

MOBILITY-ONLINE

Mobility-Online Manual for
Incoming Students at
University of Applied Sciences BFI Vienna

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General Information

All incoming exchange students of the UAS BFI Vienna have to apply via the online platform Mobility-Online for their exchange semester.

We will send you an e-mail in which we confirm your nomination for the exchange with us and invite you to fill in the online application.

If you haven't received an e-mail from us by 5th May / 5th November, please make sure you have been nominated by your home university to participate in the exchange, before contacting us.

Please note that we currently only accept exchange students from our partner universities and cannot accept freemovers.

Deadline Winter semester	Deadline Summer semester	Step / Action	Responsibility
1 May	1 Nov	Nomination of selected student(s)	International coordinator of home institution
		<u>Registration link is sent out</u> to nominated incoming students	Incoming coordinator at UAS BFI Vienna
15 May	15 Nov	Step 1 / Online registration	Student
		Confirmation e-mail is sent out after successful registration	Mobility Online (auto-response)
25 May	25 Nov	Step 2 / Complete personal data Step 3 / Upload all application documents	Student
31 May	30 Nov	Formal check of application; <u>Letter of Acceptance is issued on Mobility Online</u> (if all application data has been provided by student)	Incoming coordinator at UAS BFI Vienna
5 June	5 Dec	Step 4 / Download Letter of Acceptance	Student
5 June	5 Dec	<u>Course selection</u> is available via Mobility Online	Incoming coordinator at UAS BFI Vienna
30 June	31 Dec	Step 5 / Select courses via Mobility Online	Student
		Step 6 / Prepare learning agreement (can be printed off Mobility Online or format of home institution can be used; needs to be signed and approved by home institution and student) and upload of signed LA onto Mobility Online	Student

Step 1 – Online registration

- After you have been nominated and the nomination has been accepted, you are going to receive an e-mail with information about the application process and topics to consider in preparation for your exchange. The e-mail also includes a link for registration in the application portal.

Mobility Online Benutzer
Your nomination for studying abroad at UAS BFI Vienna

An Schitter, Anne
Cc FH BFI Wien | Incoming Mobility

Application_Information_SoSe_20.pdf 211 KB
UAS_BFI_Vienna_FactSheet_2019_2020.pdf 252 KB
Course_Calendar_2019_20.pdf 100 KB

Dear Test,

We are happy to have received your nomination to spend a semester with us in Vienna! Attached to this e-mail you will find several documents that contain very useful and important information. Please closely read those documents – especially the "Application Information" as it contains more detailed information about the application process and the documents you need to provide. Here is a short overview of the next steps in your application process:

- All our incoming exchange students have to register in our application platform *Mobility Online* latest until **15th May / 15th November**. To register, you have to click on the personalised link at the bottom of this e-mail and select a password for future access to your *Mobility Online* account. You also have to enter your date of birth for verification purposes. *If your date of birth doesn't work, try 01.01.2000 and adjust the date of birth in your application data after you have logged in!*
- **After successful registration and after you have provided all personal data as well as uploaded all the required documents**, the *Letter of Acceptance* (digital copy) will be available for download on *Mobility Online*. *If you need the Letter of Acceptance earlier for your visa application etc., please contact me.*
- **Learning Agreement:**

Please choose your courses on *Mobility Online* **after my notification e-mail in early June/December**. Students who need the learning agreement for visa application etc. at an earlier stage, may prepare a **preliminary learning agreement**. *Please ask your mobility coordinator about this option.* Information about our courses is available in our [course catalogue](#). Students may select courses from several different programmes (more information in the document "Application Information").

- The semester dates for incoming students are based on the part-time programme semester dates. You can find them in our academic calendar.

The "introduction week" will take place during the first week of the semester with an **obligatory information session on the first day** (you will receive more information closer to the semester start). Please keep this in mind when making travel and accommodation arrangements.

- **Accommodation:**

We recommend to make a reservation for [accommodation](#) as soon as possible, especially if you need a visa for Austria.

