

USER GUIDE Mobility-Online

Mobility application

Erasmus+ Outgoing SMS (Student Mobility for Studies)

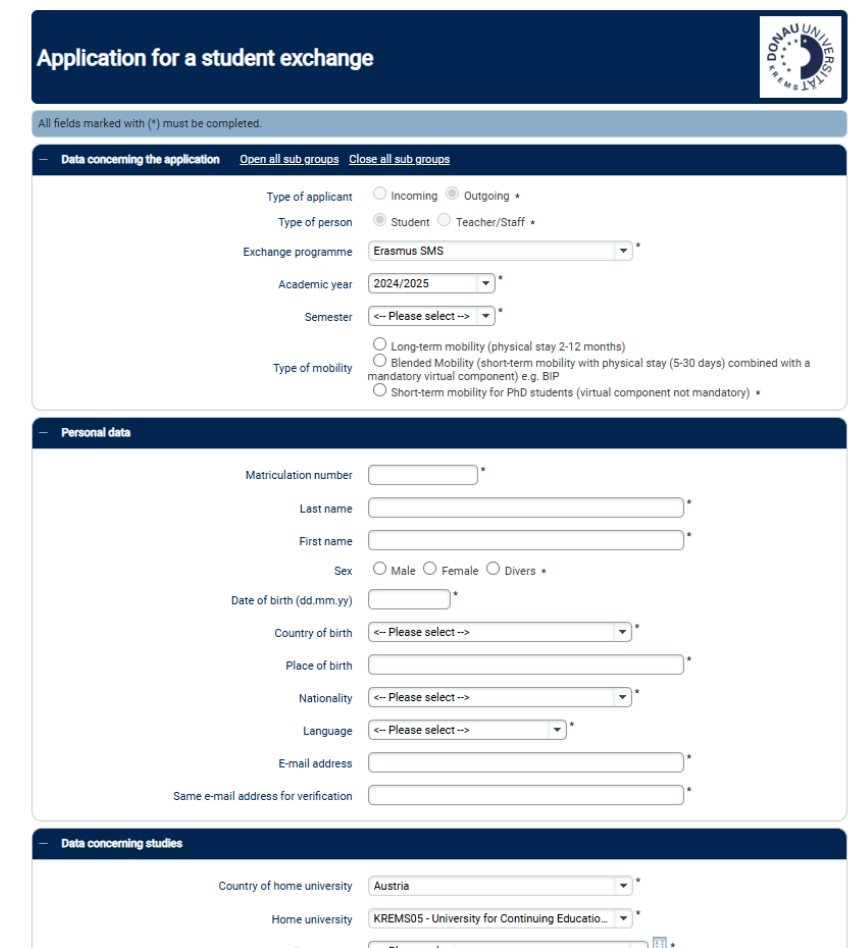
1. APPLICATION AND REGISTRATION

1.1. Application

Please complete the application form.

Link:

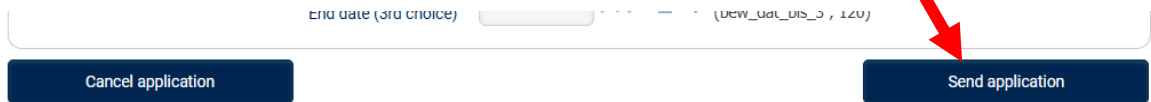
https://www.service4mobility.com/mobility/BewerbungServlet?identifier=KREMS05&kz_bew_pers=S&kz_bew_art=OUT&aust_prog=SMS&sprache=en



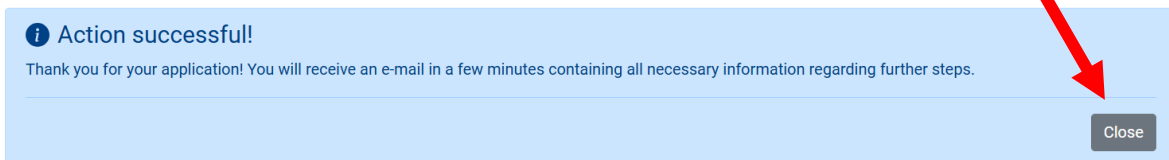
The screenshot shows a web form titled "Application for a student exchange" with the Donau University Krems logo. The form is divided into three main sections: "Data concerning the application", "Personal data", and "Data concerning studies".

