

Creating an application for an Erasmus+ Student Exchange Spot

All students need to create an online application in **Mobility Online** and upload the application documents. The mobility coordinators will assess the applications and choose the students to be nominated for an Erasmus+ spot.

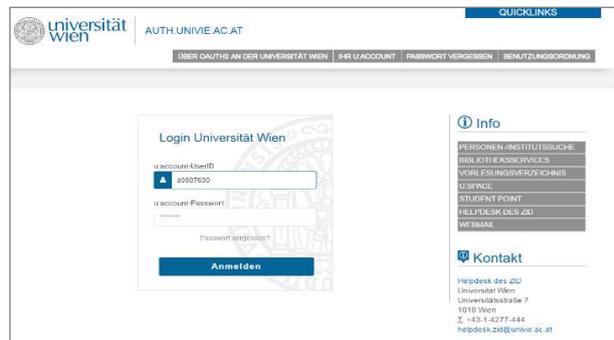
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Step 1: Create an application in Mobility Online

Please note:

- The first login can take several minutes! Please don't click the Login button again but wait until the login is complete.
- If you also have a staff member account, please use your student account.
- Please only use the application link, which can be found on the Erasmus+ Outgoing website.

As the first step, you have to create an application. Please click on the application link on our website. Please note that the application link is only available during the application round. After clicking on the application link, you will be forwarded to an authentication site. Please log in here with your user ID and password of your u:account:



Once you have logged in, you need to allow Mobility Online to import your personal and study data directly from your u:space account, so that you don't have to insert it again.



Once you have enabled Mobility Online to import your data, you will be forwarded to the online application form. Please fill it in and click on Submit application.

Step 2: Register in Mobility Online

Once you have filled in the online form, you will receive an e-mail asking you to register in Mobility Online. At the end of this e-mail, you will find a registration link. Please click on the link and log in again in Mobility Online. You will then see your workflow, in which you need to complete your application and choose your host university.

Step 3: Complete application and chose host university

Your workflow

- Choose communication language
- Declare consent to the processing of personal data
- Complete personal data
- Provide additional information to your application
- Select host university and provide further information
- Upload language certificate
- Upload application documents
- Submit application

As the next step, you will need to complete your application and choose your host university. If you have been admitted to several degree programmes, you will have to determine, for which degree programme you want to create the application. Please choose from the dropdown menu degree programme the right field of study.

You are able to choose up to three different host universities. The order of the universities is important, please give as your first choice the university, for which you would prefer to be nominated.

Please note

- You can create one application per degree programme.
- Please only choose host universities for which you actually want to be nominated.
- Please read the explanations regarding the fields to be filled in carefully.

Step 4: Upload language certificate and application documents

You need to upload a language certificate, which will confirm the language level stated in the agreement with the partner university. This applies to all languages of instruction except for German.

If you have chosen universities with different languages of instruction, you will have to upload the language certificates of all the different languages in one document. If you are studying a Philology or Translation studies or if German is your only language of instruction, no upload will be necessary.

Please also check the Erasmus+ website of your degree programme or with your mobility coordinator, what the requirements for the statement of purpose are and if any extra documents will be needed for the application. If so, please merge them into one pdf-file.

Application documents

- **Proof of identity** (passport or national ID card - front and back; no driver's licence!)
- **Statement of purpose** ("Motivationsschreiben")
- **Academic transcript** ("Sammelzeugnis")
- **Language certificate** (exception: Students of a Philology or Translation studies; language of instruction is German)
- **Optional documents** of some degree programmes

Step 5: Submit application

After uploading your application documents, you will still have to declare your consent and to submit your application. Only after you have completed this step, will your application be submitted. You will receive a confirmation via e-mail. The application will have to be sent before the application deadline (please be mindful of possible earlier deadlines of your degree programme).

Problems with the application

If you encounter any problems with the application, please have a look at the **Troubleshooting section** on our [website](#). If you cannot solve your problem, please contact us at erasmus.outgoing@univie.ac.at. Please also send us a screenshot of the problem.