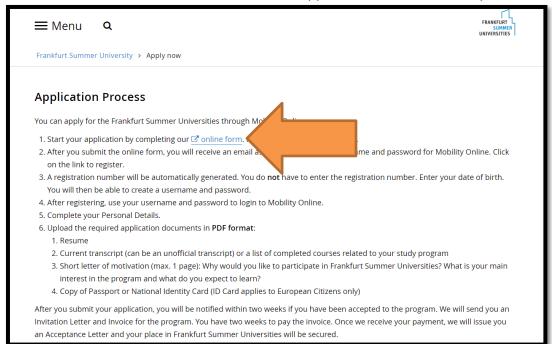


## Frankfurt Summer Universities Step-by-Step Guide for Mobility Online Applications

#### Step 1: Fill out our online application form.

**1.1 Follow the link** on our website to our online application form on Mobility Online.



1.2 Fill out all required fields in the online application form for Frankfurt Summer

Universities.

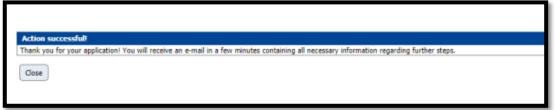
Application for Frankfurt Summer Universities	OF APPLIED SCIENC
All fields marked with (*) must be completed.	
Application Data	
Type of application	Incoming Outgoing *
Target group	Students     Teachers
Program	Frankfurt Summer University  *
Choose one of the following summer courses to participate in	< Please select>
Program year	2019/2020 •
Personal information	
Family name	
First name	*
Date of birth (dd.mm.yyyy)	
Place of birth (city)	*
Country of birth	< Please select>
Gender	◎ Man ◎ Woman ◎ Trans ◎ Other →
Nationality	< Please select> v *
E-Mail Address	
	Please enter a valid e-mail address that you check regularly.
	Prease errer a rand erinan audress triat you triete regularly.
Same e-mail address for verification	
Contact person in case of emergency	
Family name	•
First name	*
E-mail address	*
Phone number	•







**1.3 You will receive this message** when the online form is successfully submitted.



#### Step 2: Register for Mobility Online.

2.1 Check the email address you entered on your application form. You will receive an email from Frankfurt Summer Universities with further instructions on how to complete your application. NOTE: The email may be in your SPAM/JUNK folder. Click on the link in the email to register for Mobility Online.

Confirmation of Application
International Office FRA-UAS <noreply@io.fra-uas.de></noreply@io.fra-uas.de>
Gesendet: Di 21.01.2020 16:43
An: Frankfurt Summer Universities
<ul> <li>Dear Test2,</li> <li>Thank you very much for your interest in Frankfurt Summer Universities.</li> <li>In order to further process your application, please register with Mobility Online via the link below. You will be asked to create a username and password.</li> <li>After you have registered, please submit the following documents to complete your application (in PDF format): <ol> <li>Resume</li> <li>A copy of your current transcript (can be an unofficial transcript) OR a list of courses you have completed related to your degree</li> <li>A short letter of motivation (Why would like to participate in the Frankfurt Summer Universities? What is your main interest in the seminar program and what do you intend to learn?</li> <li>A copy of your passport OR personal identification card (European citizens only)</li> </ol> </li> </ul>
If you have any questions, please do not hesitate to contact the Frankfurt Summer Universities Team.
Best regards, The Frankfurt Summer Universities Team summerschools@fra-uas.de To register on Mobility-Online, please click on this link If your e-mail client does not show the link in the correct way p browser: https://www.service4mobility.com/europe/RegistServlet? bew reg_nr=926603212&kz bew art=IN&kz bew pers=S&aust_prog_id=6179&spr_id=579

**2.2** You do **NOT** have to fill out your registration number as it will be automatically generated. **Fill out your date of birth and click Continue.** 

FRANKTURT UNIVERSITY OF APPLIED SCIENCES	MOBILITY-ONLINE
	Online registration for Mobility-Online (Frankfurt Summer University)
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 should be filled out by the system.	the confirmation mail the registration code
Please confirm your entries and press the button [Next step]	
Registration number 926603212	
Date of birth (dd.mm.yyyy) 01.01.1992	
Back Continue	English





