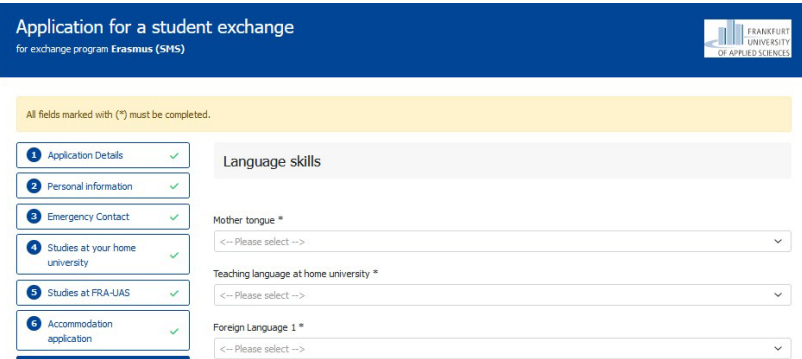
300€-400€(simply equipped dorm rooms-limited) 400€-550€ 500€-750€

No guarantee for an offer in the selected price category.

What is the maximum amount in rent that you are able to pay per month? *

In this part of the application you apply for housing.

- Language Skills



Application for a student exchange
for exchange program Erasmus (SM5)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✓
3 Emergency Contact ✓
4 Studies at your home university ✓
5 Studies at FRA-UAS ✓
6 Accommodation application ✓
7 Language skills
8 Declaration of Consent

Language skills

Mother tongue *

<-- Please select -->

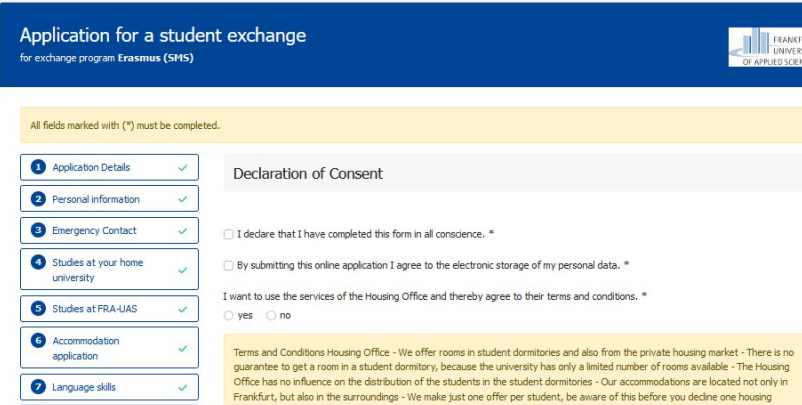
Teaching language at home university *

<-- Please select -->

Foreign Language 1 *

<-- Please select -->

- Declaration of consent



Application for a student exchange
for exchange program Erasmus (SM5)

All fields marked with (*) must be completed.

1 Application Details ✓
2 Personal information ✓
3 Emergency Contact ✓
4 Studies at your home university ✓
5 Studies at FRA-UAS ✓
6 Accommodation application ✓
7 Language skills ✓
8 Declaration of Consent

Declaration of Consent

I declare that I have completed this form in all conscience. *

By submitting this online application I agree to the electronic storage of my personal data. *

I want to use the services of the Housing Office and thereby agree to their terms and conditions. *

yes no

Terms and Conditions Housing Office - We offer rooms in student dormitories and also from the private housing market - There is no guarantee to get a room in a student dormitory, because the university has only a limited number of rooms available - The Housing Office has no influence on the distribution of the students in the student dormitories - Our accommodations are located not only in Frankfurt, but also in the surroundings - We make just one offer per student, be aware of this before you decline one housing opportunity - We are not able to place every student in the cheapest housing option due to limited capacities - The Housing Office

At the end please fill in the declaration of consent and click on " Send Application".

Cancel application

MOBILITY-ONLINE
powered by

Send application



4. Confirmation

Von: International Office FRA-UAS <noreply@io.fra-uas.de>
Date: Do., 6. Mai 2021, 16:20
Subject: Confirmation of Application
To:

Dear Incoming,
Thank you very much for your interest in studying at Frankfurt University of Applied Sciences.