If you have any further questions regarding the application process etc. please have a look at our [website](#) or contact me directly.
Many greetings from Vienna.
Anne

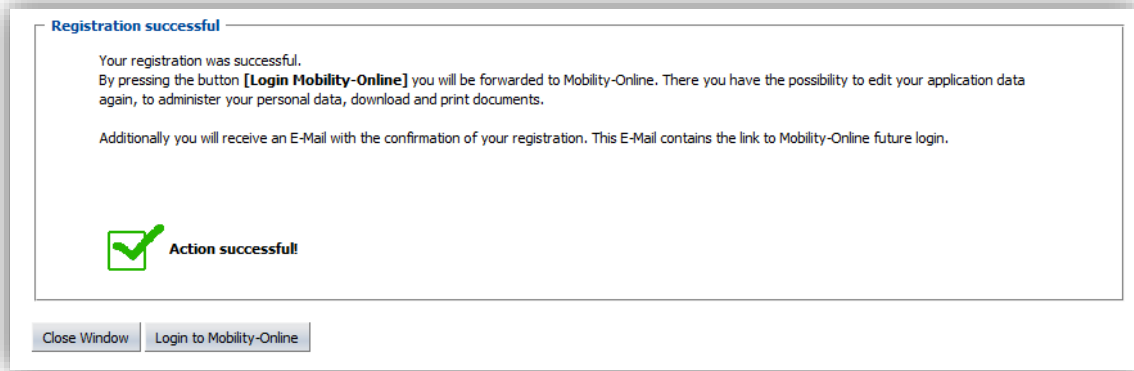
To register on Mobility-Online, please click on this link
If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:
https://www.service4mobility.com/mobility/RegistServlet?bew_req_nr=638173584&kz_bew_art=IN&kz_bew_pers=S&saust_proq_id=267&spr_id=579&org_id=9

Anne Schitter, M.A.
Coordinator of Incoming Student Mobility,
Fachhochschule des BFI Wien – Hochschule für Wirtschaft, Management & Finance
Wohlmutschtrasse 22, A-1020 Wien
Tel: +43/1/720 12 86 – 81, Fax: +43/1/720 12 86/19
incomings@fh-vie.ac.at, www.fh-vie.ac.at
<http://www.facebook.com/FHdesbfiWien>

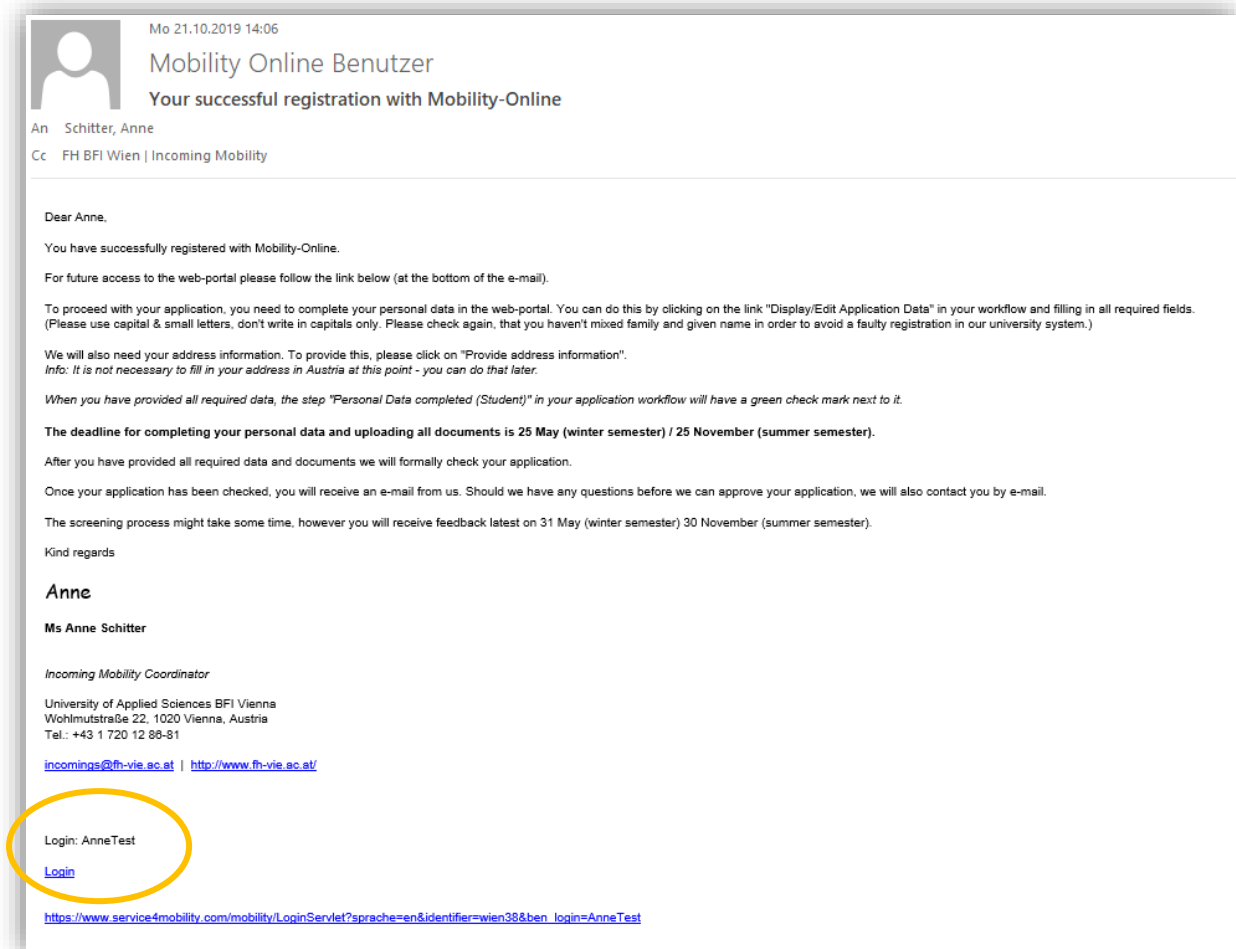
- Follow the link within the e-mail, enter your date of birth in the indicated box (see picture below) and press "Continue".
- *In case we haven't received your date of birth with the nomination, we have entered 01.01.2000 as your date of birth. Should this not work either, please contact us.*

