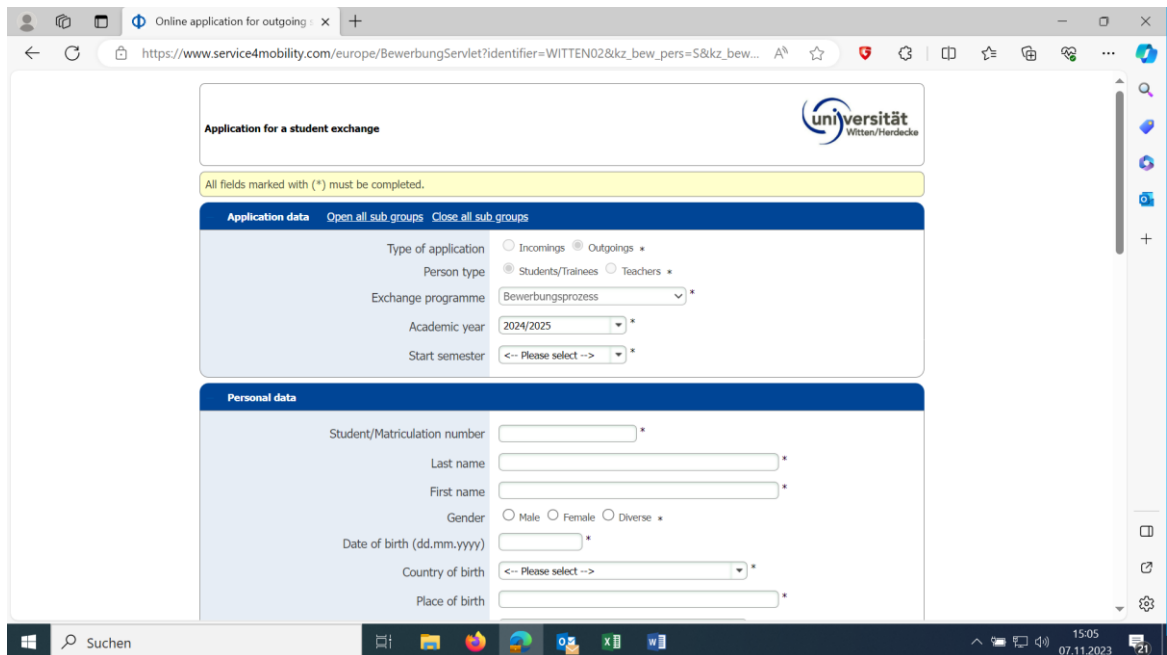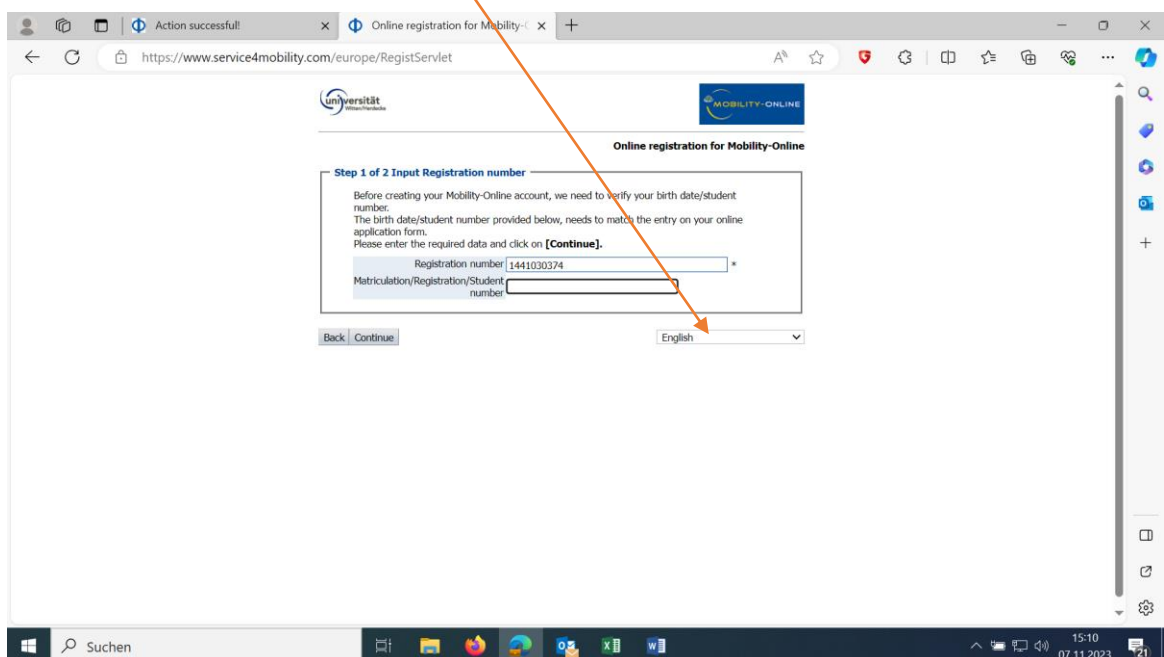# Application for a study abroad stay via Mobility Online (MO)

# User Guide

1. Apply using the online form, which can be accessed via the link on the intranet. Please take note of the help texts highlighted in yellow.