In order to further process your application, could you please register with MOBILITY-ONLINE via the attached link and username. You will receive a password, which should include at least one digit and one capital letter.
Please complete your personal data after the registration.
If you have any further questions, don't hesitate to contact me.

Best regards,
Frankfurt UAS International Office

[To register on Mobility-Online, please click on this link](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1108154227&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3012&spr_id=579)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1108154227&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3012&spr_id=579

Then you will receive an email from the International Office. Click on the link to register for Mobility-Online. If the first link is not available, click on the other link.

4.1 Input Registration Number

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail

Please confirm your entries and press the button **[Continue]**

Registration number *
Date of birth (dd.mm.yyyy) *

English

The registration code is entered automatically so you only have to enter your **date of birth**.

4.2 Input User Name and Password

Step 2 of 2 - Input User Name and Password

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login
Password
Repeat password

The password must be at least 6 characters long, have at least one number, at least one capital letter and no special characters. After creating your password press **'Continue'**.

Once the registration is successful, click on **'Login to Mobility-Online'**. You will receive a confirmation email

Registration successful

Action successful!

4.3 Registration Confirmation

Von: International Office FRA-UAS <noreply@io.fra-uas.de>
Date: Do., 6. Mai 2021, 16:54
Subject: Confirmation of Registration
To:

Dear Ms. Student,
Thank you for registering with Mobility-Online. Please use the link below for future access to Mobility-Online.
To complete your application, please collect the documents listed on our [website](#) and upload them in Mobility-Online.

May, 1st for winter semester entry (September until the end of February)
November, 1st for summer semester entry (March until the End of July).
All documents need to be uploaded by the deadline listed above.
If you have any further questions, just send us an e-mail.
We look forward to receiving your application documents and to welcoming you to Frankfurt.
Kind regards,
Frankfurt UAS International Office

Login: TestEL
[Login](#)

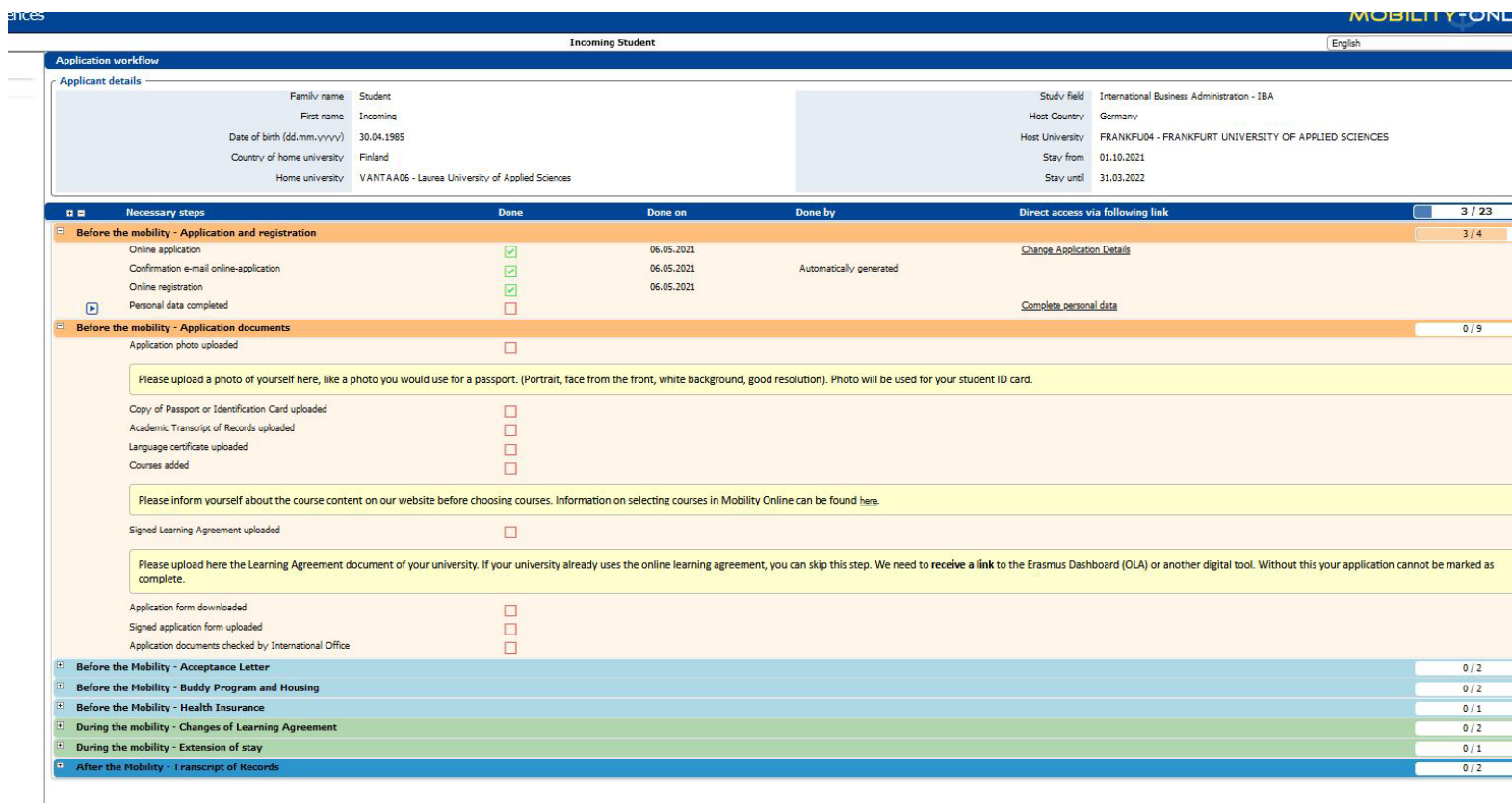
https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=FRANKFU04&ben_login=TestEL