- Data concerning the application:** Includes fields for "Type of applicant" (Incoming/Outgoing), "Type of person" (Student/Teacher/Staff), "Exchange programme" (Erasmus SMS), "Academic year" (2024/2025), "Semester" (Please select), and "Type of mobility" (Long-term, Blended, or Short-term).
- Personal data:** Includes fields for "Matriculation number", "Last name", "First name", "Sex" (Male/Female/Divers), "Date of birth", "Country of birth", "Place of birth", "Nationality", "Language", "E-mail address", and "Same e-mail address for verification".
- Data concerning studies:** Includes fields for "Country of home university" (Austria), "Home university" (KREMS05 - University for Continuing Educatio...), and "Department" (Please select).

Once the form is complete, click on "Send application".



You will receive a confirmation. You can click on "Close" after reading.



You will receive an e-mail. ! Please also check your spam folder. Follow the instructions and click on the link in the e-mail that says "Zur Registrierung bei Mobility-Online auf diesen Link klicken".

Erasmus+ Bewerbung Outgoing Student_in / Application outgoing student



Universität für Weiterbildung Krems <mo.noreply@donau-uni.ac.at>

An [redacted]

Wir konnten die Identität des Absenders nicht verifizieren. Klicken Sie hier, um weitere Informationen zu erhalten.

Sehr geehrte [redacted]

*[*please scroll for English](#)*

vielen Dank für Ihre Bewerbung.

Bitte **registrieren** Sie sich mittels des beigefügten Links (siehe unten "Zur Registrierung bei Mobility-Online auf diesen Link klicken") und Registrierungs-codes bei Mobility-Online. Für eine weitere Bearbeitung Ihrer Bewerbung ist auch die **Vervollständigung Ihrer Personenstammdaten** im Web-Portal notwendig. Der Einstieg in das Web-Portal ist im Zuge der Registrierung möglich.

Ihre Bewerbung kann erst nach einer erfolgreichen Registrierung und nach dem Ausfüllen aller erforderlichen Daten bearbeitet werden.

Mit internationalen Grüßen

Ihr Servicecenter für Internationale Beziehungen

*

Thank you for your application.

Please **register** with Mobility-Online using the link (see below "Zur Registrierung bei Mobility-Online auf diesen Link klicken") and registration code provided. For further processing of your application, it is necessary to **complete your personal data** in the web portal. You can access the web portal during the registration process.

Your application can only be processed once you have successfully registered and completed all the required data.

Internationally yours,

Service Center for International Relations

Service Center for International Relations

University for Continuing Education Krems (Danube University Krems)

Dr.-Karl-Dorrek-Strasse 30

3500 Krems, Austria

international@donau-uni.ac.at

www.donau-uni.ac.at/international

[Zur Registrierung bei Mobility-Online auf diesen Link klicken](#)

If your mail client does not display the link correctly, you can also copy or enter the following address manually in the address bar of your browser:

https://www.service4mobility.com/mobility/RegistServlet?bew_req_ [redacted]

Step 3: Follow the instructions and click on “Direkter Einstieg ins Online-Portal”.

Registrierung erfolgreich / Registration successful

*please scroll for English

Ihre Registrierung war erfolgreich.
Sie haben nun die Möglichkeit, mit dem Button **[Direkter Einstieg in Mobility-Online]** direkt ins Web-Portal zu gelangen, wo Sie Ihre Bewerbungsdaten bearbeiten, Ihre Personenstammdaten pflegen, Dokumente downloaden und Dokumente ausdrucken können.


Zusätzlich erhalten Sie in Kürze eine E-Mail an Ihre bei der Bewerbung angeführte E-Mail-Adresse. In dieser E-Mail finden Sie nochmals eine Bestätigung Ihrer Registrierung sowie den Link zum Web-Portal, mit dem Sie sich zukünftig einloggen können.

*

Your registration was successful.

With the button **[Direkter Einstieg in Mobility-Online]** you can go directly to the web portal, where you can edit your application data, maintain your personal data, download or print documents.



In addition, you will shortly receive an e-mail to the e-mail address you provided in your application. In this e-mail you will find the confirmation of your registration as well as the link to the web portal for future log ins.



[Direkter Einstieg ins Online-Portal](#)

After completing the registration you will receive another e-mail. **!** Please also check your spam folder. Follow the instructions and use it for further access to Mobility-Online.

