

Application Steps for ERASMUS+ Outgoing

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1. World Map

On the website of the Frankfurt University of Applied Sciences International Office you will find the <u>link</u> 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)

Preselection exchange possibilities									
Home institution	FRANKFURT UNIVERSITY OF APPLIED SCIENCES								
	Show in Google-Maps								
Faculty (*)	FB 4 - Soziale Arbeit & Gesundheit								
Type of application	Incoming Outgoing								
Type of person	Students / Interns Teacher / Staff								
Exchange program (*)	Erasmus (SMS)								
Study field (*)	Social Work								
Academic year (*)	2016/2017 🔹								
Country (*)	Czech Republic 🔹								
Partner institution (*)	UNIVERZITA HRADEC KRÁLOVÉ 🔻								
Study level (*)	Bachelor								
	Master								
	PhD								
Close Reset Show exchange details									
Based on the selected restrictions	1 Exchange possibilities in 1 Countries, 1 Partner institutions and 11 Study fields are available.								

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



2. Selection of the University

Back to Preselection Back to Preselection (with same self Exchange program Faculty Partner institution Type of application Type of person Country Study leve Study field	Back to Preselection Back to Preselection (with same selection) To apply Exchange program: Erasmus (SMS) Study File Faculty: FB 4 - Soziale Arbeit & Gesundheit Study File Partner institution: UNUVEXITA HRADEC KRÅLOVÉ Institution Type of application: Outgoing Institution Academic year: 2016/2017 Institution Home institution: FRANKPLRT UNIVERSITY OF APPLIED SCIENCES green Study level: Bacheits Republik Study level: Study level: Bacheits green									
 To apply for the listed Study Field in a Partner Institution Red marked agreements are not accepting applications i Display details of this cooperation or this partner institution 	n, click on the green LED lamp. at this time! tion									
Show 25 💌 entries			Search:							
Home institution	♦ Inst.no ♦ Host country	Partner institution	Partner no.							
SFB 4 - Soziale Arbeit & Gesundheit	FB 4 Czech Republic	UNIVERZITA HRADEC KR	ÁLOVÉ HRADEC01	Social Work						
Showing 1 to 1 of 1 entries			First Previ	ous 1 Next Last						
Back to Preselection Back to Preselection (with same selection)	ection)									

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

3. Online-Application

Application for an Erasmus exchange	FRANKFURT UNIVERSITY OF APPLIED SCIENCES
All fields marked with a (*) must be filled in.	
Application details	
Type of person	Student Teacher
Academic year	2016/2017 *
Start Semester	WS 2016/17 💌 * 🥝
Wie viele Semester möchten Sie im Ausland studieren?	 ○ 1 Semester ○ 2 Semester *
Exchange program	Erasmus (SMS)
Type of application	Incoming Outgoing

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".



4. 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

	BILITY-ONLINE
Oni	ine 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 Please confirm your entries and press the button [Continue]	de should be filled out by the system.
Registration number 154134522 * Matriculation/Registration/Student number	
Cancel 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 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

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
null
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

Frankfurt University of Applied Sciences MOBILITY-											
Reload Application Workflow Help Logout				Test English			English 💌				
▼ My Application Data ▼ My Settings	Show application work-flow Applicant details First name	Test				Last name Endeh					
	Country of host institution (first choice) Stay from	Czech Republic 22/08/2016				Host institution (first choice) HRADECDI - UNIVERZITA HRADEC (RALOVE Stay until 20/12/2016					
	Necessary steps		Done	Done on	Done by	Direct access via following link	3/34				
	Before the mobility - Application and registration						3/4				
	$^{\scriptstyle \pm}$ Before the mobility - Upload and print documents						0 / 12				
	🗄 Before the mobility - Tasks checked by home instit	ution					0/6				
	Before the mobility - Scholarships						0/1				
	During the Mobility - Changes of Learning Agreement	nt					0/3				
	During the Mobility - Extension of stay						0/1				
	Isach dem Aufenthalt - Hochladen und Drucken der Abschlussunterlagen										
	+ Nach dem Aufenthalt - Stipendien						0/1				
	After the mobility - Tasks checked by home institut	tion					0/1				

