

## Application Steps for ERASMUS+ Outgoing

### Content

1. World Map .....	2
2. Selection of the University.....	4
3. Online-Application .....	4
4. Confirmation .....	5
4.1 Input Registration Number .....	5
4.2 Generate a User-Login and a Password .....	5
5. Online-Portal .....	6
5.1 Pipeline.....	6
5.2 Application and Registration.....	6
5.3 Uploading and printing your application documents .....	7
5.3.1 Learning Agreement.....	8
5.3.2 Language Certificate .....	9

# 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.

English ▾

**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

Home 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 --> ▾  
<-- Please select -->  
Bilateral  
Erasmus (SMS)  
Hessen-Massachusetts  
Hessen-Wisconsin  
Swiss-European Mobility Programme

Close Reset Show exchange details

Based on the selected restrictions **29** Partner institutions are available.



Select  
„Erasmus  
(SMS)“

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 (\*) <-- Please select --> ▾

Partner institution (\*) <-- Please select --> ▾

Study level (\*)  
 Bachelor  
 Master  
 PhD

Close Reset Show exchange details

Based on the selected restrictions **25** Exchange possibilities in **16** Countries, **25** Partner institutions and **11** 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)

Preselection exchange possibilities

Home institution	FRANKFURT UNIVERSITY OF APPLIED SCIENCES ▾
	<a href="#">Show in Google-Maps</a>
Faculty (*)	FB 4 - Soziale Arbeit & Gesundheit ▾
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing
Type of person	<input checked="" type="radio"/> Students / Interns <input type="radio"/> Teacher / Staff
Exchange program (*)	Erasmus (SMS) ▾
Study field (*)	Social Work ▾
Academic year (*)	2016/2017 ▾
Country (*)	Czech Republic ▾
Partner institution (*)	UNIVERZITA HRADEC KRÁLOVÉ ▾
Study level (*)	<input checked="" type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> PhD

*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 selection)

**Exchange program:** Erasmus (SMS)  
**Faculty:** FB 4 - Soziale Arbeit & Gesundheit  
**Partner institution:** UNIVERZITA HRADEC KRÁLOVÉ  
**Type of application:** Outgoing  
**Academic year:** 2016/2017  
**Home institution:** FRANKFURT UNIVERSITY OF APPLIED SCIENCES  
**Type of person:** Students / Interns  
**Country:** Tschechische Republik  
**Study level:** Bachelor  
**Study field:** Soziale Arbeit

● 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 25 entries
Search:

Home institution	Inst.no	Host country	Partner institution	Partner no.	Study field
<span style="color: green;">●</span>	FB 4 - Soziale Arbeit & Gesundheit	FB 4	Czech Republic	UNIVERZITA HRADEC KRÁLOVÉ	HRADEC01 Social Work

Showing 1 to 1 of 1 entries First Previous 1 Next Last

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](mailto:Europa@io.fra-uas.de))

## 3. Online-Application

**Application for an Erasmus exchange**

All fields marked with a (\*) must be filled in.

**Application details**

Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher
Academic year	2016/2017 * <input type="button" value="info"/>
Start Semester	WS 2016/17 * <input type="button" value="info"/>
Wie viele Semester möchten Sie im Ausland studieren?	<input type="radio"/> 1 Semester <input checked="" type="radio"/> 2 Semester * <input type="button" value="info"/>
Exchange program	Erasmus (SMS)
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> 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