You haven't received the email above? Please send us an email: incoming.exchange@io-fra-uas.de

5. Online-Portal

After you are registered you can log into your personal application workflow.



The screenshot shows the 'Incoming Student' application workflow in the Mobility-Online portal. The interface includes a header with 'MOBILITY-ONLINE' and 'Incoming Student' tabs, and a language selector set to 'English'. Below the header is the 'Application workflow' section, which is divided into 'Applicant details' and 'Necessary steps'.

Applicant details:

Family name	Student	Study field	International Business Administration - IBA
First name	Incoming	Host Country	Germany
Date of birth (dd.mm.yyyy)	30.04.1985	Host University	FRANKFU04 - FRANKFURT UNIVERSITY OF APPLIED SCIENCES
Country of home university	Finland	Stay from	01.10.2021
Home university	VANTAA06 - Laurea University of Applied Sciences	Stay until	31.03.2022

Necessary steps:

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Before the mobility - Application and registration					3 / 23
Online application	<input checked="" type="checkbox"/>	06.05.2021		Change Application Details	3 / 4
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	06.05.2021	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	06.05.2021			
Personal data completed	<input type="checkbox"/>			Complete personal data	
Before the mobility - Application documents					0 / 9
Application photo uploaded	<input type="checkbox"/>				
Please upload a photo of yourself here, like a photo you would use for a passport. (Portrait, face from the front, white background, good resolution). Photo will be used for your student ID card.					
Copy of Passport or Identification Card uploaded	<input type="checkbox"/>				
Academic Transcript of Records uploaded	<input type="checkbox"/>				
Language certificate uploaded	<input type="checkbox"/>				
Courses added	<input type="checkbox"/>				
Please inform yourself about the course content on our website before choosing courses. Information on selecting courses in Mobility Online can be found here .					
Signed Learning Agreement uploaded	<input type="checkbox"/>				
Please inform here the Learning Agreement document of your university. If your university already uses the online learning agreement, you can skip this step. We need to receive a link to the Erasmus Dashboard (OLA) or another digital tool. Without this your application cannot be marked as complete.					
Application form downloaded	<input type="checkbox"/>				
Signed application form uploaded	<input type="checkbox"/>				
Application documents checked by International Office	<input type="checkbox"/>				
Before the Mobility - Acceptance Letter					0 / 2
Before the Mobility - Buddy Program and Housing					0 / 2
Before the Mobility - Health Insurance					0 / 1
During the mobility - Changes of Learning Agreement					0 / 2
During the mobility - Extension of stay					0 / 1
After the Mobility - Transcript of Records					0 / 2

5.1 Personal Data

In the first step you have to **complete your personal data**

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online application	<input checked="" type="checkbox"/>	06.05.2021		Change Application Details
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	06.05.2021	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	06.05.2021		
Personal data completed	<input type="checkbox"/>			Complete personal data
Before the mobility - Application documents				

Just click the link on the **right side** of the workflow. Until you complete this step, you cannot get to the next steps.