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				
🖻 Befo	Before the mobility - Application and registration								
_	Online Application Confirmation e-mail online-application Online registration		22.02.2016 22.02.2016 22.02.2016	Test English Automatically generated Test English	Change Application Details				
 Before 	Personal details completed re the mobility - Upload and print documents				Complete personal details				
🗉 Befo	Before the mobility - Tasks checked by home institution								
• Befo	re the mobility - Scholarships								
± Durir	g the Mobility - Changes of Learning Agreement								
• Durir	g the Mobility - Extension of stay					(
🖲 Nach	dem Aufenthalt - Hochladen und Drucken der Abschlussunter	lagen				(
🖲 Nach	dem Aufenthalt - Stipendien								
After	the mobility - Tasks checked by home institution								

Edit personal data	
Back to the application workflow Create	
Personal details	
Last name	English
First name	Test
First name (official)	
Academic title	
Gender	C Male Female
Date of birth	01.01.1992
E-Mail address	
Nationality	Germany
Second nationality	< Please select> 🔻
Communication language	German
Permanent address details	
Street	
Country	Germany 💌
Post code	
City	
c/o	
Additional address information	
Telephone number	
Mobile phone number	
Current address details	
	Copy permanent address
Street	
Country	Germany
Post code	
City	
city	
Additional address information	
Telephone number	
Address valid to	Choose today's date
Additess valid to	Choose today's date

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 <u>www.ilovepdf.com</u> you can joint multiple PDF documents into on file.



the mobility - Application and registration					3/4			
Online Application Confirmation e-mail online-application Online registration Personal details completed		22.02.2016 22.02.2016 22.02.2016	Test English Automatically generated Test English	Change Application Details				
the mobility - Upload and print documents					0 / 12			
Picture uploaded Printed Learning Agreement Learning Agreement uploaded Kopie Personalausweis (Vorder - und Rückseite) hochgeladen Kopie Krankenkassenkarte (Vorder - und Rückseite) hochgeladen Gütige Limatrikulationsbeschenigung hochgeladen Curriculum vitae uploaded Motavation letter uploaded Academic Transcript of Records hochgeladen Language certificate uploaded Bewerbungformular Frasma susgedruckt Signed application form uploaded								
the mobility - Tasks checked by home institution					0/6			
the mobility - Scholarships					0/1			
the Mobility - Changes of Learning Agreement					0/3			
^E During the Mobility - Extension of stay								
	the mobility - Application and registration Online registration Confirmation e-mail online-application Online registration Personal details completed the mobility - Upload and print documents Picture uploaded Pithted Learning Agreement Learning Agreement uploaded Kopie Personalusewies (Vorder - und Rudseite) hochgeladen Guitige Inmatrikulationsbeschernigung hochgeladen Guitige Unmatrikulationsbeschernigung hochgeladen Guitige Unmatrikulations	the mobility - Application and registration Online Application Confirmation e-mail online-application Online registration Personal details completed the mobility - Upload and print documents Printed Learning Agreement Learning Agreement uploaded Printed Learning Agreement to the specific and t	the mobility - Application and registration Online Application Online registration Onl	the mobility - Application and registration Online Application Online Application Online registration Onli	the wobiity - Application and registration Online registration Confirmation e mail online-application Online registration Printed Learning Agreement Printed Learning Agreement (worder- und Rubbele) hordgeladen Guitge Inmatrikulationsbachengung hordgeladen Language cettificate uploaded Benethurg formule registration form uploaded Benethurg Transe ausgedrukt			

5.3.1 Learning Agreement

Download your Learning Agreement. Fill in the Word Document with the courses you would like to take at the partner institution (Table A) and the courses that are being recognized at FRA-UAS (Table B). To find the classes that suit you, you will have to look into the course catalog at the website of our partner university.