- Next you will be asked to enter a login name (username) as well as a password. Click continue once you are ready.

- If your registration was successful you will see the following message:



- You will also receive another e-mail with instructions about the next steps and your personal login link.



Step 2 – Complete your application

2.1 Application data

- Sign into your account by following the link from your registration confirmation e-mail.

If you see the following message, you tried to login by using the registration link! You have to use the other link (see page 6!)

The screenshot shows the 'MOBILITY-ONLINE' registration interface. At the top, it says 'Online registration for Mobility-Online (Erasmus+ SMS (study abroad))'. A red-bordered box contains the error message: 'The following error occurred: Date of birth correct, but this application has already been registered.' Below this, the page is titled 'Step 1 of 2 - Input Registration number'. It instructs the user to enter their registration code and date of birth. The registration number '638173584' is entered in a text box. The date of birth is set to 'Today' with a calendar icon. At the bottom, there are 'Back' and 'Continue' buttons, and a language dropdown menu set to 'Englisch'.

- After your successful login, you will see your “Application Workflow”. In this overview, you can see which steps of the application process you have already completed and which ones you still have to do.
- Before any of the next application steps are activated, you have to **complete your personal data**. To do this, just click on the link “Display/Edit Application Data” to the right of the step “Online Application”.

The screenshot displays the 'Show application work-flow' page. It shows a progress bar at the top indicating 3 / 25 steps. Below, 'Applicant details' are listed: Last name: Test, First name: Anne, Date of Birth: 10.10.2000, Country of home institution: GERMANY, Home institution: MUNCHEN06 - Hochschule für angewandte Wissenschaften München, Degree programme: AUSTRIA, Host country: AUSTRIA, Receiving institution: WIEN38 - University of Applied Sciences BFI Vienna, Duration of stay from: 10.02.2020, Duration of stay to: 04.07.2020. A table lists 'Necessary steps' with columns for 'Done', 'Done on', and 'Done by'. The 'Online Application (Student)' step is highlighted with a yellow circle, and a link 'Display/Edit Application Data' is visible next to it. Other steps include 'All uploaded documents', 'Before the mobility - Registration and completion of personal data', 'Before the mobility - upload your documents', 'Before the mobility - Course selection and learning agreement', 'During the mobility', and 'At the end of the mobility'.

