



## Non-EU Student Exchange Programme COMPLETING THE APPLICATION

After creating an application in Mobility Online, you receive an e-mail containing a registration confirmation. Click the link in the e-mail to log in to Mobility Online again to finalise your application.

→ Please note that the link in the registration e-mail is valid only once. Afterwards, please use [the following link](#) to access Mobility Online:

### The workflow

When logging in via the registration link, you can see your application workflow giving an overview of all necessary steps that you have to take before, during and after your stay abroad. The workflow consists of the following sections:

- **Registering in Mobility Online** → already done
- **Complete application**
- **Withdraw application**
- **Application Status**
- **Result of the Selection committee**
- **Before the Mobility**
- **During the Mobility**
- **After the Mobility**

### Section: Complete application

To finalise your application, you have to add further application details and upload the application documents.

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration in Mobility-Online				
Complete Application				
Complete personal data	<input checked="" type="checkbox"/>	29.03.2021	██████████	<a href="#">Complete personal data</a>
Download declaration of consent under data protection law	<input checked="" type="checkbox"/>			<a href="#">Download declaration of consent under data protection law</a>
Complete application information	<input checked="" type="checkbox"/>	06.10.2022	██████████	<a href="#">Complete application information</a>
Provide information on language skills and language certificates	<input checked="" type="checkbox"/>	06.10.2022	██████████	<a href="#">Provide information on language skills and language certificates</a>
Upload application documents	<input checked="" type="checkbox"/>	06.10.2022	██████████	<a href="#">Upload application documents</a>
Submit application	<input type="checkbox"/>			<a href="#">Submit application</a>
Withdraw application				
Application Status				
Before the Mobility				
During the Mobility				
After the Mobility				

#### Step 1: “Complete personal data”

- Check the data transferred from u:space or add data. To make changes, click “Edit”.
- Save your changes by clicking “Complete change of personal data”.
- Click “Return to application workflow” to proceed to the next step.

#### Step 2: “Complete application information”

- Click “Edit” and complete the data regarding your stay abroad.



- Contact in case of emergency
- Study data: The data in this section are transferred directly from u:space. Please add any missing data. **Please note that you must have already completed the introductory and orientation period (STEOP) when submitting your application.**
- Details about the host institution and stay: **Due to the limited number of available places, we recommend specifying alternatives in the application (up to 3 preferences are possible).** Please specify for each host institution in which semester you are planning your stay abroad.

→ Save your changes by clicking “Complete changes”.

→ Click “Return to application workflow” to return to the application workflow.

### Step 3:

### “Information on language proficiency and language proof”

You must have already completed the language tests when submitting your application. If you have not received your results yet, you may still submit your application. In this case, upload a confirmation of participation in the language test.

The screenshot shows a web form titled "Information on language proficiency and language proof". It contains two main sections for language instruction and certification.

**Section 1: English**

- Language of instruction: English
- Language certificate type:  TOEFL,  IELTS,  Other Language Test English
- Ich habe bereits ein Ergebnis:  Yes,  No
- Punkte Writing: 101,00
- Punkte Reading: 25,00
- Punkte Listening: 23,00
- Punkte Speaking: 28,00
- Punkte Overall: 25,00
- Date of language certificate: 05.10.2022 (Today)

**Section 2: Chinese**

- Language of instruction: Chinese
- Language certificate type:  Transcript of Records,  Others
- Sprachniveau laut Sammelzeugnis:  A1,  A2,  B1,  B2,  C1,  C2
- Further language skills: (empty field)
- Upload language certificate: Dok1.pdf

→ Select the language of instruction and add the information about the language certificate.

→ **If you have not received your results yet, please specify when you expect to receive them.**



- Select the file serving as evidence of language proficiency and/or the confirmation of participation:  
Permitted file type: pdf (except for the passport photograph, which may also be an image file). **The file names must not be longer than 50 characters, including the file extension.**
- Click “Create new”.
- Click “Back to the application workflow” to return to the application workflow.