2. After submitting the application form, you will receive an e-mail with a registration link. Please read the data protection information carefully. Then create a user account. To change the language to English please click here:
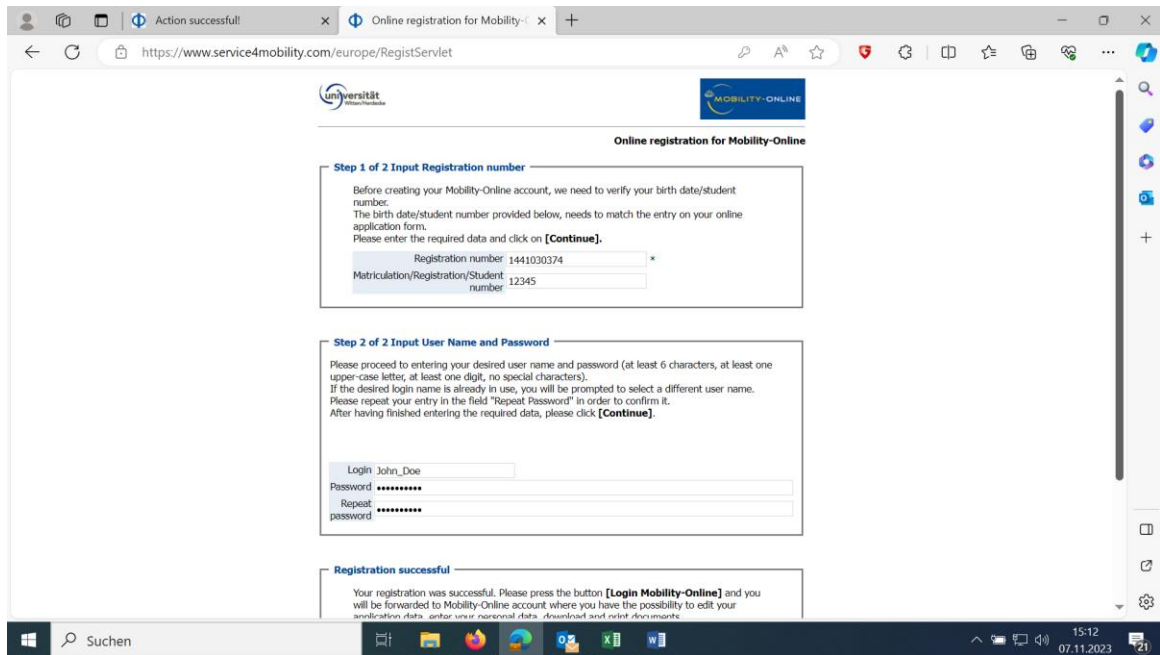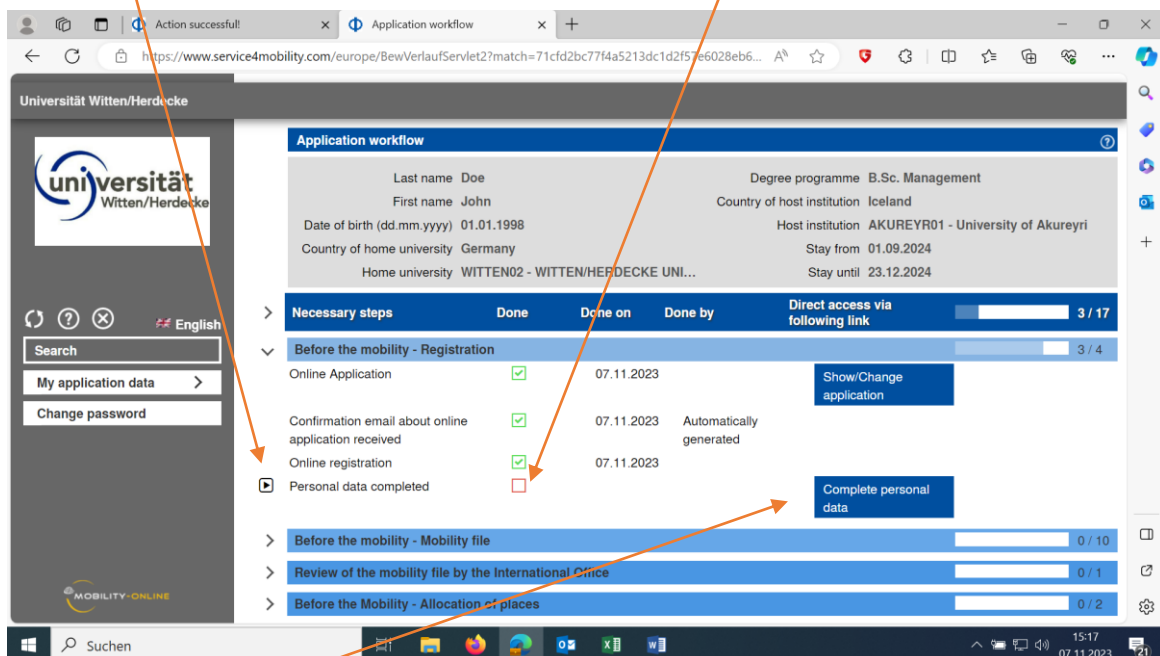