Edit personal data

Personal details

Last name: Test

First name: Test

First name (official):

Academic title:

Gender: Male Female

Date of birth: 06.03.1990

E-Mail address: test@io.fra-uas.de

Nationality: Austria

Second nationality: <-- Please select -->

Communication language: English

Permanent address details

Street:

Country: Austria

Post code:

City:

c/o:

Additional address information:

Telephone number:

Mobile phone number:

Back to the application workflow

The red fields need to be filled, then click 'Create'. You can now return to the application workflow.

After you completed the personal data, you will see that this step is now checked complete with a ✓

Online registration	<input checked="" type="checkbox"/>	06.05.2021		
Personal data completed	<input checked="" type="checkbox"/>	06.05.2021	Incoming Student	Complete personal data

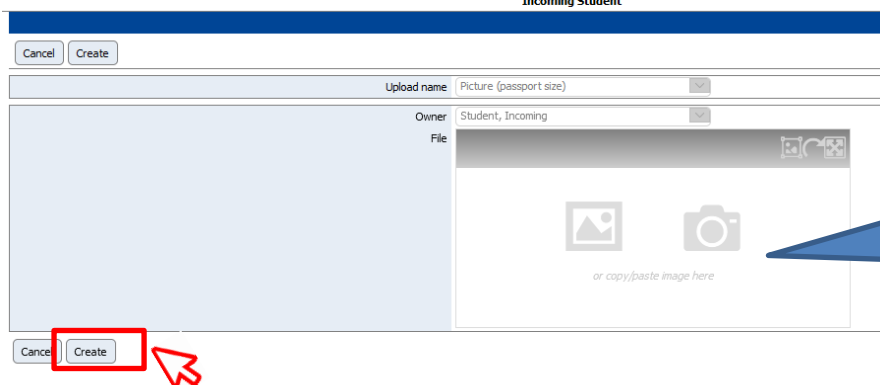
5.2 Upload photo

You are now at the step ,**Upload application photo**'.

This photo will be used for your student ID. Please upload a picture you'd use for an official document such as a passport or ID.

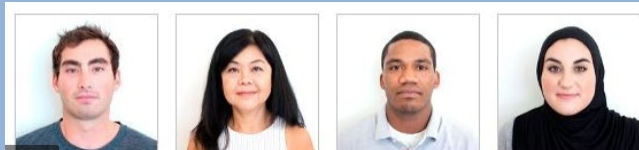


Click the Link on the right side to proceed.



Enter the file by clicking the picture symbol or camera symbol. You can upload a photo or take one with your PC camera. If you are done, click 'Create'.

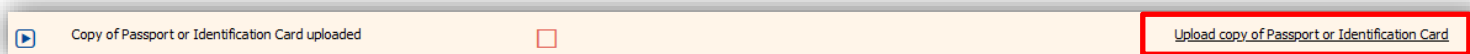
Photo should be in front of a light background, face towards camera.
For example



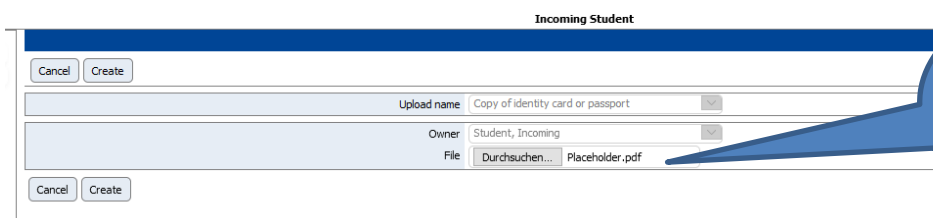
5.3 Passport copy

You are now at the step ,**Upload copy of passport or identification card**'.

Please upload a scan of your valid passport. (European students can upload a scan of their national ID Card instead).



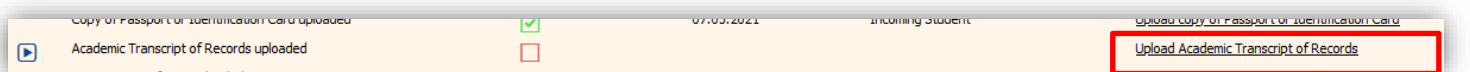
Click the Link on the right side to proceed



Enter the file by clicking the box behind 'File', then click on 'Create'.

