Application Steps for ERASMUS+ Outgoings

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1. World Map

On the website of the Frankfurt University of Applied Sciences International Office you will find the link for our world map with all the exchange opportunities. It's best to use the **Mozilla Firefox Browser** to open the link.

The world map will now show you all the exchange opportunities in Europe for your field of study. If you place the cursor on the blue dots, the names of the partner universities will pop up.

Click the „+" symbol to enlarge the world map.

With the drop-down menu „**Country**" and "**Partner institution**" you will narrow down your selection. Afterwards select your "**Study level**" (Bachelor, Master or PhD)

Select „**Show details**" to receive more information about your chosen partner institution and to apply for an exchange spot.

1. Selection of the University

To apply for the listed Study Field in a Partner Institution, click on the **green LED lamp**.

Should there **not be** an exchange opportunity listed, please contact the **International Office** (Contact: Stephanie Porter, Europa@io.fra-uas.de)

2. Online-Application

All fields marked with a (*) must be filled in. The information consists of:

✓ Application details
✓ Personal data
✓ Contact person in case of emergency
✓ Daten zu Ihrem Studium an der FRA-UAS (shown in German)

- ✔ Angaben zu Ihrem Auslandsaufenthalt (shown in German)
- ✔ Language skills
- ✔ Declaration of consent

At the end please accept the declaration of consent and click on "**Send application**".

3. Confirmation

After filling out your online application, you will receive a confirmation email about your application. Please check your **SPAM folder** just in case, since this is an automatically generated email.

Open the email and click the **shown link** to successfully end your application process. Should the first link not work, click on the **second link**.

4.1 Input Registration Number

The **registration number** will be shown automatically. Please type in your **student number** and press **"Continue"**.

4.2 Generate a User-Login and a Password

Please select a username of your choice as a **Login** and a **password**.

The password must contain at least **6 characters**, at least **one digit** and at least **one capital letter.** It **cannot contain a special character**. Afterwards click **"Continue"**.

Close window | Login to Mobility-Online

5. Online-Portal

You are now registered with the Mobility-Online portal and can upload all the requested application documents in the so called **"Pipeline"**.

5.1 Pipeline

The pipeline divides into the following:

- **Before** the mobility
- **During** the mobility
- **After** the mobility

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Before the mobility - Application documents				
Before the mobility - Examination by the International Office of Frankfurt UAS				
Before Mobility - Fewer Opportunities Top-Ups				
Before the mobility - Examination by the International Office of Frankfurt UAS				
Participation in the predeparture meeting confirmed	☐			
ERASMUS+ scholarship certification printed	☐			
Participation in the OLS language test confirmed by the student	☐			
During the mobility - Scholarships				
During the mobility - Changes of Learning Agreement				
Während des Aufenthaltes – Verlängerung des Auslandssemesters				
After the mobility - Uploading and printing of completion documents				
After the mobility - Scholarships				
After the mobility - Tasks checked by home institution				

5.2 Application and Registration

Please complete your **personal details** with information about your **permanent address**, your **current address** and your **bank details**.

You can only continue with the next steps (for example: the download of your Learning Agreement) if you have completed the personal detail section.

5.3 Uploading and printing your application documents

Once the registration is completed you can upload the required application documents. Please note that all documents (except the passport photo) need to be uploaded as a **PDF-document**.

Useful advice: On the website www.ilovepdf.com you can joint multiple PDF documents into on file.

5.3.1 Course list

Download your course list ("Download course list") and fill it in the corresponding PDF file with the courses you would like to take at the host university. You search for the courses yourself on the website of our partner universities (search for "course catalog").

Erasmus+

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Preliminary list of courses Choice 1:

Your Name:

List of proposed courses at receiving institution (Host University) and components to be replaced at the sending institution (Frankfurt University of Applied Sciences)

Term (Fall/ Spring)	Code at receiving institution	Component title at the Receiving Institution (as indicated in the course catalogue)	Number of ECTS credits	Code at sending institution	Component title at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits

Web link(s) to the course catalog at the receiving institution:

5.3.2 Language certificate

You can receive a certification of your language skills (the language you will be studying in at the host-university) in the **"department of language" (Fachsprachenzentrum)** at the Frankfurt University: https://www.frankfurt-university.de/fachbereiche/uebergreifende-angebote/fachsprachenzentrum.html

> Please upload all your documents **within the ERASMUS application deadline** (January 15th for the winter term and/or summer term, June 30th for the remaining spots in the summer term).