

Guidelines for the application with Mobility-Online

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.

The screenshot shows the 'Application for exchange or Free Mover studies at HTWK Leipzig' form. The form is divided into three main sections: 'Application Details', 'Personal Details', and 'Data concerning school-leaving certificate for university entrance'. The 'Application Details' section includes fields for 'Type of application' (Incomings, Outgoings), 'Type of person' (Students, Teachers), 'Exchange programme' (Erasmus (SMS)), 'Academic Year' (2018/2019), 'Duration' (One semester, Two semesters), and 'Semester' (No choice). The 'Personal Details' section includes fields for 'Last name', 'First name', 'Gender' (Male, Female), 'Date of birth', 'Country of birth', 'Place of birth', 'Nationality', '2. Nationality', 'Email address', and 'Same e-mail-address for verification'. The 'Data concerning school-leaving certificate for university entrance' section includes fields for 'Original name of certificate', 'Certification date', 'Country', and 'Achieved grade'. All fields marked with an asterisk (*) are mandatory. The HTWK Leipzig logo is visible in the top right corner.

Application for exchange or Free Mover studies at HTWK Leipzig

HTWK
Leipzig University
of Applied Sciences

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

Application Details

Type of application: ☒ Incomings ☐ Outgoings *

Type of person: ☒ Students ☐ Teachers *

Exchange programme: Erasmus (SMS) * (?)

Academic Year: 2018/2019 *

Duration: ☐ One semester ☐ Two semesters *

Semester: <-- No choice -->

Personal Details

Last name: *

First name: *

Gender: ☒ Male ☐ Female *

Date of birth: *

Country of birth: <-- Please select --> *

Place of birth: *

Nationality: <-- Please select --> *

2. Nationality: <-- No choice -->

Email address: * (?)

Same e-mail-address for verification: *

Data concerning school-leaving certificate for university entrance

Original name of certificate: * (?)


Certification date: *

Country: *


Achieved grade: *

The screenshot shows a web form titled "Data concerning school-leaving certificate for university entrance" and "Data concerning achieved academic grade (if applicable)". It includes sections for "Data concerning current studies" and "Data concerning planned stay". The form contains various input fields, dropdown menus, and radio buttons. A yellow arrow points to the "Send application" button at the bottom right.

Data concerning school-leaving certificate for university entrance

Original name of certificate * 
 Certification date *
 Country *
 Achieved grade *





Data concerning achieved academic grade (if applicable)


Title of academic degree * 
 Certification date
 Country
 Achieved grade

Data concerning current studies

Country of the home institution <-- Please select --> *
 Name of home institution <-- Please select --> *
 Study programme
 Study level <-- Please select --> *
 Beginning of studies *
 Current semester in the study programme

Data concerning planned stay

Host country Germany
 Host institution LEIPZIG02 - Hochschule für Technik, Wirtschaft und
 Reason for stay ☐ Study ☐ Placement/Internship ☐ Project work ☐ Final project * 
 Faculty <-- Please select --> * 
 Planned study programme <-- Please select --> *
 Level of German <-- Please select --> * 
 Level of English <-- Please select --> * 
 Planned arrival date *
 Planned departure date *

Cancel application **MOBILITY-ONLINE** powered by  Send application

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.

MOBILITY-ONLINE

Online registration for Mobility-Online
(Bilateral Agreements)

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 830340306 *

Date of birth (dd.mm.yyyy)

English ▼

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.

MOBILITY-ONLINE

Online registration for Mobility-Online
(Bilateral Agreements)

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 830340306 *

Date of birth 01.02.1990

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login

Password

Repeat password

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

MOBILITY-ONLINE

Online registration for Mobility-Online
(Bilateral Agreements)

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 830340306 *
 Date of birth 01.02.1990

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login Frauke3
 Password *****
 Repeat password *****

Registration successful

Your registration was successful.
By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.

Action successful!

