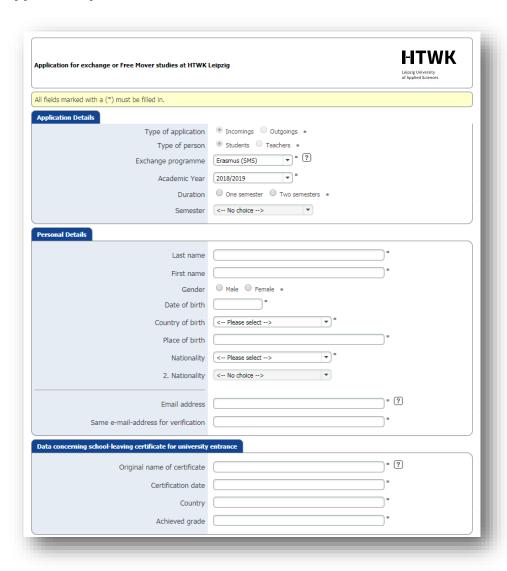


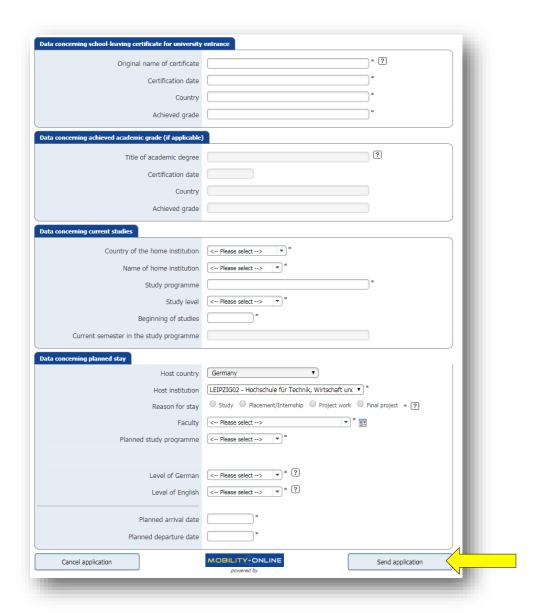
Students, who wish to study at HTWK Leipzig for one or two semesters, must apply through the Mobility-Online application platform. After your home university has nominated you for exchange or Free Mover studies at HTWK Leipzig, you will receive the link to the online platform by email.

#### 1. Completing the application form

Please fill in the application form and click "Send application" to begin with the application process.







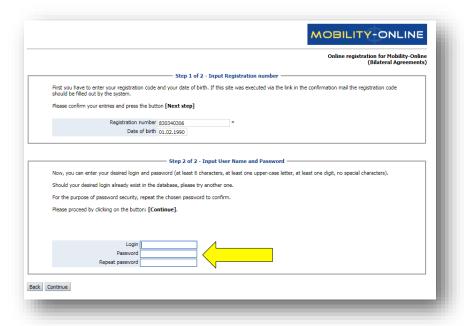
# 2. Creating a user account for the Mobility-Online application platform

You have received an email with a link to create a user account for the Mobility-Online platform. Please follow the link and enter your birth date. The registration code is set automatically. With the **language option** you can choose to apply in English or in German. Click "Continue" for the next step.





In the next step, please choose a user name (login) and password. Please note: You can select the password freely. It has to contain at least six characters and at least one number and one capital letter! Please do not use special characters.



Once you have successfully registered, you can continue with your application through the button "Login to Mobility-Online".





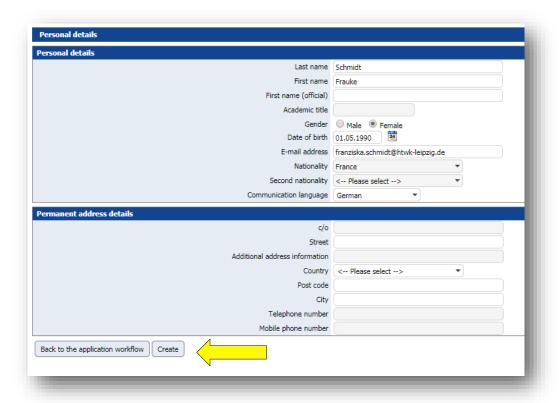
# 3. Completing your personal data

In your user account, you have to fill in your personal data under "Complete personal details".



Once you have filled in all necessary data, you must save the changes with "Create".





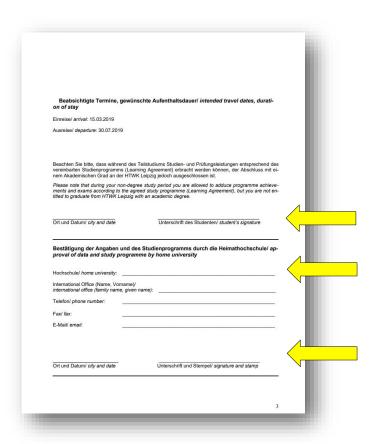
4. Printing, signing and uploading of the application form

With "Download/print application form", you must download and print the application form.