a =) • O •		-	_		Learn	ing_Agreen	nent_Auslandsstud	um_englisch_2015	mergefields-2	4_4doc [Schreibge	schützt] [Ko	ompatibilitätsmodus] - Mie	crosoft Word		_		- 0 -
tei Start Einfügen	Seitenlayo	out Verweise	Sendungen ü	İberprüfen	Ansicht A	crobat											a.
Gen Sopreren	Calibri F K U	- 8 - , - abe x, x'	A° ∧" Aa∗ ≫ <u>@</u> - <u>№</u> - <u>A</u> -		2-1959 ≣ \$≣-18	2↓ ¶ 3a - ⊞ -	AaBbCcl A	AaBbCcDc AaBbC Listenab 1 Stand	cDc AABB ard 1 Überso	CC 1.1. AaE i	.1.1. Ac Übersch	1.1.1.1. 2 AaBbCcDc 1 Übersch 1 Kein Lee	AaBbCcl AaBbC	AaBbCcI AaBbCcL Untertitel Schwache	AaBbCcL Ad Hervorhe Int	ensive	ale Ersetzen
Zwischenablage G		Schriftart	ra		Absatz	5						Formatvorlag	en				G Bearbeiten
- A	1 - 1 - 1 - 2	1 3 1 1 4 1 1	1 • 5 • 1 • 6 • 1 • 7 • 1	- 8 - 1 - 9 - 1 - 1	10 11	12 - 1 - 13 -	1 14 1 15 1 11	6 - 1 - 17 - 1 - 18 - 1	19 . 1 . 4 . 1 .								
	Higher Ed	ternative let terning Agreen ducation Lea Test Last name(s)	rent for studiese 2003 Arning Agreeme Academic First name(s)	nt for Studi Year: 2016/2017 Date of birth	Nationality	Sex [M/F	Erasm	Held of education	FRANKFURT UNIVERSITY ED SCIENCES	ORA-INCARNER IN CON Higher Ed TestAccount Exceptional (to be approve	ucation fest	Aprement for studies 2013 Learning Agreeme Academic	ent for Studies : Year: 2016/2017	Er	asmus+	TANKGAR DIANGSAR DIANGSCING	
		TestAccount	Test	01.01.1995 Erasmus code	Germany	w	Bachelor	Betriebswirtschaft	,(0413)	Table A2	Componen	t Component title at the Br	cobing logitution	Added /deleted		Number of	
	Sending Institution	Frankfurt Universi of Applied Science	FB3 - Wirtschaft und es Recht	(ifapplicable) D FRANKFU04	Nibelungenpl 60318 Frankf	atz 1 urt	Ms. Anna Sanci + 49 69 1533 3	name; email; prone lo, sancilo@io.fra-uas.d I39	e,	During the mobility	code (ifany)	(as indicated in the course	e catalogue)	(fill in A or D)	Reason for change	³ ECTS credits (or equivalent)	
		Name	Faculty/Department	Erasmus code	Germany Address & Co	untry	Contact person	name; email; phone									
	Receiving Institution	Cracow University	y	PL KRAKOW04	ul. Rakowicka Kraków Polar	27, 31-510											
	The level of	flanguage competenc	ce in English that the stude	nt already has or ag	rees to acquire b	y the start of t	the study period is: S										
	Before th Study Progr	he mobility ramme at the R elvi	ing Institution. Planned pe	riod of the mobility:	from01.09.201	6 to 01.03.201	17										
	Table A Before the mobility	Component ode (if any)	e Component title at the (as indicated in the co	e Receiving Instituti urse catalogue)	ion		Semeste [e.g. aut term]	r ECTS or umn/spring: (or equ	edits ivalent)	Exceptional	chan esto Tal	ble B (if applicable)	naible person in the Sending Institut	ien)			
										Table B2 During the mobility	Component com (if yy)	t Component title at the Se (as indicated in the course	nding Institution catalogue)		Added /deleted component [fill in A or D]	Number of ECTS credits (or equivalent)	
	Web link to	the course cata spile	e at the Receiving Institution	describing the leas	nine outcomes:												
	Table B Before the mobility	Component ode (if any)	Component title at the (as indicated in the cou	e Sending Institution une catalogue)	n		Semeste [e.g. aut term]	r umn/spring; ECTS cr	edits								
	Provisions a	pplying if the st den	t does not complete succes	sfully some education	onal components	: (web link to t	the relevant informatic	ন ব									
	Commitm spreed by all per- Agreement for in educational comp summitive or per-	ment by signing this doo rties. Sending and Receiving notifucions located in Partne porents listed in Table A an preter educationel compore receiver and the Receiving In	ument, the student, the Sending ins (Institutions undertable to apply all its or Countries). The Sending Institution e in line with itsource catalogue or ents and to count. Them towards the mitherion with itsource to the Se	itution and the Receiving the principles of the Drasmy and the student should all d should be evailable to th shutent's degree as descri-	Institution confirm the as Cherter for Higher I as commit to what is ne student. The Sendir ibed in Teble 8. Any e	at they approve the doubtion relating to out out in the Erson g institution commi- sceptions to this nu-	Elearning Agreement and the a mobility for studies (or the p nuck grant agreement. The Re its to recognise all the credits is and documented in an anne recommendation and anne	they will comply with all the an incipies agreed in the inter-insit alluing instaution confirms that to gained at the Receiving Institutio of this Learning Agreement and when structure reactors	ngements stionel 14 1 for the agreed by		_						
1 von 3 Wörter: 770 Er	inglisch (Großt	britannien)														🔲 QJ 🖓 🔅 📰 🔲 100 %	

