

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. In the field “Exchange programme”, please choose “Erasmus (SMS)” if you are an Erasmus+ student, “Bilateral agreements” if you are a student from a partner university outside of Erasmus+ and “Free mover” if you are a student from a university that is not a partner of HTWK Leipzig.

The screenshot shows the application form for exchange or Free Mover studies at HTWK Leipzig. The form is divided into three main sections: Application Details, Personal Details, and Data concerning school-leaving certificate for university entrance. The HTWK Leipzig logo is visible in the top right corner.

Application for exchange or Free Mover studies at HTWK Leipzig

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: [text input] *
- First name: [text input] *
- Gender: Male Female *
- Date of birth: [text input] *
- Country of birth: <-- Please select --> *
- Place of birth: [text input] *
- Nationality: <-- Please select --> *
- 2. Nationality: <-- No choice -->
- Email address: [text input] * [?]
- Same e-mail-address for verification: [text input] *

Data concerning school-leaving certificate for university entrance

- Original name of certificate: [text input] * [?]
- Certification date: [text input] *
- Country: [text input] *
- Achieved grade: [text input] *

The screenshot shows a multi-section application form for Mobility-Online. The sections are:

- Data concerning school-leaving certificate for university entrance:** Includes fields for Original name of certificate, Certification date, Country, and Achieved grade.
- Data concerning achieved academic grade (if applicable):** Includes fields for Title of academic degree, Certification date, Country, and Achieved grade.
- Data concerning current studies:** Includes dropdowns for Country of the home institution and Name of home institution, text fields for Study programme and Beginning of studies, and dropdowns for Study level and Current semester in the study programme.
- Data concerning planned stay:** Includes a dropdown for Host country (Germany), a dropdown for Host institution (LEIPZIG02 - Hochschule für Technik, Wirtschaft un...), radio buttons for Reason for stay (Study, Placement/Internship, Project work, Final project), a dropdown for Faculty, a dropdown for Planned study programme, dropdowns for Level of German and Level of English, and text fields for Planned arrival date and Planned departure date.

At the bottom, there are three buttons: "Cancel application", "MOBILITY-ONLINE powered by", and "Send application". A yellow arrow points to the "Send application" button.

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): 01.02.1990

Back Continue 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

Back Continue

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]**.

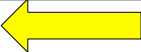
Login FrauKe3
Password *****
Repeat password *****

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!**

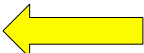
Close Window Login to Mobility-Online 

3. Completing your personal data

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

Application workflow

Applicant details		Planned study programme	
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 type="checkbox"/>			Complete personal details 
Application form printed	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
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 0 / 2

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

Personal details

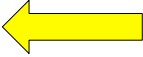
Personal details

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. If you want to sign the form digitally, you do not have to print it.

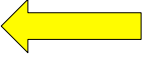
Application workflow

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 type="checkbox"/>			Download/print application form
Signed application form uploaded	<input type="checkbox"/>			
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 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

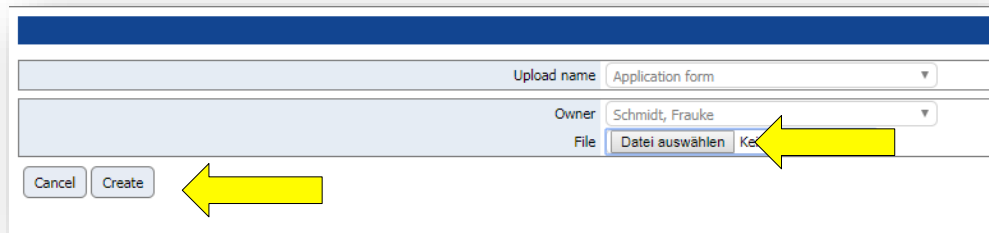
Applicant details

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
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 form for uploading a document. At the top, there is a blue header bar. Below it, the form has a white background with a light blue border. The form contains the following elements: a dropdown menu for 'Upload name' with 'Application form' selected; a dropdown menu for 'Owner' with 'Schmidt, Frauke' selected; a 'File' section with a button labeled 'Datei auswählen' and a partially visible 'Ke...' button; and two buttons at the bottom left: 'Cancel' and 'Create'. Two yellow arrows are overlaid on the image: one points to the 'Datei auswählen' button, and the other points to the 'Create' button.

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“**.

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 checked="" type="checkbox"/>	01.11.2018	Frauke Schmidt	Upload signed application form
<hr/>				
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"/>			

General

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

Applications incoming

Application Details

I hereby confirm uploading all required documents. *

Cancel Forward to update

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

Applications incoming

Application Details

I hereby confirm uploading all required documents. *

Cancel 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 HTWK Leipzig)**“ 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' for Frauke Schmidt, including her date of birth (01/05/1990) and planned study programme (Betriebswirtschaft (Bachelor) - BWB). Below this is a table of 'Necessary steps' with columns for 'Done', 'Done on', 'Done by', and 'Direct access via following link'. A yellow arrow points to the step 'Application marked as complete (by HTWK International Office)', which has an empty checkbox. The 'General' section at the bottom shows '0 / 2'.

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 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 (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!