5.4 Academic Transcript of Records

Upload the record of previously passed courses at your home university



5.5 Bachelor Certificate (if you have a Bachelor's degree and are doing graduate courses)

If you are a graduate student, please upload your Bachelor's certificate in this step.

If you are doing 5-year study program (combined Bachelor and Master), please upload your transcript of records again in this step.

Academic Transcript of Records uploaded	<input checked="" type="checkbox"/>	07.05.2021	Incoming Student	Upload Academic Transcript of Records
Bachelor Degree certificate uploaded	<input type="checkbox"/>			Upload copy of Bachelor Degree certificate

5.6 Language Certificate

- Upload proof of English language skills if you choose courses taught in English. The proof should be an official test certificate or confirmation, **not older** than 2 years. **Required Level: B2** (Common European Reference Framework)

This certificate is not required for native English speakers

- Upload proof of German language skills if you choose courses taught in German. The proof should be an official test certificate or confirmation, **not older** than 2 years. **Required Level: B2** (Common European Reference Framework)

This certificate is not required for native German speakers

Language certificate uploaded	<input type="checkbox"/>			Upload language certificate
-------------------------------	--------------------------	--	--	-----------------------------

5.7 Adding your courses

To complete this step, please follow the [guide on how to add courses to Mobility Online](#).

Courses added	<input type="checkbox"/>			Add courses to Learning Agreement
Please inform yourself about the course content on our website before choosing courses. Information on selecting courses in Mobility Online can be found here .				

5.8 (only ERASMUS students) download/ upload Course Overview

After entering your courses (step 5.7), **download** (print) the course overview and **re-upload** it in the following step without any changes.

Selected Courses - Overview printed	<input checked="" type="checkbox"/>	10. 11. 2023	Print Overview Selected Courses
Selected Courses - Overview uploaded	<input checked="" type="checkbox"/>	31. 10. 2023	Selected Courses - Upload overview

FRANKFURT
UNIVERSITY
OF APPLIED SCIENCES

Overview Selected Courses for ERASMUS stay
Important: This is not your official learning agreement.
The official learning agreement has to be sent digitally through your home university.
Please contact your home university about questions on your digital learning agreement.
We need to receive your digital learning agreement until the application deadline.

Academic Year: 2023/2024

Personal Data	
Last Name:	Field of Study: International Business Administration
First Name:	Home Institution:
Date of birth:	Country: France

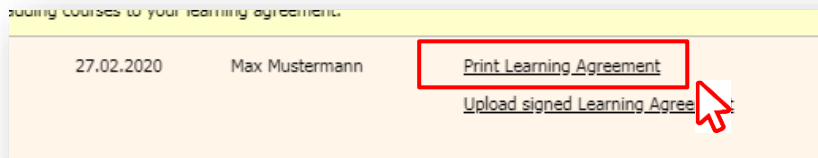
Course Code	Course unit title	Semester	ECTS Credits
I&A-314	Financial and Management Accounting III	spring	5,00
IF-418	Accounting for Finance	spring	5,00
I&A-421	International Marketing	spring	5,00
I&A-423	International Finance	spring	5,00
1755	Business English	spring	5,00
			25,00

Date: 13.11.2023

Please do not upload your actual Learning Agreement here, only the Course Overview

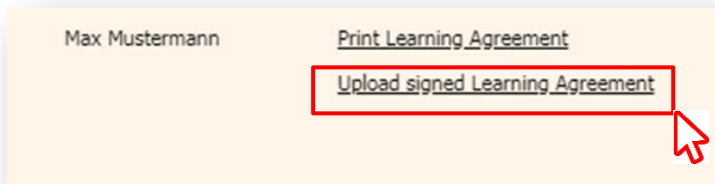
5.9 (Only Overseas/ Freemover/ Hessen Programs) – download/upload Learning Agreement

After entering your courses (step 5.7) , click on “Print Learning Agreement”



Print your learning agreement, sign it and **collect the signature** from the responsible person of your Home University.