3. Completing your personal data

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

Application workflow

Applicant details <div style="display: flex; justify-content: space-between;"> <div> Last name Schmidt First name Frauke Date of birth 01/05/1990 Country of the home institution France Name of home institution PARIS005 - JUT de l'Université Paris Descartes </div> <div> Planned study programme Betriebswirtschaft (Bachelor) - BWB Host country Germany Host institution LEIPZIG02 - Hochschule für Technik, Wirtschaft und Kultur Leipzig Planned arrival date 21/03/2019 Planned departure date 24/09/2019 </div> </div>

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	✓	01.11.2018	Frauke Schmidt	display/change application data
Confirmation link	✓	01.11.2018	Automatically generated	
Online-Registration	✓	01.11.2018	Frauke Schmidt	
Personal details completed	□			Complete personal details
Application form printed	□			
Signed application form uploaded	□			
Learning Agreement uploaded	□			
Transcript of records uploaded	□			
Certificate of Language uploaded	□			
CV uploaded	□			
ID copy uploaded	□			
Passport photograph uploaded	□			
Bewerbung als vollständig markiert (vom Bewerber)	□			
Application marked as complete	□			
General				

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

Personal details

Personal details

Last name: Schmidt
 First name: Frauke
 First name (official):
 Academic title:
 Gender: ☐ Male ☒ Female
 Date of birth: 01.05.1990
 E-mail address: franziska.schmidt@htwk-leipzig.de
 Nationality: France
 Second nationality: <-- Please select -->
 Communication language: German

Permanent address details

c/o:
 Street:
 Additional address information:
 Country: <-- Please select -->
 Post code:
 City:
 Telephone number:
 Mobile phone number:

[Back to the application workflow](#) [Create](#)

4. Printing, signing and uploading of the application form

With „**Download/print application form**“, you must download and print the application form.

Application workflow

Applicant details

Last name: Schmidt
 First name: Frauke
 Date of birth: 01/05/1990
 Country of the home institution: France
 Name of home institution: PARIS005 - IUT de l'Université Paris Descartes

Planned study programme: Betriebswirtschaft (Bachelor) - BWB
 Host country: Germany
 Host institution: LEIPZIG02 - Hochschule für Technik, Wirtschaft und Kultur Leipzig
 Planned arrival date: 21/03/2019
 Planned departure date: 24/09/2019

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Display/change application data
Confirmation link	<input checked="" type="checkbox"/>	01.11.2018	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	
Personal details completed	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Complete personal details
Application form printed	<input type="checkbox"/>			Download/print application form
Signed application form uploaded	<input type="checkbox"/>			
General				
Learning Agreement uploaded	<input type="checkbox"/>			
Transcript of records uploaded	<input type="checkbox"/>			
Certificate of Language uploaded	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
ID copy uploaded	<input type="checkbox"/>			
Passport photograph uploaded	<input type="checkbox"/>			
Bewerbung als vollständig markiert (vom Bewerber)	<input type="checkbox"/>			
Application marked as complete	<input type="checkbox"/>			

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.

Beabsichtigte Termine, gewünschte Aufenthaltsdauer/ intended travel dates, duration of stay

Einreise/ arrival: 15.03.2019
Ausreise/ departure: 30.07.2019

Beachten Sie bitte, dass während des Teilstudiums Studien- und Prüfungsleistungen entsprechend des vereinbarten Studienprogramms (Learning Agreement) erbracht werden können, der Abschluss mit einem Akademischen Grad an der HTWK Leipzig jedoch ausgeschlossen ist.
Please note that during your non-degree study period you are allowed to adduce programme achievements and exams according to the agreed study programme (Learning Agreement), but you are not entitled to graduate from HTWK Leipzig with an academic degree.

Ort und Datum/ city and date _____ Unterschrift des Studenten/ student's signature _____

Bestätigung der Angaben und des Studienprogramms durch die Heimathochschule/ approval of data and study programme by home university

Hochschule/ home university: _____

International Office (Name, Vorname)/ international office (family name, given name): _____

Telefon/ phone number: _____

Fax/ fax: _____

E-Mail/ email: _____

Ort und Datum/ city and date _____ Unterschrift und Stempel/ signature and stamp _____

3

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

Application workflow

Applicant details

Last name	Schmidt	Planned study programme	Betriebswirtschaft (Bachelor) - BWB
First name	Frauke	Host country	Germany
Date of birth	01/05/1990	Host institution	LEIPZIG02 - Hochschule für Technik, Wirtschaft und Kultur Leipzig
Country of the home institution	France	Planned arrival date	21/03/2019
Name of home institution	PARIS005 - IUT de l'Université Paris Descartes	Planned departure date	24/09/2019

Necessary steps

	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Display/change application data
Confirmation link	<input checked="" type="checkbox"/>	01.11.2018	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	
Personal details completed	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Complete personal details
Application form printed	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Download/print application form
Signed application form uploaded	<input type="checkbox"/>			Upload signed application form
<hr/>				
Learning Agreement uploaded	<input type="checkbox"/>			
Transcript of records uploaded	<input type="checkbox"/>			
Certificate of Language uploaded	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
ID copy uploaded	<input type="checkbox"/>			
Passport photograph uploaded	<input type="checkbox"/>			
Bewerbung als vollständig markiert (vom Bewerber)	<input type="checkbox"/>			
Application marked as complete	<input type="checkbox"/>			

General

Please choose a document to upload and save your changes with „**Create**“.