3. Once you have registered, you can access your personal workflow area. Here you can keep track of which steps still need to be completed and you can upload your application documents.
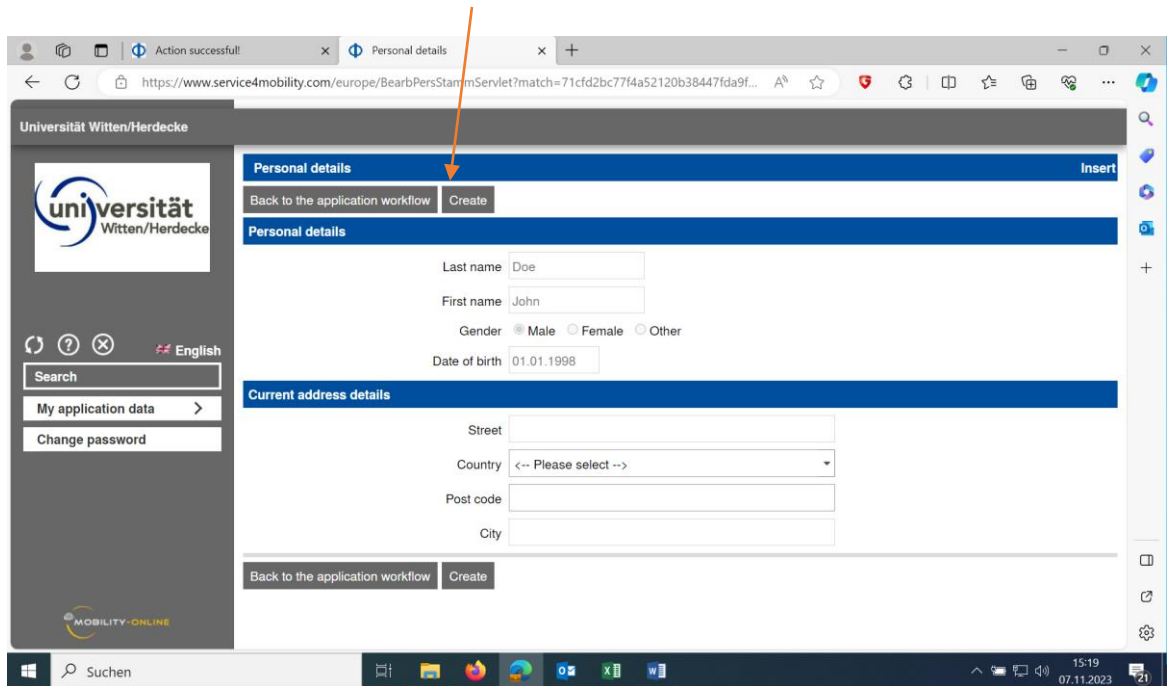
The black arrow indicates your current step.