- You have to click on “Forward to update” (top or bottom of page) to start entering your data.

The screenshot shows a web application interface for editing an application. At the top, there are two buttons: 'Cancel' and 'Forward to update', with the latter circled in yellow. Below the buttons is a message: 'Here you can see all details regarding your application. If you want to change or complete your application data please click on the the button 'Forward to update' at the bottom of this page.' The form is divided into several sections:

- Data concerning the application:** Includes radio buttons for 'Incomings' and 'Outgoings', radio buttons for 'Students' and 'Teachers', a dropdown for 'Exchange Programme' (Erasmus+ SMS (study abroad)), a dropdown for 'Studienjahr' (2019/2020), a dropdown for 'Semester' (Summer Sem. 2020), and radio buttons for 'ECTS (European Credit Transfer System)' and 'Double Degree'.
- Personal data of applicant:** Includes text input fields for 'Last name' (Test), 'First name' (Anne), and 'E-Mail-Address' (anne.schitter@fh-vie.ac.at). It also has dropdowns for 'Date of Birth' (10.10.2000), 'Zip Code of Place of Birth', 'Place of Birth', 'Country of Birth' (Please select), and 'Communication language' (Please select). There are radio buttons for 'Gender' (male, female, Inter-sex, Transsexuell).
- Contact person in case of emergency:** Includes text input fields for 'Last name', 'First name', 'Phone number', and 'E-Mail-Address', and a dropdown for 'Relationship'.
- Data concerning the current study:** This section is partially visible at the bottom.

- When you click on the question mark next to a field, you will find additional information that clarifies what kind of data should be entered.

A close-up of an input field labeled 'E-Mail-Address'. To the right of the input field is a small square icon containing a question mark, which is circled in yellow.

- The fields marked with an asterisk (*) are mandatory and need to be filled in before your data can be saved. If you missed something and try to save your data (by clicking “Update”) it will look like this:

A close-up of an input field labeled 'First name'. The field contains a red error message: 'First name must be filled in.' followed by a red circle with a white exclamation mark and an asterisk.

- Some of the information has already been filled in for you. **Please double check the information and correct it if necessary.**
- When filling in the online application, please make sure that **the right exchange programme** has been selected. The following options are available:
 - Erasmus+ SMS (study abroad) = Students from European partner universities, and students from Non-European partner institutions **receiving an Erasmus+ grant**
 - Cooperation = Students from Non-European Partner Institutions
- The **academic year** in which you will study at UAS BFI Vienna and the **semester** will be preselected.

If you will be studying with us for two semesters please select the semester in which you will arrive. When entering the dates of your stay further below in the application form (p. 10), please enter the start date of the 1st semester and the end date of the 2nd semester.

- Indicate if your home institution uses the European Credit Transfer System (ECTS)
- Please indicate if you will participate in one of our **Double Degree Programmes**
- Students from Non-European partner institutions should indicate if they will receive an Ernst Mach grant for their stay (also select this if you have applied but not received an answer yet)

Cancel Update

Here you can see all details regarding your application. If you want to change or complete your application data please click on the the button 'Forward to update' at the bottom of this page.

Data concerning the application

Type of applicant Incomings Outgoings
 Type of person Students Teachers
 Exchange Programme Cooperation
 Studienjahr 2019/2020
 Semester Summer Sem. 2020
 ECTS (European Credit Transfer System) Yes No
 Double Degree Yes No
 Ernst Mach Yes No

- During the application you also have to provide information about your previous education.
 - University Entrance Qualification = High school certificate / secondary school leaving certificate / Abitur/... → select "Other" unless you went to school in Austria and graduated there ("Matura")
 - Enter the date of your high school graduation (as stated on your certificate)
 - Select your current study level (Bachelor / Master)
 - If you are studying at Master level, you have to provide information about your Bachelor (undergraduate) degree
 - Enter the date of your graduation (as stated on your transcript/certificate)