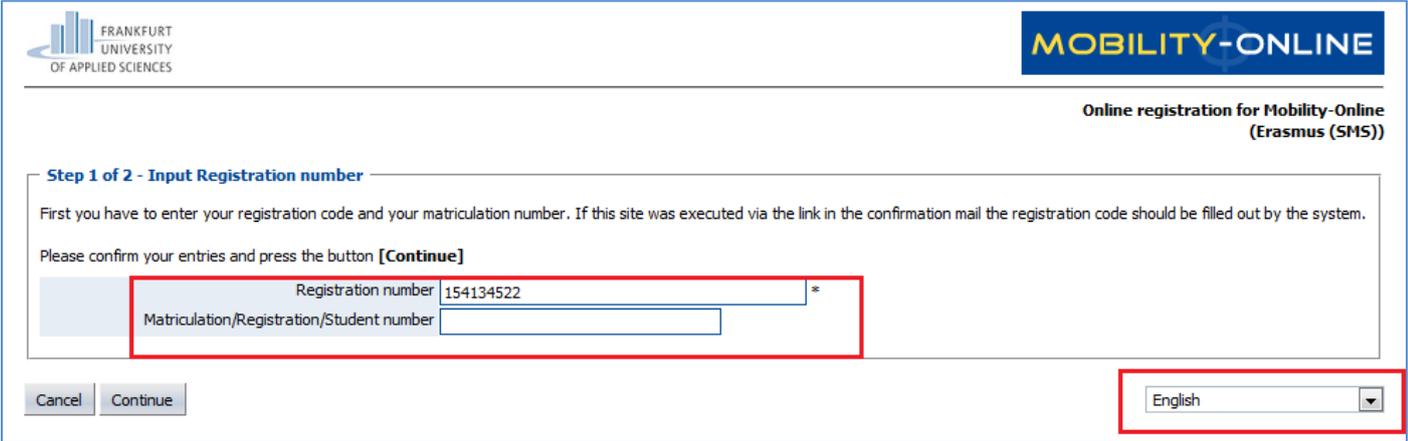
At the end please accept the declaration of consent and click on **“Send application”**.

## 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



The screenshot shows the 'Step 1 of 2 - Input Registration number' form. At the top left is the Frankfurt University of Applied Sciences logo, and at the top right is the 'MOBILITY-ONLINE' logo. Below the logos, it says 'Online registration for Mobility-Online (Erasmus (SMS))'. The main content area contains the following text: '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.', and 'Please confirm your entries and press the button [Continue]'. There are two input fields: 'Registration number' with the value '154134522' and an asterisk, and 'Matriculation/Registration/Student number' which is empty. At the bottom left are 'Cancel' and 'Continue' buttons. At the bottom right is a language dropdown menu set to 'English'.

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

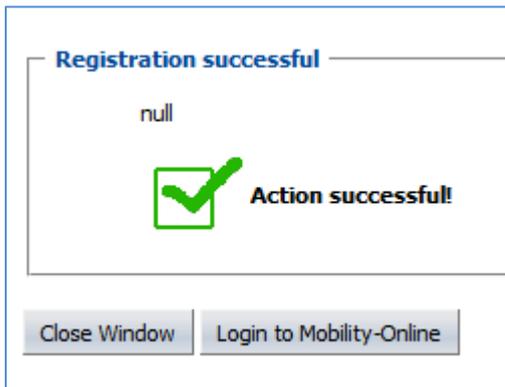
### 4.2 Generate a User-Login and a Password



The screenshot shows the 'Step 2 of 2 - Input User Name and Password' form. The main content area contains the following text: '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.', and 'Please confirm your entries and press the button [Continue]'. At the bottom, there are three input fields: 'Login', 'Password', and '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".