Red steps are mandatory, black steps are optional.


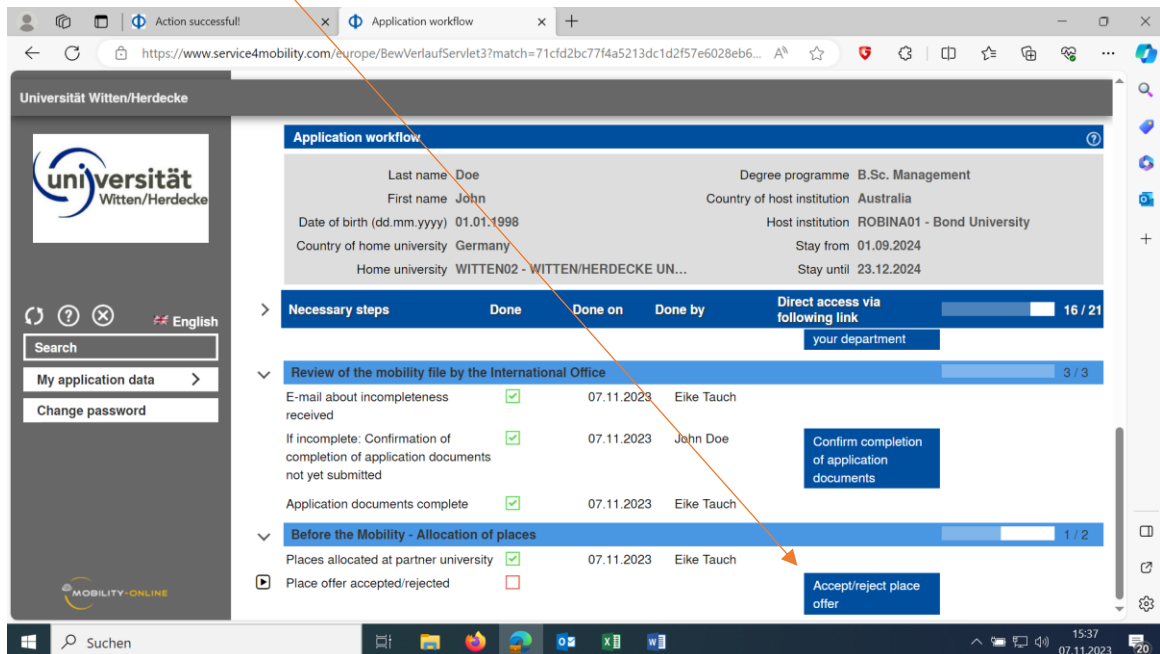You can add and change information and add documents by clicking on the blue boxes.

Complete the process by clicking on "Create".

4. We check your application documents for correctness and completeness. We will inform you of any incorrect or missing documents by e-mail. If you have submitted all application documents correctly, you will receive a confirmation from us by e-mail and the corresponding field will be marked as complete in your workflow.
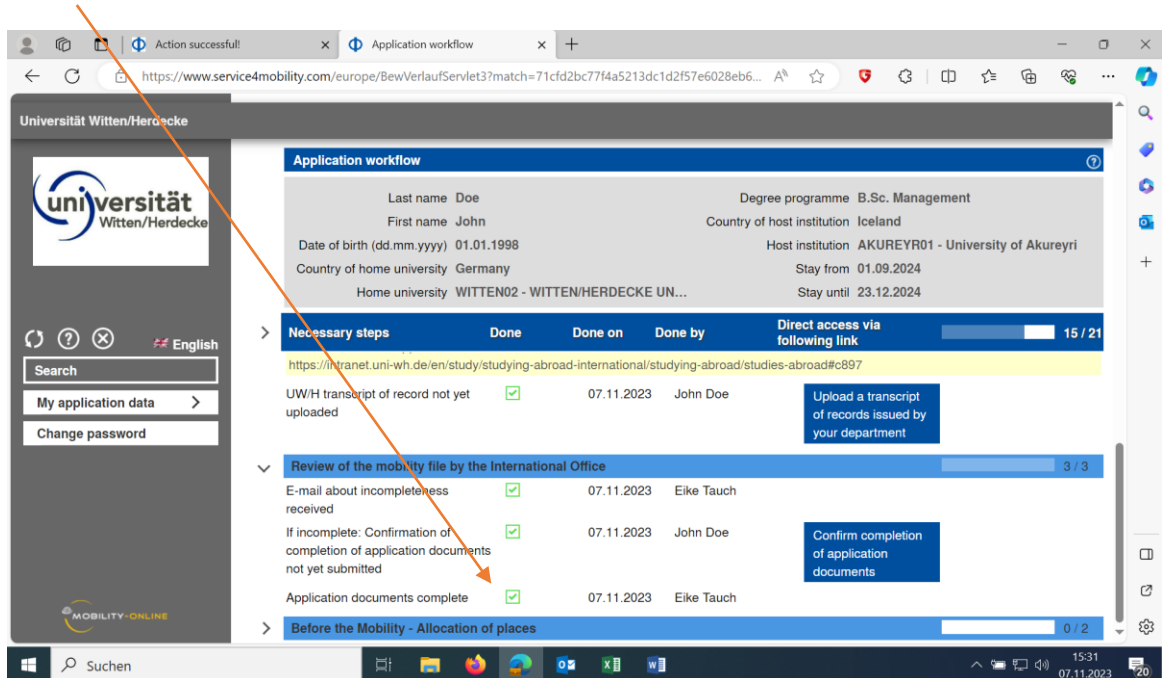
5. You will be informed of the result of the selection process by e-mail and must accept or decline the place offer in your workflow. If you wish to decline the place offer, please give a reason.

As soon as you accept or definitively decline the place offer, the application process via MO is completed.