Mobility-Online Registrierungsbestätigung / Registration confirmation

 Universität für Weiterbildung Krems <mo.noreply@donau-uni.ac.at>
An [REDACTED]
Aufbewahrungsrichtlinie Junk Email (30 Tage)
 Dieses Element läuft in 30 Tagen ab. Um es länger zu behalten, müssen Sie eine andere Aufbewahrungsrichtlinie anwenden.
Wir konnten die Identität des Absenders nicht verifizieren. Klicken Sie hier, um weitere Informationen zu erhalten.

Sehr geehrte [REDACTED]
*please scroll for English

Sie haben sich erfolgreich bei Mobility-Online registriert.

Für zukünftige Einstiege in das **Web-Portal** verwenden Sie bitte den **Link unten**.

Mit internationalen Grüßen
Ihr Servicecenter für Internationale Beziehungen

*
You have successfully registered with Mobility-Online.

For future access to the **web portal**, please use the **link below**.

Internationally yours,
Service Center for International Relations

Service Center for International Relations
University for Continuing Education Krems (Danube University Krems)
Dr.-Karl-Dorrek-Strasse 30
3500 Krems, Austria
international@donau-uni.ac.at
www.donau-uni.ac.at/international

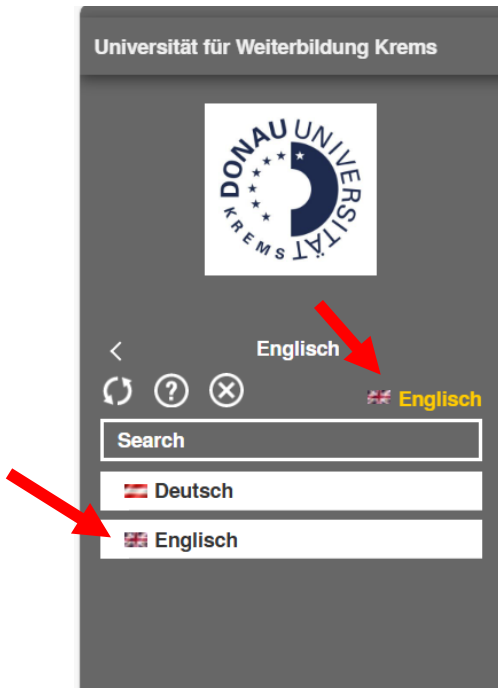
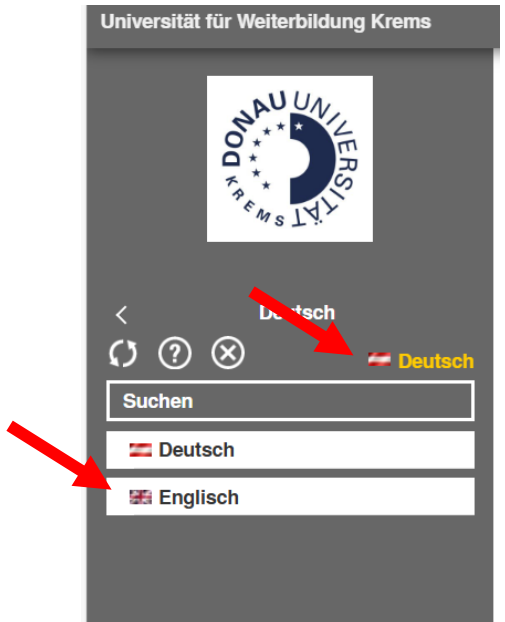
Login: Tes [REDACTED]
[Zur Login Seite](#)

[https://www.service4mobility.com/mobility/LoginServlet?sprache=de&identifi\[REDACTED\]](https://www.service4mobility.com/mobility/LoginServlet?sprache=de&identifi[REDACTED])



1.3. Finalisation of mobility application via web portal (Mobility-Online)

Your login data leads to the web portal (Mobility-Online). ! To change the language to English click on “Deutsch” and choose “Englisch”. To ensure that all text is in English, please repeat and click on “Englisch” a second time.



To finalise your application, please click on **“Complete personal data”** and enter your data. Once all the information is complete, click on **“Create”**.

