

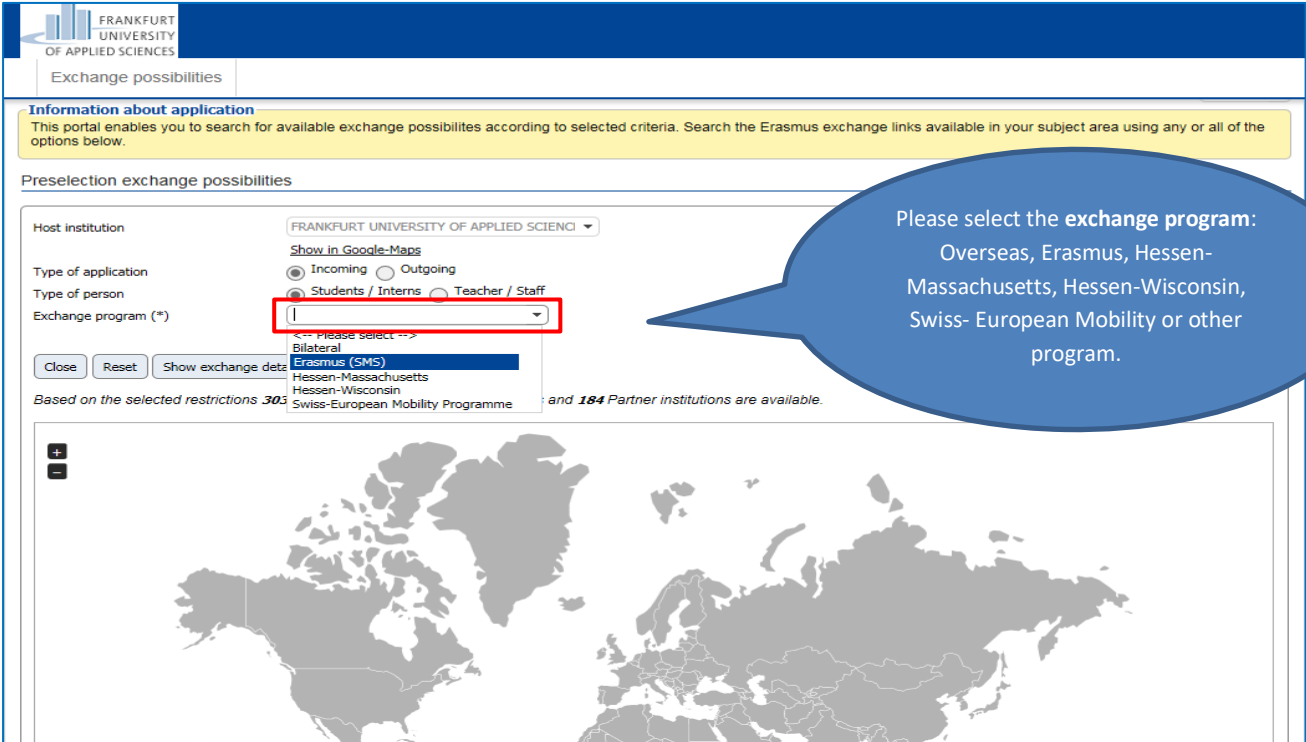
## Online Application for incoming exchange students

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## 1. World Map

On the website of the [FRA UAS](#) under [Quicklinks > International > Incomings > Exchange Semester > Application > 2. Fill out our online application](#) click on the link [Online Application](#).



Exchange possibilities

**Information about application**  
This portal enables you to search for available exchange possibilities according to selected criteria. Search the Erasmus exchange links available in your subject area using any or all of the options below.

Preselection exchange possibilities

Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Type of application:  Incoming  Outgoing

Type of person:  Students / Interns  Teacher / Staff


Exchange program (\*):

Close Reset Show exchange details

Based on the selected restrictions **303** and **184** Partner institutions are available.

Available programs: Bilateral, Erasmus (SMS), Hessen-Massachusetts, Hessen-Wisconsin, Swiss-European Mobility Programme

World map showing exchange possibilities.



