

Registration in Mobility Online

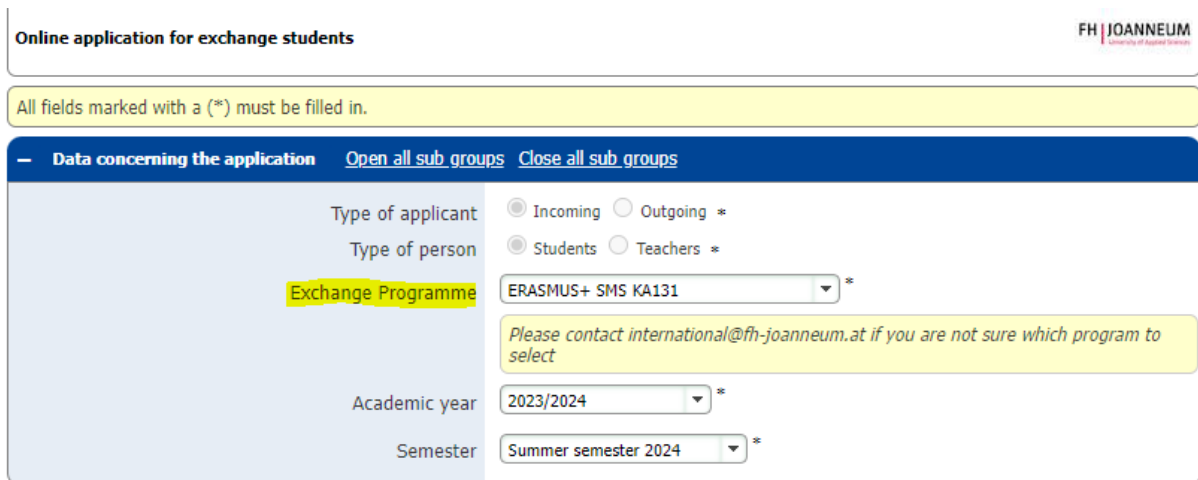
At FH JOANNEUM we use Mobility Online for all incoming student applications. All prospective incoming students have to complete the registration and upload an application via Mobility Online. This document will guide you through the process. Please read this document carefully and contact international@fh-joanneum.at if you have any questions.

Step 1

You will receive an e-mail from the International Office with a link to our Mobility Online platform. Please follow this link to open the application form.

Step 2

The first section of the form looks like this



The screenshot shows the 'Online application for exchange students' form. At the top right is the FH JOANNEUM logo. Below the title is a yellow warning box: 'All fields marked with a (*) must be filled in.' The form is divided into sections. The first section is 'Data concerning the application', which is expanded. It contains the following fields:

- Type of applicant: Radio buttons for 'Incoming' (selected) and 'Outgoing *'.
- Type of person: Radio buttons for 'Students' (selected) and 'Teachers *'.
- Exchange Programme: A dropdown menu with 'ERASMUS+ SMS KA131' selected. A yellow note below it says: 'Please contact international@fh-joanneum.at if you are not sure which program to select'.
- Academic year: A dropdown menu with '2023/2024' selected.
- Semester: A dropdown menu with 'Summer semester 2024' selected.

The field "exchange programme" has already been filled out for you, please do not change this field. Choose the academic year and the semester that you wish to spend at FH JOANNEUM.

Step 3

Fill out your personal data and the contact data of your emergency contact. The field that says "date of high school leaving exam" is necessary for statistical purposes. An approximate date is sufficient.

Personal Data	
Last name	<input type="text"/> *
First name	<input type="text"/> *
Date of birth (dd.mm.yy)	<input type="text"/> *
Gender	<input type="radio"/> male <input type="radio"/> female <input type="radio"/> Transgender <input type="radio"/> Intersexuell *
Nationality	<-- Please select --> *
Communication language	<-- Please select --> *
Date of high school leaving exam	<input type="text"/> * ?
E-mail address	<input type="text"/> * ?
Same e-mail-address for check	<input type="text"/> *
Emergency contact information	
Last name	<input type="text"/> *
First name	<input type="text"/> *
E-mail address	<input type="text"/> *
Relation to contact person	<input type="text"/> * <i>Mother, father, friend etc.</i>

Step 4

Submit information about your studies at your home university.