>	Necessary steps	Done	Done on	Done by	Direct access via following link	3 /
>	General					0 /
∨	Before your stay - application and registration					3 /
	Online application	<input checked="" type="checkbox"/>	07.08.2024		Display/change application	
	Confirmation e-mail online application	<input checked="" type="checkbox"/>	07.08.2024	Automatically generated		
	Online registration	<input checked="" type="checkbox"/>	07.08.2024			
▶	Personal data completed	<input type="checkbox"/>			Complete personal data	
To complete your application, please fill in the personal master data.						
>	Before your stay - print and upload documents					0 /
>	Before your stay - Learning Agreement data					0 /
>	During your stay - Change Learning Agreement					0 /
>	During the stay - Extension of the stay					0 /
>	After your stay - Learning Agreement					0 /
>	Nach dem Aufenthalt - Daten überprüft von der Heimathochschule					0 /

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

You will receive a confirmation and can click on **“Back to application workflow”**.

✔ Action successful!

Your personal data has been stored successfully.

[Back to the application workflow](#)

Complete the steps under **“Before your stay – print and upload documents”**. Following documents are optional but might be required by the hosting institution: photo, letter of motivation, proof of language, transcripts/certificates/diplomas, CV.

! If you are a resident/registered in Austria during your Erasmus+ stay the upload of the registration form (“Meldetzettel”) is mandatory (click on **“Upload registration form (Meldezettel)”**).

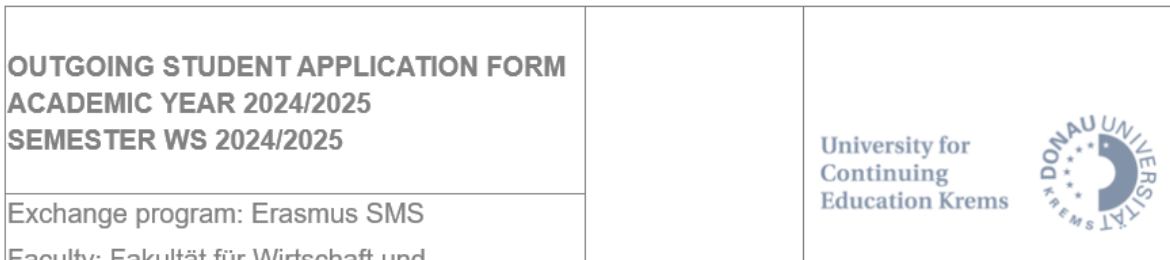
∨	Before your stay - print and upload documents					0 /
Please upload all required documents and then download, check and approve the application form.						
	Passport photo uploaded (optional)	<input type="checkbox"/>			Upload passport photo	
	Letter of motivation uploaded (optional)	<input type="checkbox"/>			Upload letter of motivation	
	Language certificate uploaded (optional)	<input type="checkbox"/>			Upload language certificate	
	Transcripts, Certificates, Diplomas uploaded (optional)	<input type="checkbox"/>			Upload Transcripts, Certificates, Diplomas	
	Registration form (“Meldetzettel”) uploaded (if you are resident/registered in Austria during your Erasmus+ stay)	<input type="checkbox"/>			Upload registration form (“Meldezettel”)	
	CV uploaded (optional)	<input type="checkbox"/>			Upload CV	
▶	Application form downloaded	<input type="checkbox"/>			Upload application form	
	Application form checked and confirmed	<input type="checkbox"/>				

Click on **“Upload your application form”** and read carefully.

Before your stay - print and upload documents 0 /

Please upload all required documents and then download, check and approve the application form.

Passport photo uploaded (optional)	<input type="checkbox"/>	Upload passport photo
Letter of motivation uploaded (optional)	<input type="checkbox"/>	Upload letter of motivation
Language certificate uploaded (optional)	<input type="checkbox"/>	Upload language certificate
Transcripts, Certificates, Diplomas uploaded (optional)	<input type="checkbox"/>	Upload Transcripts, Certificates, Diplomas
Registration form ("Meldetzettel") uploaded (if you are resident/registered in Austria during your Erasmus+ stay)	<input type="checkbox"/>	Upload registration form ("Meldezettel")
CV uploaded (optional)	<input type="checkbox"/>	Upload CV
▶ Application form downloaded	<input type="checkbox"/>	Upload application form
Application form checked and confirmed	<input type="checkbox"/>	



Click on **“Check and confirm application”**, tick the box and click on **“Update”**.