**2.3 Create a username and password.** Your password must have at least 6 characters, at least one digit and should **not** contain any special characters (such as !\$%&).

	ne registration for Mobility-Onlin (Frankfurt Summer Universit
	(Frankfurt Summer Universit)
Step 1 of 2 - Input Registration number	MAR 1634.5 St.
you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmatio d be filled out by the system.	n mail the registration code
e confirm your entries and press the button [Next step]	
Registration number 926603212 *	
Date of birth 01.01.1992	
Id your desired login already exist in the database, please try another one. he purpose of password security, repeat the chosen password to confirm. e proceed by dicking on the button: [ <b>Continue</b> ].	
Login	

**2.4** Once you create a username and password, you have successfully registered for Mobility Online. **Click Login to Mobility Online.** 

Sep 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 about be filled out by the system.  Please confirm your entries and press the button [Hext step]  Please of birth 01.01.1992  Step 2 of 2 - Input User Name and Password  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].  Now, you can enter your desired login advance the system of the database please try another one.  Rot password security, repeat the chosen password to confirm.  Please proceed by clicking on the button: [Continue].  Nerse proceed by clicking on the button: [Continue].  Registration seccessful  Your registration was successful  Stop advance proceed by clicking on the button: [Continue].  Mark pressing the button [Login Fouried] you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again to administer your personal data, choisen password of your registration. This E-Mail contains the link to Mobility-Online for future login  Login to Mobility-Online] you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.  Login to Mobility-Online]  Login to Mobility-Online for your registration. This E-Mail contains the link to Mobility-Online for future login.  Lote windwi Login to Mobility-Online]  Login to Mobility-Online for your registration. This E-Mail contains the link to Mobility-Online for future login.  Lote windwi Login to Mobility-Online]	FRANKFURT UNIVERSITY OF APPLED SCIENCES
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Registration number (ge6003212)   Date of birth (g1.01.1992)   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). Shody your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). Shody your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters). The purpose of password security, repeat the chosen password to confirm. Password security, repeat the chosen password to confirm. Password immerschools Password immerschools Password immerschools Password immerschools Password immerschools Password immerschools Registration successful Nur registration was successful. Aver registration was successful. Automaticer 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. Automaticer 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. Automaticer your personal data, download and print documents. <	
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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 summerschools         Password	
For the purpose of password security, repeat the chosen password to confirm.         Please proceed by clicking on the button: [Continue].         Login summerschools         Password excurred         Repeat password excurred         Repeat password excurred         Vour registration was successful         Magin; 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.         Expect future sciencesful         Processful	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).
Please proceed by clicking on the button: [Continue].  Login summerschools Password Repeat password Repeat password Wour registration was successful Your registration was successful By pressing the button [Login follow]-Online] you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, 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.	Should your desired login already exist in the database, please try another one.
Login summerschools         Password	For the purpose of password security, repeat the chosen password to confirm.
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.         Image: Action successful!	Please proceed by clicking on the button: [Continue].
Registration successful         Your registration was successful.         By pressing the button [Login Hoblity-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.         Image: Action successful	Password
Your registration was successful. By pressing the button [Login Hoblitty-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.	Repeat password
By pressing the button [Login Hoblitty-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!	By pressing the button [Login Mobility-Online] you will be forwarded to Mobility-Online. There you have the possibility to edit your application data
	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.
Close window   Login to Mobility-Online	Action successful!
	Close window Login to Mobility-Online