Data concerning university entrance qualification

University entrance qualification Other
 Qualification obtained on 17.03.2015
 Name of Secondary School Test School
 Place Test town
 Country GERMANY
 Study level Bachelorstudium Masterstudium Doktoratsstudium
 First university degree Bachelor of Arts in International Management
 Qualification obtained on 01.06.2018
 Place Stralsund
 Country Germany
 Name of University (Higher Education Institution) University of Applied Sciences Stralsund

- You can access our data processing information by clicking on the provided link in the yellow box in the application form. It is important that you confirm that you have read it by ticking the box.
- Our Erasmus Student Network (ESN) supports incoming exchange students before and during their exchange. They provide information, offer advice and organize many activities throughout the semester. If you would like to receive information about their offers select “Yes” in this category.
- In addition to their general support, ESN also organizes a Buddy programme. You can sign up for the programme and you will be assigned a “buddy” (a local student from UAS BFI Vienna) who will be happy to assist you during your time in Vienna. This is a great opportunity to meet local students! If you want to participate, select “Yes”.

Information on Data Processing

I confirm that I have read the INFORMATION ON DATA PROCESSING *

To read INFORMATION ON DATA PROCESSING click [HERE](#)

I would like to receive information and support from ESN BFI Vienna* Yes No *

*In order to receive information and support from our ESN section, the following information will be forwarded to ESN BFI Vienna:

- First name
- Last name
- Home institution
- Home country
- E-Mail address

For more information about ESN click [HERE](#)

It is not an application requirement that you agree to the forwarding of your personal data* to ESN BFI Vienna, however it is necessary if you would like to receive e-mails and support from ESN.

I would like to participate in the Buddy Programme coordinated by ESN BFI Vienna* Yes No *

Let us know if you would like to participate in our Buddy Programme which is coordinated by ESN BFI Vienna.

*In order to enable your participation and find a suitable buddy, the following information will be forwarded to ESN BFI Vienna and your buddy:

- First name
- Last name
- Nationality
- Home institution
- Home country
- Degree programme at UAS BFI Vienna
- E-Mail address
- Spoken languages

For more information about the buddy programme click [HERE](#)

It is not an application requirement that you participate in the buddy programme and agree to the forwarding of your personal data* to ESN BFI Vienna and your buddy, however it is necessary if you would like to participate in the buddy programme.

- You have to select a **degree programme** in which you will be enrolled at UAS BFI Vienna. Select the programme from which you will select most of your courses and/or that is most similar to the one you are studying at your home university. The “International Programme” offers courses but is no regular degree programme.
- This is also, where you can adjust the duration of your exchange period if you are staying for two semesters (only use the actual semester dates).

Data concerning the planned study

Host country: AUSTRIA

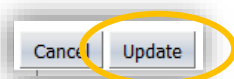
Receiving institution: WIEN38 - University of Applied Sciences BFI Vienna

Degree programme: <-- Please select -->

Duration of stay from: 10.02.2020

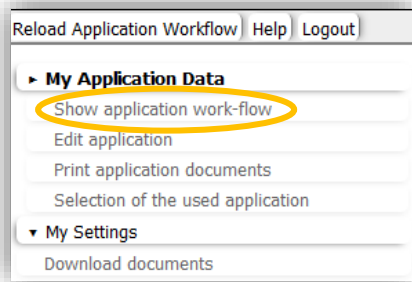
Duration of stay to: 04.07.2020

- When you have filled in all the information, save your changes by selecting “Update” at the bottom or top of the page



2.2 Personal data

- To continue with the next steps, select “Show application work-flow” in the menu



- To fill in the the personal data and your address details follow the link “Provide address information” in your work flow

University of Applied Sciences bfi Vienna **MOBILITY-ONLINE**

Reload Application Workflow Help Logout **Anne Test** Englisch

My Application Data

- Show application work-flow
- Edit application
- Print application documents
- Selection of the used application

My Settings

- Download documents

Show application work-flow

In this overview all necessary steps of your application are shown in the correct order. You can also see which steps have already been completed including when and by whom.