Preselection exchange possibilities

Country (\*): Finland

Home institution (\*): Please select

Host institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Faculty (\*): Please select

Type of application:  Incoming  Outgoing

Type of person:  Student  Teacher

Exchange program (\*): Erasmus (SMS)

Study field (\*): Business Administration

Academic year (\*): Please select

Study level (\*):  Bachelor  Master  PhD

Close Reset Show exchange details

Based on the selected restrictions **5** Exchange possibilities in **1** Countries, **5** Partner institutions and **1** Study fields are available.

World map showing exchange possibilities. Laurea University of Applied Sciences is highlighted on the map.

Please select your choice for these fields:

- ✓ Country
- ✓ Home institution
- ✓ Faculty
- ✓ Study field
- ✓ Academic year
- ✓ Study level

Preselection exchange possibilities

Country (\*)

Home institution (\*)

Host institution  [Show in Google-Maps](#)

Faculty (\*)

Type of application  Incoming  Outgoing

Type of person  Student  Teacher

Exchange program (\*)

Study field (\*)

Academic year (\*)

Study level (\*)  Bachelor  Master  PhD

After choosing all the fields, click "Show exchange details"

## 2. Choose your study fields

Exchange program: Erasmus (SMS)  
 Faculty: Wirtschaft und Recht  
 Partner institution: Laurea University of Applied Sciences  
 Type of application: Incoming  
 Academic year: 2016/2017  
 Home institution: FRANKFURT UNIVERSITY OF APPLIED SCIENCES  
 Type of person: Student  
 Country: Finnland  
 Study level: Bachelor  
 Study field: Betriebswirtschaft

Move your cursor to your study field and click on the green LED lamp.

To apply for the listed Study Field in a Partner Institution, click on the green LED lamp.  
 Red marked agreements are not accepting applications at this time!  
 Display details of this cooperation or this partner institution

Show  entries Search:

	Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field
	Wirtschaft und Recht	FB 3	Finland	Laurea University of Applied Sciences	VANTAA06	Accounting and Finance
	Wirtschaft und Recht	FB 3	Finland	Laurea University of Applied Sciences	VANTAA06	Aviation Management (MBA)

### 3. Online Application Form

Please fill out all required fields. The online application form consists of:

- Application details

**Application for a student exchange**

All fields marked with (\*) must be completed.

**Daten zur Bewerbung**

Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing
Art der Person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers
Exchange programme	Erasmus (SMS)
Academic year	2021/2022 *
Start Semester	WS 2021/22 *
Duration of stay (semester)	<input checked="" type="radio"/> 1 Semester <input type="radio"/> 2 Semester <input type="radio"/> 3 Semester (Business Administration Double Degree Program with Troyes ONLY) *

- Personal data

**Personal information**

Family name	Student *	<i>Provide full last name (as stated in passport)</i>
First name	Incoming *	<i>Provide full first name (as stated in passport)</i>
Date of birth (dd.mm.yyyy)	* DD.MM.YYYY	
Place of birth (city)	*	
Country of birth	<- Please select -> *	
Sex	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undefined *	
Nationality	<- Please select -> *	
Communication language	<- Please select -> * <i>Please select only German or English</i>	
E-mail address	*	<i>Please enter a valid e-mail address. Please enter an e-mail address that you check regularly.</i>
Same e-mail address for verification	*	

We recommend you NOT to use an University's email address. They usually block our e-mails. Use a private e-mail, if possible.