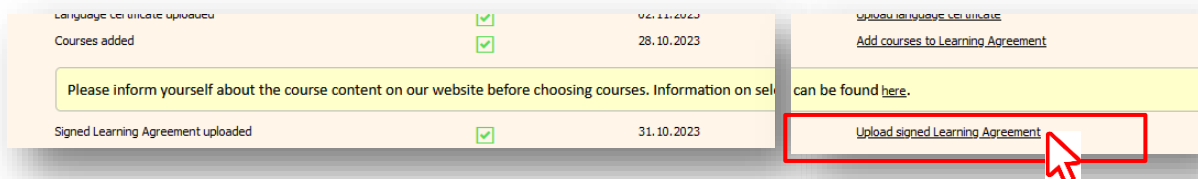
After your learning agreement has been signed by you and your home university, **upload it** as a PDF document to Mobility Online and proceed with the application process.



5.10 (Only Swiss European Mobility/ KA 171) – Upload Learning Agreement

After entering your courses (see step 5.7), **please upload** the PDF Learning Agreement provided by your home university. The courses should be the same as entered under 5.7

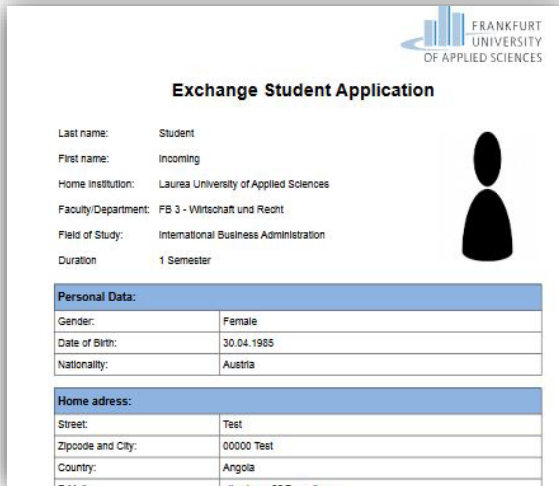
The Learning Agreement needs to be signed by you and your home university before the upload.



5.11 Application form

After completing all steps above, you'll need to **download** the application form, **sign** it and **upload** it in the next step of your pipeline „Signed application form uploaded“. Digital signatures are also accepted.

Application form downloaded	✓	21.06.2021	TEST TEST INC	Download and sign application form
Signed application form uploaded	✓	21.06.2021	TEST TEST INC	Upload signed application form



Exchange Student Application

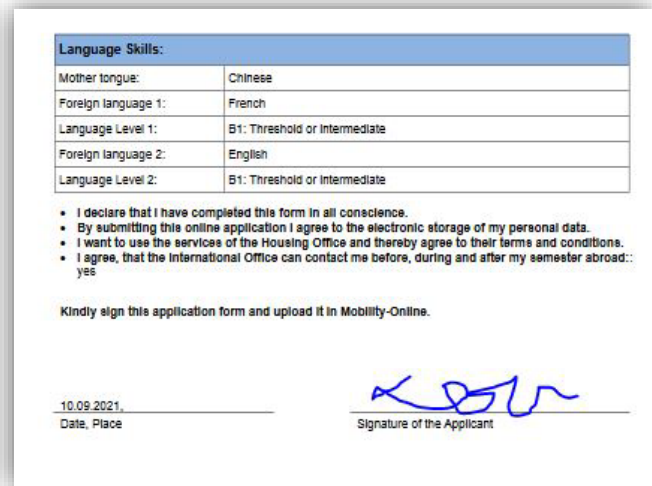
Last name: Student
 First name: Incoming
 Home institution: Laurea University of Applied Sciences
 Faculty/Department: FB 3 - Wirtschaft und Recht
 Field of Study: International Business Administration
 Duration: 1 Semester

Personal Data:

Gender:	Female
Date of Birth:	30.04.1985
Nationality:	Austria

Home address:

Street:	Test
Zipcode and City:	00000 Test
Country:	Angola
E-Mail:	elisa.lange@fhs.com



Language Skills:

Mother tongue:	Chinese
Foreign language 1:	French
Language Level 1:	B1: Threshold or Intermediate
Foreign language 2:	English
Language Level 2:	B1: Threshold or Intermediate

- I declare that I have completed this form in all conscience.
- By submitting this online application I agree to the electronic storage of my personal data.
- I want to use the services of the Housing Office and thereby agree to their terms and conditions.
- I agree, that the International Office can contact me before, during and after my semester abroad: yes

Kindly sign this application form and upload it in Mobility-Online.