Data concerning the current study	
Country of the sending institution	<-- Please select --> *
Sending institution	<-- Please select --> *
<i>Please let us know if you cannot find your home university in the list.</i>	
Do you already have a bachelor's degree?	<input type="radio"/> Yes <input type="radio"/> No *
If yes: certificate obtained on	<input type="text"/>
Have you already been studying abroad	<input type="radio"/> Yes <input type="radio"/> No *
If yes, when and at which institution	<input type="text"/>
Contact person at sending institution	<input type="text"/> *
E-Mail address of contact person at sending institution	<input type="text"/> *

Step 5

Fill out information about your planned studies at FH JOANNEUM. If you do not know which institute, department or field of study to select, please contact us. Under “field of study” you can select first cycle if you are a bachelor’s degree student and “second cycle” if you are a master’s degree student.

The dates of stay are an estimation and can be changed once you know exactly when you will be arriving.

— Data concerning the planed study

Host country	<input type="text" value="Austria"/>
Receiving institution	<input type="text" value="GRAZ09 - FH JOANNEUM GESELLSCHAFT MBH"/>
Department	<input type="text" value="<-- Please select -->"/>
Institute	<input type="text" value="<-- Please select -->"/>
Level of study	<input type="text" value="<-- Please select -->"/>
Field of Study	<input type="text" value="<-- Please select -->"/>
Duration of Erasmus stay from	<input type="text" value=""/>
Duration of Erasmus stay to	<input type="text" value=""/>

Please add the approximate dates you are planning to stay - can be changed later

Step 6

Fill out information about your language competence.

When you have entered all necessary information, you may submit the application form. You will receive a confirmation e-mail to the e-mail address you have registered with further information on how to proceed.

Language competence

Mother tongue	<-- Please select --> *
Language of instruction at the sending institution	<-- Please select --> *
English language competence	<input type="radio"/> A1: Anfänger 1/Breakthrough or beginner <input type="radio"/> A2: Anfänger 2/Waystage or elementary <input type="radio"/> B1: Fortgeschritten 1/Threshold or intermediate <input type="radio"/> B2: Fortgeschritten 2/Vantage or upper intermediate <input type="radio"/> C1: Fließend in Wort und Schrift 1/Effective Operational Proficiency or advanced <input type="radio"/> C2: Fließend in Wort und Schrift 2/Mastery or proficiency *
German language competence	<input type="radio"/> A1: Anfänger 1/Breakthrough or beginner <input type="radio"/> A2: Anfänger 2/Waystage or elementary <input type="radio"/> B1: Fortgeschritten 1/Threshold or intermediate <input type="radio"/> B2: Fortgeschritten 2/Vantage or upper intermediate <input type="radio"/> C1: Fließend in Wort und Schrift 1/Effective Operational Proficiency or advanced <input type="radio"/> C2: Fließend in Wort und Schrift 2/Mastery or proficiency

Step 7

Check your e-mail for a confirmation e-mail from Mobility Online with a link to activate your personal workflow. Note that the e-mail could be in your spam filter. Follow the registration link and generate your workflow.

Step 8

Upload all necessary documents to your workflow and submit your application before the application deadline. The application deadline is **June 15th** for those coming during the winter semester (September-February) and **November 15th** for those coming during the summer semester (February-July).

Step 9

After the application deadline, you will be informed whether your application was accepted. If your application was accepted, you can generate your Learning Agreement in Mobility Online. Once you have completed your Learning Agreement with all necessary signatures, you will receive an official acceptance letter from us.