

Student Guide for Online Application

Before starting your online application please make sure that all your documents (i.e. CV, letter of motivation, portfolio, copy passport/personal ID) are uploaded on your PC in pdf format only!

- You have to be nominated by your International Office.
Once the Academy of Fine Arts Vienna is informed you will receive an email containing a link.
- Click on the link and register by filling in your birthday date.



Online registration for Mobility-Online
(Erasmus SMS)

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 *
Date of birth

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

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 future login.



Action successful!

Close Window

Login to Mobility-Online

- You are now asked to choose a login and a password according to the conditions described in the text above.

- You will receive an email „confirmation of registration“.
This email contains the future login link you will have to work with; it is highly recommended to install this link as a mark on your PC!
- You are now asked to complete your personal data by clicking on the link without the green check mark on the right side

The screenshot shows the 'MOBIILITY-ONLINE' Student Guide interface. At the top, it says 'Akademie der bildenden Künste Wien' and 'MOBIILITY-ONLINE'. Below that, there's a navigation menu with 'My Application Data' and 'My Settings'. The main content area is titled 'Show application work flow' and 'Applicant details'. It displays personal information like Last name (Guidi), First name (Student), Date of birth (01.01.1991), Country of Sending Institution (Italy), and Sending Institution (BOLOGNA03 - Bologna). It also shows Field of Study (Fine Arts - 606), Host country (Austria), Receiving institution (WZFD06 - Akademie der bildenden Künste Wien), Duration of Erasmus stay from (01.03.2020), and Duration of Erasmus stay to (30.09.2020).

The 'Necessary steps' table is as follows:

	Done	Done on	Done by	Direct access via following link
Before Mobility				
Online Application	<input checked="" type="checkbox"/>	08.04.2019	Student Guide	Show/Update the Application
Confirmation E-Mail Online-Application	<input checked="" type="checkbox"/>	08.04.2019	Automatically generated	
E-mail with link for registration received	<input checked="" type="checkbox"/>			
Online-Registration	<input checked="" type="checkbox"/>	08.04.2019	Student Guide	
Complete personal data	<input type="checkbox"/>			Complete personal data
Complete application data	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
Upload Copy of Personal ID/ Passport	<input type="checkbox"/>			
Letter of Motivation uploaded	<input type="checkbox"/>			
Portfolio uploaded	<input type="checkbox"/>			
Wait for Deadline (1st of March/31st of October)	<input type="checkbox"/>			
Feedback via email received	<input type="checkbox"/>			
Mail concerning Letter of Acceptance and Welcome Meeting received	<input type="checkbox"/>			
Learning Agreement uploaded	<input type="checkbox"/>			
Learning Agreement complete	<input type="checkbox"/>			
If third-country nationals: Please take care of your visa				
During Mobility				
Come to the International Office in person	<input type="checkbox"/>			
Reminder Mail Learning Agreement (during) received	<input type="checkbox"/>			
Mail concerning Transcript Of Records received	<input type="checkbox"/>			
Changes in the Learning Agreement necessary - yes/no	<input type="checkbox"/>			
Come to the International Office in person	<input type="checkbox"/>			
Mobility finish	<input type="checkbox"/>			

- Press the button „forward to update“.
 - Now data has to be saved.
 - The same procedure for the application form (please note that you first have to scroll down to get to the button „forward to update“).
 - Next step: Click „Reload Application Workflow“ on the top left.
 - Now all documents have to be uploaded in **pdf format**: Click on the link on the right side without the green check mark, choose the file and upload it; the same procedure for uploading your CV, passport/personal ID, letter of motivation, portfolio.
- Please note that each document has to be uploaded in **pdf** only!
- Please note that your portfolio should give a good impression of your work. If your file is too big for an upload, please compress it.
- As soon as all green check marks are visible, wait for our response after the deadline.