#### **Step 4:** “Upload application documents”

- Select the files and upload them to the relevant upload fields. **You can find information about the documents in the yellow help texts and/or in our → [information sheet](#).** Please note in particular:
  - **Statement of purpose:** Please write a separate letter of motivation for each host university and create a separate file per university.
  - **Study plan:** Please write a separate study plan for each host university and create a separate file per university.
- Upload your application documents in the permitted format (pdf only).
- **The file names must not be longer than 50 characters, including the file extension.**
- Click “Create new”.
- Click “Return to application workflow” to return to the application workflow.

#### **Step 5:** “Submit application”

- Click “Edit” and confirm that you want to submit your application.
- After you have finalised and submitted your application, you receive a confirmation of receipt.

## Section: Application Status

Following submission, your application is examined. You receive an e-mail informing you about the result of the examination. You can also view your application status in the workflow at any time.

- If your application data are complete, you receive an e-mail containing information about the next steps.
- If your application documents are incomplete or incorrect, you receive an e-mail requesting you to correct your application within a certain period of time.

## What should I do if...

### ... I would like to withdraw my application?

- If you would like to withdraw your application, you must create and print a declaration of withdrawal in Mobility Online. Please take the following steps:

**Step 1:** Open the section “Withdraw application”.

**Step 2:** Enter the reason for withdrawal in the step “Indicate reason for withdrawal”.



**Step 3:** Create and print the declaration of withdrawal in the workflow step “Create declaration of withdrawal”.

**Step 4:** Upload the signed declaration of withdrawal in the step “Upload withdrawal form” to Mobility Online. **The file names must not be longer than 50 characters, including the file extension.** You receive a confirmation of receipt by e-mail.

### ... I would like to change the data of my stay

→ Changing the data of your stay subsequently is only possible in consultation with the International Office. Please send an e-mail to [non-eu-exchange@univie.ac.at](mailto:non-eu-exchange@univie.ac.at).

### ... I cannot log in?

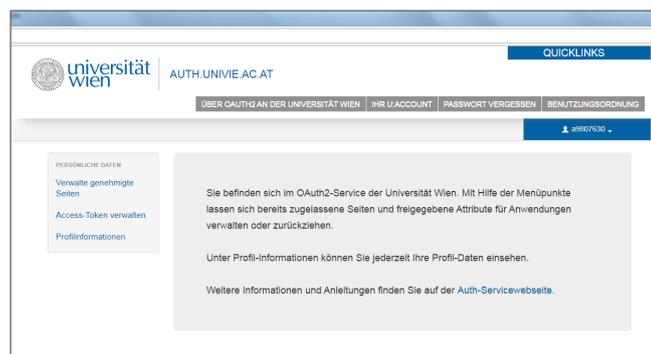
→ After registration, please do no longer use the registration link but only [this link](#) (please do not google it either). The registration link that you received after your first login to Mobility Online by e-mail is valid only once.

### ... end up on the online form although I have already entered all the data and registered on Mobility Online?

→ If you cannot log in or are redirected to the online form again where you have to enter all data anew, please close all browser windows and try to log in again. You may also use another browser instead.

### ... I cannot continue after logging in to the auth.univie.ac.at page?

→ If the following page is displayed after logging in, please close all browser windows and try to log in again. You may also use another browser instead.



### ... I have both an employee account and a student account and have problems logging in?

→ You cannot be logged in as employee and student in the same browser at the same time due to the → [single sign-on authentication](#) at the University of Vienna. If you are logged in with your employee account, you have to close all browser windows and sign in with your student account instead. You may also use another browser or your browser’s incognito mode.



## ... I cannot upload the documents?

- Make sure that the file you want to upload has the correct file format (.pdf and not .doc or .docx).
- Make sure that the file name is not longer than 50 characters, including the file extension.

## Contact and support

### International Office of the University of Vienna

Non-EU Student Exchange Programme

**E-mail:** [non-eu-exchange@univie.ac.at](mailto:non-eu-exchange@univie.ac.at)

**Phone:** 0043 1 4722 18211 or 18206

**Website** <https://international.univie.ac.at/en/student-mobility/outgoing-students/non-eu-student-exchange-program/>