Applicant details

Last name	Test	Degree programme	European Economy and Business Management (English Programme) (Bachelor - 1389) - 1389
First name	Anne	Host country	AUSTRIA
Date of Birth (dd.mm.yyyy)	10.10.2000	Receiving institution	WIEN38 - University of Applied Sciences BFI Vienna
Country of home institution	GERMANY	Duration of stay from	10.02.2020
Home institution	MÜNCHEN06 - Hochschule für angewandte Wissenschaften München	Duration of stay to	04.07.2020

Necessary steps	Done	Done on	Done by	Direct access via following link	4 / 25
All uploaded documents	✓			View all uploaded documents	
Before the mobility - Registration and completion of personal data					3 / 5
Online-Nominierung (Partnerinstitution)					
Confirmation E-Mail Online-Application (Mobility Coordinator)	✓	08.10.2019	Automatically generated		
Online Registration (Student)	✓	08.10.2019	Anne Test		
Online Application (Student)	✓				
Personal Data completed (Student)	□			Provide address information	
Before the mobility - upload your documents					0 / 7
Before the mobility - Course selection and learning agreement					0 / 5
During the mobility					0 / 3
At the end of the mobility					0 / 4

- Please double check that your first (given) name and last (family) name are not mixed up as this will lead to a faulty registration in our administrative system.**
- You are asked to provide three addresses:
 - Permanent address details = address in home country that is your main permanent address
 - Current address details = address in home country at your place of study (can be the same as the permanent address and details can be copied)
 - Foreign address = address in Vienna (Of course if you don't know your address in Vienna yet, you can leave this part empty and fill it in later on)

You can see that you have successfully completed your personal data, if instead of the red square next to the steps in your workflow, there are green check marks.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Registration and completion of personal data 4 / 5				
Online-Nominierung (Partnerinstitution)				
Confirmation E-Mail Online-Application (Mobility Coordinator)	✓	08.10.2019	Automatically generated	
Online Registration (Student)	✓	08.10.2019	Anne Test	
Online Application (Student)	✓			Display/Edit Application Data
Personal Data completed (Student)	✓	08.10.2019	Mobility Incoming	Provide address information
Before the mobility - Application documents 0 / 7				
Photo for student ID uploaded	□			Upload recent photo for your student ID
Scan of passport uploaded	□			
Transcript of Records (home university) uploaded	□			
German language statement uploaded (only for students who want to take courses held in German)	□			
Proof of valid health insurance uploaded	□			
Application formally checked	□			
Letter of Acceptance	□			
Before the mobility - Course selection and learning agreement 0 / 5				
During the mobility 0 / 3				
At the end of the mobility 0 / 4				

Step 3 – Uploading your application documents

- You will have to upload the following documents onto mobility online:
 - Recent photo for your student ID (*has to be in colour, passport-style*)
 - Relevant pages of your passport / ID
 - Transcript of Records of all previous semesters & overview of the courses you are currently taking (*which are not on your Transcript of Records yet*) (*in English or German; **one file***)
 - Proof of valid health insurance for Austria (*in English or German; upload a copy of your European Health Insurance Card if you have one; it is NOT sufficient to upload a national health insurance card!*)

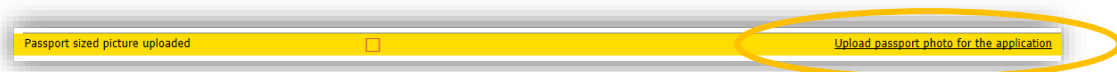
If you want to take courses taught in German, you have to provide a

- German language proficiency statement min. B2 (*not relevant for the “Austrian Language and Culture” courses or if you are a native German speaker*)

Double Degree students have to upload the following additional documents:

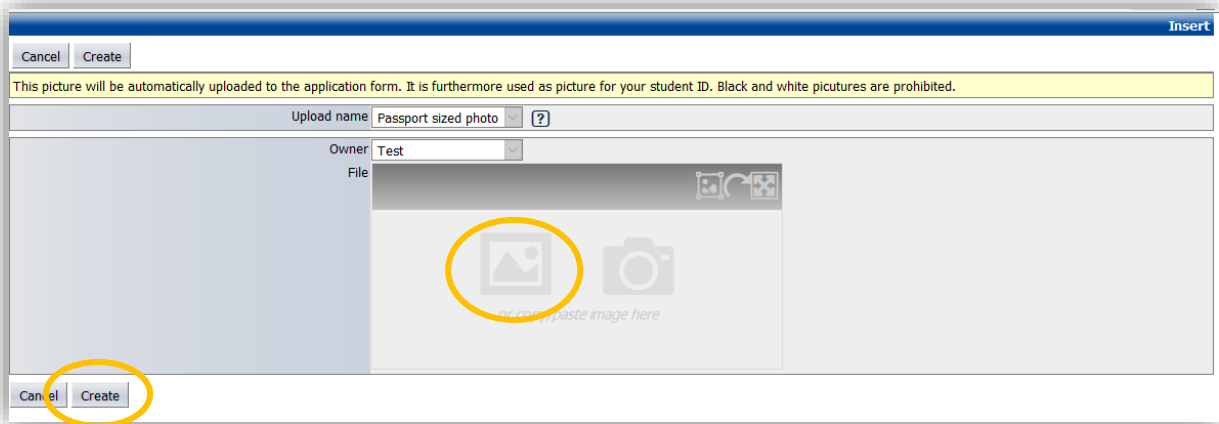
- Birth Certificate
- High School Certificate
- *Graduate Students:* Bachelor's Certificate/Diploma

- To upload a document, just click on the link next to the relevant step.



- You will be directed to the upload area, where you can choose your file (click on the landscape image to search for you file; photo also: drag and drop/ copy and paste).

- Click “create” to upload your chosen file.



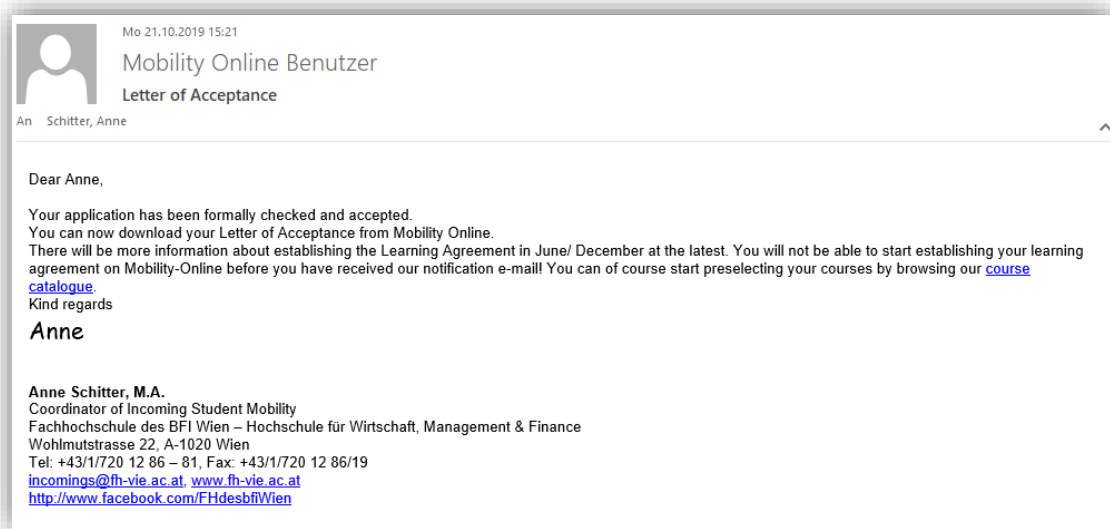
Please be aware that some files have to be uploaded in a certain format and there is a restriction for the file sizes (usually max. 1 MB per file).

You have to upload all of the documents and only after you have uploaded one document, you can access the upload link for the next document.