10.09.2021, _____
 Date, Place

Signature of the Applicant

5.12 Documents complete/ Incomplete

The international Office is in charge of the next step. We will be checking all your application documents. If all your **documents are all fine**, you'll receive a confirmation E-Mail that your application is complete.

Application documents checked by International Office	✓	02.07.2021	Elisa Lange
E-mail about complete application documents received	✓	02.07.2021	Elisa Lange

In case **documents are not correct**, you will receive an E-Mail explaining what changes need to be done in your application. After completing the changes, you will need to check a box confirming the correction so that we can review your documents again. If all documents are correct, you will receive a confirmation E-Mail that your application is complete.

Important: After the application deadline all applications need to be reviewed from the respective faculties. **This process can take up to 4 weeks after the application deadline.**

6 Learning Agreement

6.1 For Erasmus students

→ We recommend you to first choose the courses on Mobility Online and to send us the digital learning agreement only after you've received the e-mail that your application is complete.

- Use the **digital tool** provided by your **Home University** to fill out the digital learning agreement (DLA)
It is important that you ask your home university what tool to use for this step.
- When filling out the DLA enter as receiving responsible person and receiving administrative contact person:
 - First name: Elisa
 - Last Name: Lange
 - Position: Incoming Exchange Student Advisor
 - E-Mail: incoming.exchange@io.fra-uas.de
 - Phone: +49 69 1533 – 3847
- Don't forget to add exactly the same courses you added to Mobility Online, otherwise you'll need to fill it out again and correct the courses
- After you fill out the DLA, it will be sent to your Home University for signature and after they sign it, we'll receive it
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices
- If your University does not use an online tool, we can also accept PDF learning agreements

6.2 For all other programs – Overseas, Freemover, Hessen Programs

- First add the courses you want to attend during your exchange semester as explained on step 5.7
- A learning agreement will be automatically generated
- Sign the document and send it to your Home University for signature and upload it to Mobility Online
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices

6.3 Swiss European Mobility Program /KA 171

- First add the courses you want to attend during your exchange semester as explained on step 5.7
- Your home university should provide you with a PDF Learning Agreement that you need to fill in with the courses for your stay. Fill in the courses as selected in Mobility Online.
- Sign the document and send it to your Home University for signature and upload it to Mobility Online
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices

Quick overview about all requested documents:

- ✓ **Copy of Passport:** Please upload a scan of your passport (European students can upload a scan of their national ID Card instead).
Please note: Driver's License or Student ID are NOT sufficient forms of identification.
- ✓ **Application photo:** Please upload a biometric passport picture (for examples, check page 10 of this guide Please don't upload your entire passport).
- ✓ **Transcript of records:** An overview of your previously passed courses (in English or German).
- ✓ **Bachelor's degree** (if you have selected a graduate program during application)
- ✓ **Language certificate:**
 - Proof of your English level if your courses are taught in English. The proof should be an official test certificate or a document from your University. It should follow the Common European Reference Framework for languages (at least level B2).
This certificate is not required for native English speakers
 - Proof your German language skills if your courses are taught in German. The proof should be an official test certificate or a document from your University. It should follow the Common European Reference Framework for languages (at least level B2).
- ✓ **Learning Agreement:**
 - Overseas/Freemover/Hessen program students: Enter in Mobility Online your course choices ([check the guide on how to do that](#)). Your Learning Agreement will be automatically generated. You need to print this document out, sign it, contact the coordinator from your Home University and ask for the required signature. Upload the signed document on Mobility Online.
 - Erasmus students (Europe): Enter in Mobility Online your course choices ([check the guide on how to do that](#)). Fill out the Erasmus digital Learning Agreement (OLA) or PDF Learning Agreement. Be sure to add exact the same courses you added on Mobility Online.
 - Swiss European Mobility/ KA 171. Upload a PDF LA from your home university with all required signatures.
- ✓ **Application form printed:** Print out the application form and sign it.
- ✓ **Signed application form uploaded:** Upload the signed application form.

Please note: [All the documents except application photo must be uploaded in PDF file!](#)