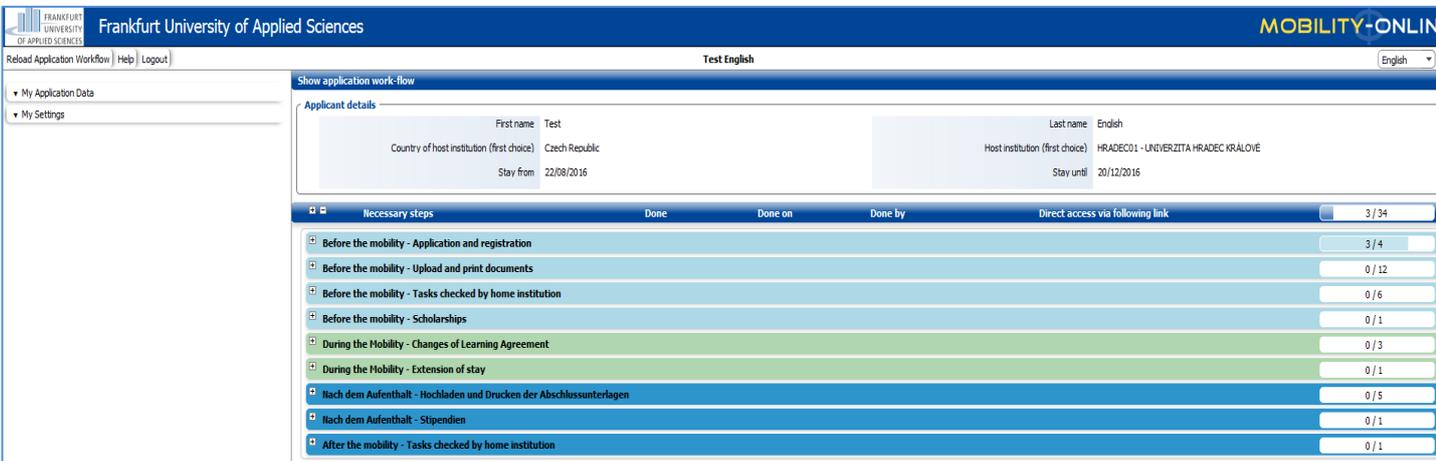
## 5. Online-Portal

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-ONLINE

Test English

Reload Application Workflow | Help | Logout

My Application Data

My Settings

Show application work-flow

Applicant details

First name	Test	Last name	English
Country of host institution (first choice)	Czech Republic	Host institution (first choice)	HRADEC01 - UNIVERZITA HRADEC KRÁLOVÉ
Stay from	22/08/2016	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
Before the mobility - Upload and print documents					0 / 12
Before the mobility - Tasks checked by home institution					0 / 6
Before the mobility - Scholarships					0 / 1
During the Mobility - Changes of Learning Agreement					0 / 3
During the Mobility - Extension of stay					0 / 1
Nach dem Aufenthalt - Hochladen und Drucken der Abschlussunterlagen					0 / 5
Nach dem Aufenthalt - Stipendien					0 / 1
After the mobility - Tasks checked by home institution					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	3 / 34
<b>Before the mobility - Application and registration</b> 3 / 4					
Online Application	<input checked="" type="checkbox"/>	22.02.2016	Test English	<a href="#">Change Application Details</a>	
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	22.02.2016	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	22.02.2016	Test English		
Personal details completed	<input type="checkbox"/>			<a href="#">Complete personal details</a>	
<b>Before the mobility - Upload and print documents</b>					0 / 12
<b>Before the mobility - Tasks checked by home institution</b>					0 / 6
<b>Before the mobility - Scholarships</b>					0 / 1
<b>During the Mobility - Changes of Learning Agreement</b>					0 / 3
<b>During the Mobility - Extension of stay</b>					0 / 1
<b>Nach dem Aufenthalt - Hochladen und Drucken der Abschlussunterlagen</b>					0 / 5
<b>Nach dem Aufenthalt - Stipendien</b>					0 / 1
<b>After the mobility - Tasks checked by home institution</b>					0 / 1

**Edit personal data**

Back to the application workflow Create

**Personal details**

Last name	English
First name	Test
First name (official)	
Academic title	
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
Date of birth	01.01.1992 <span style="font-size: small;">25</span>
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	
c/o	
Additional address information	
Telephone number	
Address valid to	<span style="font-size: small;">25</span> 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 [www.ilovepdf.com](http://www.ilovepdf.com) you can joint multiple PDF documents into on file.



Commitment	Name	Email	Position	Date	Signature
Student	Test <a href="#">TestAccount</a>	sancillo@io.fra-uas.de	Student	12.02.2016	
Responsible person <sup>1</sup> at the Sending Institution	<a href="#">Schabel, Prof. Dr., Matthias</a>	schabel@fb3.fra-uas.de	Departmental Coordinator		
Responsible person at the Receiving Institution <sup>2</sup>			Departmental Coordinator		

### 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** (February 15<sup>th</sup> for the winter term and/or summer term, July 15<sup>th</sup> 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)