Necessary steps	Done	Done on	Done by	Direct access via following link
All uploaded documents	<input checked="" type="checkbox"/>			View all uploaded documents
Before the mobility - Registration and completion of personal data 4 / 5				
Online-Nominierung (Partnerinstitution)				
Confirmation E-Mail Online-Application (Mobility Coordinator)	<input checked="" type="checkbox"/>	08.10.2019	Automatically generated	
Online Registration (Student)	<input checked="" type="checkbox"/>	08.10.2019	Anne Test	
Online Application (Student)	<input checked="" type="checkbox"/>	08.10.2019	Mobility Incoming	Display/Edit Application Data
Personal Data completed (Student)	<input checked="" type="checkbox"/>	08.10.2019	Mobility Incoming	Provide address information
Before the mobility - upload your documents 1 / 7				
Photo for student ID uploaded	<input checked="" type="checkbox"/>	21.10.2019	Anne Test	Upload recent photo for your student ID
Scan of passport uploaded	<input type="checkbox"/>			upload scan of your passport
Transcript of Records (home university) uploaded	<input type="checkbox"/>			
German language statement uploaded (only for students who want to take courses held in German)	<input type="checkbox"/>			
Proof of valid health insurance uploaded	<input type="checkbox"/>			
Application formally checked	<input type="checkbox"/>			
Letter of Acceptance	<input type="checkbox"/>			
Before the mobility - Course selection and learning agreement 0 / 5				
During the mobility 0 / 3				
At the end of the mobility 0 / 4				

Step 4 – Download Letter of Acceptance

- After you have completed your personal data and provided all application documents we will **formally check** your application.
Should we have any questions, we will send you an e-mail to the provided e-mail address.
- Once your application has been formally checked you will receive an e-mail and you will be able to download your Letter of Acceptance.



Please note that the formal check may take some time; however, you will receive feedback latest by 31st May (winter semester) / 30th November (summer semester).

- Download the Letter of Acceptance by clicking on the link “Download letter of acceptance” in your workflow.

The screenshot displays the 'MOBIILITY-ONLINE' interface for user 'Anne Test'. It shows the 'Show application work-flow' section with a table of necessary steps. The 'Download letter of acceptance' link is highlighted with a yellow circle.

Necessary steps	Done	Done on	Done by	Direct access via following link
All uploaded documents	<input checked="" type="checkbox"/>			View all uploaded documents
Before the mobility - Registration and completion of personal data 4 / 5				
Online-Nominierung (Partnerinstitution)				
Confirmation E-Mail Online-Application (Mobility Coordinator)	<input checked="" type="checkbox"/>	08.10.2019	Automatically generated	
Online Registration (Student)	<input checked="" type="checkbox"/>	08.10.2019	Anne Test	
Online Application (Student)	<input checked="" type="checkbox"/>			Display/Edit Application Data
Personal Data completed (Student)	<input checked="" type="checkbox"/>	08.10.2019	Mobility Incoming	Provide address information
Before the mobility - upload your documents 5 / 7				
Photo for student ID uploaded	<input checked="" type="checkbox"/>	21.10.2019	Anne Test	Upload recent photo for your student ID
Scan of passport uploaded	<input checked="" type="checkbox"/>	21.10.2019	Anne Test	upload scan of your passport
Transcript of Records (home university) uploaded	<input checked="" type="checkbox"/>	21.10.2019	Anne Test	upload Transcript of Records (home university)
German language statement uploaded (only for students who want to take courses held in German)	<input type="checkbox"/>			upload German language statement
Proof of valid health insurance uploaded	<input checked="" type="checkbox"/>	21.10.2019	Anne Test	upload proof of valid health insurance
Application formally checked	<input checked="" type="checkbox"/>	21.10.2019	Mobility Incoming	
Letter of Acceptance	<input type="checkbox"/>			Download letter of acceptance
Before the mobility - Course selection and learning agreement 0 / 5				
List of courses that will be accredited at home institution completed	<input type="checkbox"/>			Fill in the courses you would normally complete at your home university (that will be accredited after your exchange)
<input checked="" type="checkbox"/> Selection of courses at UAS BFI Vienna completed	<input type="checkbox"/>			Select your courses at UAS BFI Vienna
Learning Agreement completed (Student)	<input type="checkbox"/>			
Learning Agreement approved and signed by home institution and student	<input type="checkbox"/>			
Learning Agreement approved and signed by UAS BFI Vienna				
During the mobility 0 / 3				
At the end of the mobility 0 / 4				

Should you need a hard copy of the Letter of Acceptance for visa purposes etc., send an e-mail to incomings@fh-vie.ac.at.

You will receive information about Step 5 – Selection of courses and Step 6 – Preparing your learning agreement once the course selection is available.