Necessary steps	Done	Done on	Done by	Direct access via following link
Letter of motivation uploaded (optional)	<input type="checkbox"/>			Upload letter of motivation
Language certificate uploaded (optional)	<input type="checkbox"/>			Upload language certificate
Transcripts, Certificates, Diplomas uploaded (optional)	<input type="checkbox"/>			Upload Transcripts, Certificates, Diplomas
Registration form ("Meldetzettel") uploaded (if you are resident/registered in Austria during your Erasmus+ stay)	<input checked="" type="checkbox"/>	14.08.2024	1234Test 1234Test	Upload registration form ("Meldezettel")
CV uploaded (optional)	<input type="checkbox"/>			Upload CV
Application form downloaded	<input checked="" type="checkbox"/>	14.08.2024	1234Test 1234Test	Upload application form
▶ Application form checked and confirmed	<input type="checkbox"/>			Check and confirm application



Final-Status

I confirm that I have checked my application form.

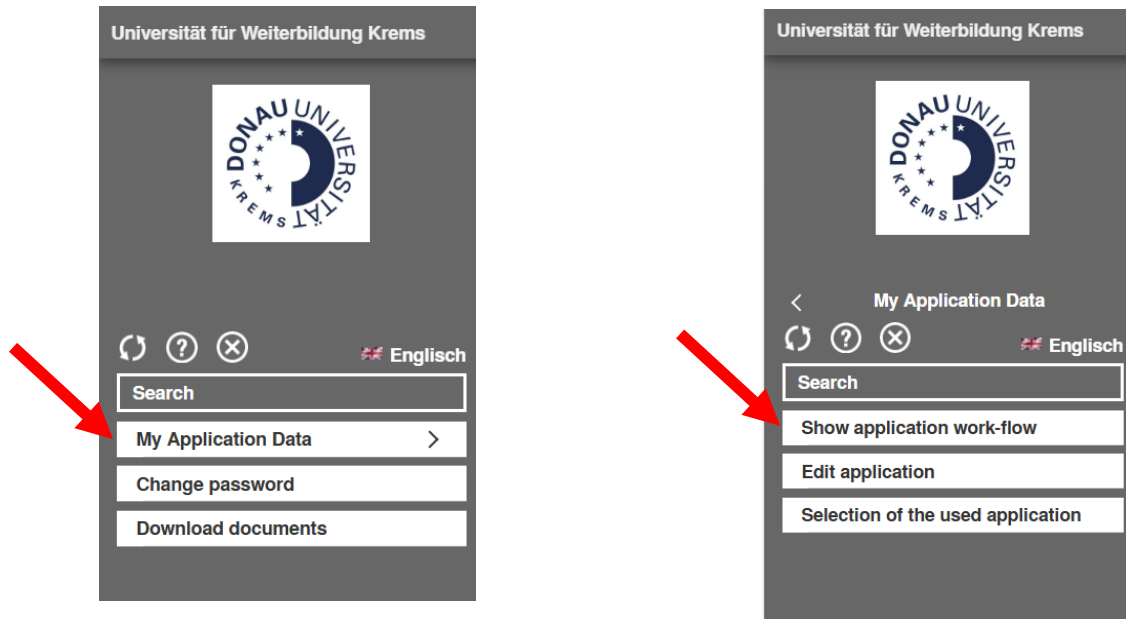
Back Update



! Your application is now finalised. You will receive further information and instructions soon.

2. MOBILITY-ONLINE – OVERVIEW

Click on “**My Application Data**” then “**Show application work-flow**” to get an overview of your application process.



∨ **Before your stay - print and upload documents** 0 /

Please upload all required documents and then download, check and approve the application form.

Passport photo uploaded (optional)	<input type="checkbox"/>	Upload passport photo
Letter of motivation uploaded (optional)	<input type="checkbox"/>	Upload letter of motivation
Language certificate uploaded (optional)	<input type="checkbox"/>	Upload language certificate
Transcripts, Certificates, Diplomas uploaded (optional)	<input type="checkbox"/>	Upload Transcripts, Certificates, Diplomas
Registration form ("Meldetzettel") uploaded (if you are resident/registered in Austria during your Erasmus+ stay)	<input type="checkbox"/>	Upload registration form ("Meldezettel")
CV uploaded (optional)	<input type="checkbox"/>	Upload CV
▶ Application form downloaded	<input type="checkbox"/>	Upload application form
Application form checked and confirmed	<input type="checkbox"/>	

! Please contact international@donau-uni.ac.at if you have any issues with the application or further questions.