

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.


Information about application
This portal enables you to search for available exchange possibilities according to selected criteria.

Preselection exchange possibilities - Outgoing - Student

Home institution: FRANKFURT UNIVERSITY OF APPLIED SCI...
Faculty (*): <-- Please select -->
Type of application: Incoming Outgoing
Type of person: Student Teacher / Staff
Program (*): <-- Please select -->
Study field (*): <-- Please select -->
Academic year (*): **Erasmus (SMS)**
Country (*): Hessen-Massachusetts
Partner institution (*): Hessen-Queensland
Study level (*): Overseas Student Exchange
Swiss-European Mobility Programme

Close Reset Show details

Based on the selected restrictions 202 Exchange possibilities in 29 Countries, 121 Partner institutions and 80 Study fields are available.



Select „Erasmus (SMS)“


Information about application
This portal enables you to search for available exchange possibilities according to selected criteria.

Preselection exchange possibilities - Outgoing - Student

Home institution: FRANKFURT UNIVERSITY OF APPLIED SCI...
Faculty (*): **Architecture, Civil Engineering, Geom...**
Type of application: Incoming Outgoing
Type of person: Student Teacher / Staff
Program (*): Erasmus (SMS)
Study field (*): **Architecture (B.A.)**
Academic year (*): **2023/2024**
Country (*): <-- Please select -->
Partner institution (*): <-- Please select -->
Study level (*): Bachelor Master Doctoral studies

Close Reset Show details

Based on the selected restrictions 19 Exchange possibilities in 12 Countries, 19 Partner institutions and 4 Study fields are available.



Please select:
✓ Faculty
✓ Study field
✓ Academic year
(=when you want to go abroad)

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)

Information about application

This portal enables you to search for available exchange possibilities according to selected criteria.

Preselection exchange possibilities - Outgoing - Student

Home institution	FRANKFURT UNIVERSITY OF APPLIED SCI... ▼
Faculty (*)	Architecture, Civil Engineering, Geom... ▼
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff
Program (*)	Erasmus (SMS) ▼
Study field (*)	Architecture (B.A.) ▼
Academic year (*)	2023/2024 ▼
Country (*)	France ▼
Partner institution (*)	École Nationale Supérieure d'Architecture ... ▼
Study level (*)	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctoral studies

Close

Reset

Show details

Based on the selected restrictions 1 Exchange possibilities in 1 Countries, 1 Partner institutions and 4 Study fields are available



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

1. Selection of the University

Back to Preselection | Back to Preselection (with same selection)

Home institution FRANKFURT UNIVERSITY OF APPLIED SCIENCES
Faculty Architecture, Civil Engineering, Geomatics
Type of application Outgoing
Type of person Student
Program Erasmus (SMS)
Study field Architecture (B.A.)
Academic year 2023/2024
Country France
Partner institution The Brittany National College of Architecture
Study level Bachelor

To apply for a particular exchange possibility, click on the green symbol.
 Applications for the red marked agreements cannot be submitted at the moment.
 Display details of this cooperation or this partner institution

Show 25 entries

Home institution	Inst.No	Host country	Partner institution
<input type="radio"/> <input type="button" value="i"/> Architecture, Civil Engineering, Geomatics	FB 1	France	<input type="button" value="i"/> The Brittany National College of Architecture

Showing 1 to 1 of 1 entries

Back to Preselection | Back to Preselection (with same selection)

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

Application for a student exchange

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

All fields marked with (*) must be completed.

Application Details

Art der Person Student Teacher
Academic year 2022/2023 *
Start Semester WS 2022/23 * ?
Wie viele Semester möchten Sie im Ausland studieren?
 1 Semester
 2 Semester * ?
Exchange programme Erasmus (SMS)
Type of application Incoming Outgoing

Personal information

Family name *
First name *
Sex Male Female Diverse *
Date of birth *
Country of birth <-- Please select --> *
Place of birth (city) *
Nationality <-- Please select --> *
Matrikelnummer *
Personalausweisnummer *
E-mail address * ?
Same e-mail address for verification *

Emergency Contact

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

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

MOBILITY-ONLINE

Online registration for Mobility-Online (Erasmus (SMS))

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your matriculation number. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

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

Registration number: 121569*

Matriculation/Registration/Student number:

Back Continue English

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

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login:

Password:

Repeat 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”**.

Registration successful

Your registration was successful.
 By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

 **Action successful!**

[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	<input type="checkbox"/>			
ERASMUS+ scholarship certification printed	<input type="checkbox"/>			
Participation in the OLS language test confirmed by the student	<input type="checkbox"/>			
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.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online application	<input checked="" type="checkbox"/>	12.05.2022		Change Application Details
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	12.05.2022	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	12.05.2022		
Personal data completed	<input type="checkbox"/>			Complete personal data
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	<input type="checkbox"/>			
ERASMUS+ scholarship certification printed	<input type="checkbox"/>			
Participation in the OLS language test confirmed by the student	<input type="checkbox"/>			
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				

Personal details

Last name: (Last name must be filled in) 0/5

First name: (First name must be filled in) 0/5

First name (official):

Academic title:

Gender: Male Female Other Transsexual Other

Date of birth: (DD.MM.YYYY) 0/5

E-mail address: (Valid e-mail address! Please check the correct syntax) 0/5

Nationality: (Please select) 0/5

Second nationality:

Communication language:

Permanent address details

Street: (Street/Permanent address) must be filled in. 0/5

Additional address information:

Country:

Post code: (Post code/Permanent address) must be filled in. 0/5

City: (City/Permanent address) must be filled in. 0/5

Telephone number:

Mobile phone number:

Current address details

Copy permanent address

Street: (Street/Current address) must be filled in. 0/5

Additional address information:

Country:

Post code: (Post code/Current address) must be filled in. 0/5

City: (City/Current address) must be filled in. 0/5

Telephone number:

Mobile phone number:

Address valid to:

Bank details

Bank name: (Bank name must be filled in) 0/5

BIC/SWIFT: (BIC/SWIFT must be filled in) 0/5

IBAN: (IBAN must be filled in) 0/5

Name of the account holder: (Name of the account holder must be filled in) 0/5

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.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online application	<input checked="" type="checkbox"/>	12.05.2022		Change Application Details
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	12.05.2022	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	12.05.2022		
Personal data completed	<input checked="" type="checkbox"/>	12.05.2022	Ricarda2_Test2	Complete personal data
Before the mobility - Application documents				
Application photo uploaded	<input type="checkbox"/>			Upload application photo
Front- and backside copy of ID uploaded	<input type="checkbox"/>			
Front- and backside copy of health insurance card uploaded	<input type="checkbox"/>			
Valid enrollment certificate uploaded	<input type="checkbox"/>			
Resume / CV uploaded	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			
Academic Transcript of Records uploaded	<input type="checkbox"/>			
Language certificate uploaded	<input type="checkbox"/>			
Kursliste heruntergeladen	<input type="checkbox"/>			
List of courses uploaded	<input type="checkbox"/>			
DSGVO data processing consent form printed	<input type="checkbox"/>			
Signed consent to data processing (according to DSGVO) uploaded	<input type="checkbox"/>			
Erasmus application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			

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”).



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).