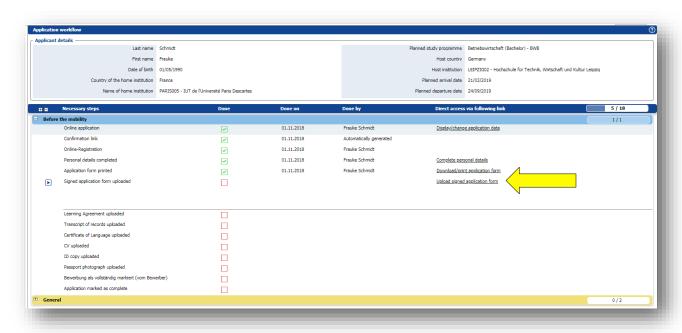


Please check if all the data is correct and sign the document on page 3. The coordinator of your home university must fill in and sign the document as well.



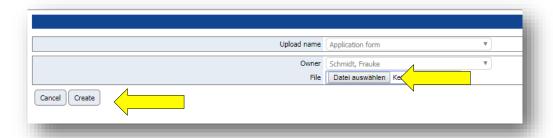


With "Upload signed application form", you must now upload the document to the application platform again.





Please choose a document to upload and save your changes with "Create".



Please send the complete application document, signed by you and your coordinator, by regular mail to the following address: HTWK Leipzig, International Office, Postfach 301166, 04251 Leipzig, Germany. You only have to send it via regular mail if the document has original signatures. If the document was only signed digitally or scanned, you don't need to send it via regular mail.

## 5. Upload of other documents

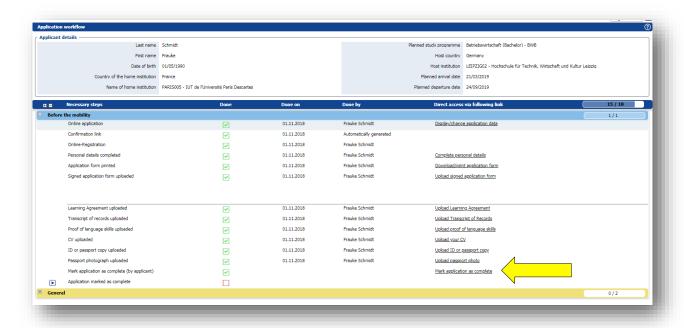
Please continue with the next steps and upload the following application documents to the platform:

- ☐ **Learning Agreement** (programme of studies) You usually receive the Learning Agreement form from your home university. Please ask your coordinator.
- ☐ **Transcript of Records** (list of courses and grades completed) Master students need to hand in a copy of their Bachelor certificate as well. You can only upload one document. Please merge the documents into one.
- ☐ **Proof of German/ English language skills -** Please submit a copy of a recognized language certificate and/or the HTWK Leipzig Language Certificate completed by a language instructor at your home university. If you wish to attend courses taught in German, German proficiency of at least level c which is equivalent to the B1/B2 levels of the Common European Framework of Reference for Languages is required. If you wish to attend courses taught in English, English proficiency on a comparable level is required. We strongly recommend that you take German language lessons before your arrival, as general structures and university life function largely in German. You can only upload one document. Please merge the documents into one. Native speakers do not need to hand in a language certificate.
- □ Passport or ID copy
- ☐ **Photograph** (will be used for your student ID card)



### 6. Completing your application

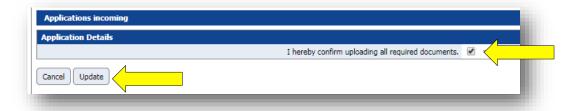
Once you have uploaded all required documents, you must complete your application with "Mark application as complete".



With "Forward to update", you can add the check mark.

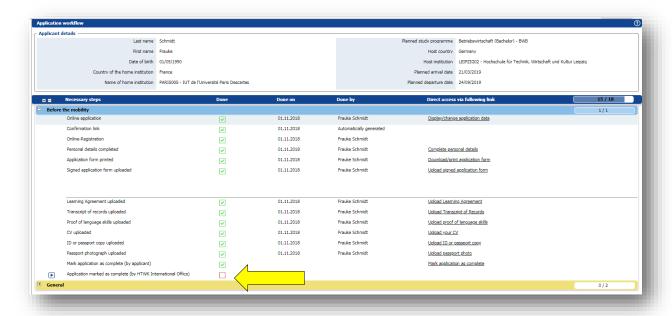


Once you have added the check mark, you have to save your changes with "Update".



This was the last step of your application.

Only if all documents have been uploaded by the end of the deadline and the application has been completed with "Mark application as complete", we will be able to further process your application. We will check if all the documents were uploaded correctly and send you a confirmation email. We will also mark "Application marked as complete (by the International Office)" in your workflow. Should any documents be incorrect, we will contact you directly.



If you have any questions, please do not hesitate to contact us! (mobility-online@htwkleipzig.de)

We look forward to receiving your application!

The International Office