Print out the Learning Agreement and **sign it**. Afterwards you must get the **signature** of the **"responsible person"** of your field of study (most of the time, it's the head of your department). The "responsible person" will also help you with questions and concerns regarding your recognition of classes.

<u>Please note</u>, that the International Office cannot answer any professional questions regarding your field of study.



					Total:
Provisions applying if the student	udent does not complete succes	fully some educational components	: [web link to the relevan	nt information]	
Commitment By signing t agreed by all parties. Sending and Re- Agreement for institutions located in deducational components listed in Tat successfully completed educational all parties. The student and the Recei	his document, the student, the Sending Inst ceiving Institutions undertake to apply all t Partner Countries). The Sending Institution ole Å are in line with its course catalogue ar components and to count them towards the iving Institution will communicate to the Se	titution and the Receiving Institution confirm th he principles of the Erasmus Charter for Higher f and the student should also commit to what is d should be available to the student. The Sendi student's degree as described in Table 8. Any e nding Institution any problems or changes regar	at they approve the Learning Ag iducation relating to mobility for set out in the Erasmus+ grant ag g Institution commits to recogn kceptions to this rule are docum ding the study programme, resp	reement and that they r studies (or the princip reement. The Receivin ise all the credits gaine lented in an annex of th onsible persons and/o	v will comply with all the arrangeme des agreed in the Inter-Institutiona g Institution confirms that the id at the Receiving Institution for th his Learning Agreement and agreed r study period.
Commitment	Name	Email	Position	Date	Signature
Commitment Student	Name Test <u>TestAccount</u>	Email sancillo@io.fra-uas.de	Position Student	Date 12.02.2016	Signature
Commitment Student Responsible person ¹ at the Sending Institution	Name Test TestAccount Schabel, Prof. Dr., Matthias	Email sancillo@io.fra-uas.de schabel@fb3.fra-uas.de	Position Student Departmental Coordinator	Date 12.02.2016	Signature

5.3.2 Language Certificate

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



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

Please hand in the signed application document to Stephanie Porter in the International Office during her consultation hours (Tuesdays 10-12 AM and 1-3 PM, Thursdays 10-12 AM)