The screenshot shows a web application interface for uploading a document. At the top, there is a blue header bar. Below it, a form area contains several fields: 'Upload name' with a dropdown menu showing 'Application form', 'Owner' with a dropdown menu showing 'Schmidt, Frauke', and 'File' with a button labeled 'Datei auswählen'. Below the form, there are two buttons: 'Cancel' and 'Create'. Two yellow arrows point to the 'Datei auswählen' button and the 'Create' button.

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.
- ☐ **CV**
- ☐ **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**“.

The screenshot shows the 'Application workflow' interface. At the top, there are two sections: 'Applicant details' and 'Planned study programme'. Below these is a table with columns: 'Necessary steps', 'Done', 'Done on', 'Done by', and 'Direct access via following link'. The table lists various steps under the 'Before the mobility' section. The 'Mark application as complete' step is highlighted with a yellow arrow.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Display/change application data
Confirmation link	<input checked="" type="checkbox"/>	01.11.2018	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	
Personal details completed	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Complete personal details
Application form printed	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Download/print application form
Signed application form uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload signed application form
Learning Agreement uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload Learning Agreement
Transcript of records uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload Transcript of Records
Proof of language skills uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload proof of language skills
CV uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload your CV
ID or passport copy uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload ID or passport copy
Passport photograph uploaded	<input checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload passport photo
Mark application as complete (by applicant)	<input checked="" type="checkbox"/>			Mark application as complete
Application marked as complete	<input type="checkbox"/>			

With „**Forward to update**“, you can add the check mark.

The screenshot shows the 'Applications incoming' interface. Under the 'Application Details' section, there is a confirmation statement: 'I hereby confirm uploading all required documents.' followed by a checkbox and an asterisk. Below this, there are two buttons: 'Cancel' and 'Forward to update'. The 'Forward to update' button is highlighted with a yellow arrow.

Once you have added the check mark, you have to save your changes with „**Update**“.

The screenshot shows the 'Applications incoming' interface. Under the 'Application Details' section, the confirmation statement 'I hereby confirm uploading all required documents.' now has a checked checkbox. Below this, there are two buttons: 'Cancel' and 'Update'. The 'Update' button is highlighted with a yellow arrow.

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.

The screenshot shows the 'Application workflow' interface. At the top, there are 'Applicant details' and 'Planned study programme' sections. Below these is a table of 'Necessary steps' under the 'Before the mobility' category. The table has columns for 'Done', 'Done on', 'Done by', and 'Direct access via following link'. A yellow arrow points to the last row in the table, 'Application marked as complete (by HTWK International Office)', which has an empty checkbox in the 'Done' column. The 'Done' column for all other steps has a green checkmark.

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application	✓	01.11.2018	Frauke Schmidt	Display/change application data
Confirmation link	✓	01.11.2018	Automatically generated	
Online-Registration	✓	01.11.2018	Frauke Schmidt	
Personal details completed	✓	01.11.2018	Frauke Schmidt	Complete personal details
Application form printed	✓	01.11.2018	Frauke Schmidt	Download/print application form
Signed application form uploaded	✓	01.11.2018	Frauke Schmidt	Upload signed application form
Learning Agreement uploaded	✓	01.11.2018	Frauke Schmidt	Upload Learning Agreement
Transcript of records uploaded	✓	01.11.2018	Frauke Schmidt	Upload Transcript of Records
Proof of language skills uploaded	✓	01.11.2018	Frauke Schmidt	Upload proof of language skills
CV uploaded	✓	01.11.2018	Frauke Schmidt	Upload your CV
ID or passport copy uploaded	✓	01.11.2018	Frauke Schmidt	Upload ID or passport copy
Passport photograph uploaded	✓	01.11.2018	Frauke Schmidt	Upload passport photo
Mark application as complete (by applicant)	✓			Mark application as complete
Application marked as complete (by HTWK International Office)	<input type="checkbox"/>			

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

We look forward to receiving your application!

The International Office