## Step 3: Complete your Personal Details.

**3.1** To continue with your application, click on Complete Personal Details.

FRANKFURT GEAPUED SOLINCES Frankfurt University of Applie	d Sciences					MOBILITY-ONLINE
Reload Application Workflow Workplace Help Logout			Test2 Test1			English 💌 🚍
	Application workflow					English 💌 🗮
<ul> <li>My application data</li> </ul>	C Applicant details					
My Settings	Family name	Test1			Host Country Germany	
	First name	Test2			Host University FRANKFU04 - FRANKFURT UNIVERSITY OF	F APPLIED SCIENCES
	Date of birth (dd.mm.vvvv)	01.01.1992				
	Country of home university	Germany				
	Home university	AACHEN02 - AACHEN UNIVERSITY OF AF	PLIED SCIENCES			
	Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 10
	Online Application		21.01.2020		Show/change.application	
	Confirmation email for online application receiv		21.01.2020	Automatically generated		
	Online Registration		21.01.2020			
	Personal details completed				Complete personal details	
	Resume / CV uploaded				Complete per	
	Letter of Motivation uploaded					
	Academic Transcript of Records uploaded					
	Copy of passport uploaded					
	Application documents complete. You received	further information via email.				
	Mobility completed					

# 3.2 Enter your Personal Details and then click Create.

Frankfurt University of Appli	ed Sciences		MOBILITY-ONLINE
Reload Application Workflow Workplace Help Logout		Test2 Test1	(English 💌
• My application data	Personal details		Insert 🚔
My Settings	Personal details		
	Last name	Test1	
	First name		
	First name (official)	Summer Schools	
	Academic title		
	Gender	O Male   Female	
		01.01.1992 28	
		summerschools@fra-uas.de	
	Nationality		
		< Please select>	
	Communication language	English 👻	
	Permanent address details		
	c/o		
		Nibelungenplatz 1	
	Additional address information		
	Country	Germany	
	Post code		
		Frankfurt am Main	
	Telephone number	123456789	
	Back to the application workflow Create		

#### **3.3** Once you've entered your details, click Back to the application workflow.

FRANKFURT OK APPLIED SOLINCISS FRANKfurt University of Appli	ed Sciences	MOBILITY-ONLINE
Reload Application Workflow Workplace Help Logout	Test2 Test1	English 💌 🚍
Hy spilcation data     Hy Settings	Action successful Your personal data has been stored successful eack to the application workflow	-



## <u>Step 4: Upload your Resume, Letter of Motivation, Transcript of Records, and Passport</u> <u>copy.</u>

4.1 Upload the required application documents in PDF format.

load Application Workflow   Workplace   Help   Logout			Test2 Test1			English
My application data	Application workflow					
My Settings	Applicant details					
The second a	Family name T	est1			Host Country Germany	
	First name T	est2			Host University FRANKPU04 - FRANKPURT UNIVERSITY OF APPLIED SCI	ENCES
	Date of birth (dd.mm.vyvy) 0	1.01.1992				
	Country of home university G	iermany				
	Home university A	ACHEN02 - AACHEN UNIVERSITY OF APPLIE	SCIENCES			
	Necessary steps	Done	Done on	Done by	Direct access via following link	2/10
	Online Application	<b></b>	21.01.2020		Show/change.application	
	Confirmation email for online application received		21.01.2020	Automatically generated		
	Online Registration	-	21.01.2020			
	Personal details completed		21.01.2020	Test2 Test1	Complete personal details	
	Resume / CV uploaded	1	21.01.2020	Test2 Test1	Upload resume / C/	
	Letter of Motivation uploaded		21.01.2020	Test2 Test1	Upload Letter of Motivation	
	Academic Transcript of Records uploaded		21.01.2020	Test2 Test1	Upload Academic Transcript of Records	
	Copy of passport uploaded				Upload copy of passport	
	Application documents complete. You received fu	rther information via email.			Upload copy of passport	
	Hobility completed					

- **5.** Frankfurt Summer Universities will notify you via email when we check your documents for completion.
- 6. After you submit your application, you will be notified within one week if you have been accepted to the program. We will send you an Invoice for the program. You have two weeks to pay the invoice. Once we receive your payment, we will issue you an Acceptance Letter and your place in Frankfurt Summer Universities will be secured.
- **7.** A link will be sent to you in a separate email. Use this link for future access to Mobility Online.