- Contact person in case of emergency

**Daten zur Kontaktperson für Notfälle**

Family name	*
First name	*
E-mail address	*
Relationship	*
Telefonnummer der Kontaktperson	*

- Studies at your home university

**Studies at your home university**

Country of home university	<input type="text" value="Finland"/>
Home university	<input type="text" value="VANTAA06 - Laurea University of Applied Scien"/>
Faculty/Department at home institution	<input type="text"/> * ?
Study program at home institution	<input type="text"/> * ?
Intended degree	<input type="text" value="Bachelor"/> *
Number of semester completed at the time of application	<input type="text"/> *
<p><i>If you are a Master student, please also include the semester you completed in your Bachelor.</i></p>	
Year of university entrance exam (YYYY)	<input type="text"/> *
<p><i>Please enter the year that you completed your university entrance exam (e.g. entrance tests for Bachelor, high school completion, secondary school completion)</i></p>	

- Studies at FRA-UAS

**Studies at FRA-UAS**

Host Country	<input type="text" value="Germany"/>
Host University	<input type="text" value="FRANKFU04 - FRANKFURT UNIVERSITY OF AP"/>
Faculty/Department	<input type="text" value="FB 3 - Business and Law"/>
Study field	<input type="text" value="International Business Administration"/>
Motivation to study at FRA-UAS	<input type="text"/>
There are still <b>1000</b> characters available	

- Accommodation

**Accommodation application**

What kind of accommodation would you prefer?	<input type="radio"/> Dorm (1 semester only) <input type="radio"/> Private housing market *
<p><i>To get an overview of the different types of housing and prices please refer to: <a href="https://www.frankfurt-university.de/en/international/studying-at-fra-uas/application-for-exchange/living-in-frankfurt.html">https://www.frankfurt-university.de/en/international/studying-at-fra-uas/application-for-exchange/living-in-frankfurt.html</a></i></p>	
Rent per month	<input type="radio"/> 250€-400€(simply equipped dorm rooms-limited) <input type="radio"/> 400€-550€ <input type="radio"/> 500€-750€ *
<p><i>No guarantee for an offer in the selected price category.</i></p>	
What is the maximum amount in rent that you are able to pay per month?	<input type="text"/> *
Physical disability	<input type="text"/>
Additional Comments	<input type="text"/>
There are still <b>1000</b> characters available	
Which hobbies do you have?	<input type="text"/>
How do you finance your studies?	<input type="text"/>
There are still <b>1000</b> characters available	

In this part of the application you apply for housing.

- Language Skills

**Language skills**

Mother tongue	<input type="text" value="&lt;-- Please select --&gt;"/> *
Teaching language at home university	<input type="text" value="&lt;-- Please select --&gt;"/> *
Foreign Language 1	<input type="text" value="&lt;-- Please select --&gt;"/> *
Language level	<input type="radio"/> A1: Breakthrough or beginner <input type="radio"/> A2: Waystage or elementary <input type="radio"/> B1: Threshold or intermediate <input type="radio"/> B2: Vantage or upper intermediate <input type="radio"/> C1: Effective Operational Proficiency or advanced <input type="radio"/> C2: Mastery or proficiency *

- Declaration of consent

**Declaration of Consent**

I declare that I have completed this form in all conscience.

By submitting this online application I agree to the electronic storage of my personal data.

I want to use the services of the Housing Office and thereby agree to their terms and conditions.

\*

\*

Yes  No \*

*Terms and Conditions Housing Office*

- We offer rooms in student dormitories and also from the private housing market
- There is no guarantee to get a room in a student dormitory, because the university has only a limited number of rooms available
- The Housing Office has no influence on the distribution of the students in the student dormitories
- Our accommodations are located not only in Frankfurt, but also in the surroundings
- We make just one offer per student, be aware of this before you decline one housing opportunity
- We are not able to place every student in the cheapest housing option due to limited capacities
- The Housing Office cannot afford too many special wishes regarding housing, especially if they are unrealistic regarding the price range you're able to afford
- We can't guarantee to offer an accommodation to all our exchange students, but we strive to provide all students with a suitable place to stay
- The rental period for the summer semester is from the 1st March until the 31st July/31st August. For the winter semester it is from the 1st September until the 28th /29th February.
- All students who are going to live in an accommodation in Frankfurt have to sign a personal liability insurance in case of damages in the accommodation

Yes  No \*

I agree, that the International Office can contact me before, during and after my semester abroad regarding social events or other offers.

At the end please fill in the declaration of consent and click on " Send Application".

Cancel application

**MOBILITY-ONLINE**  
powered by

Send application



## 4. Confirmation

Von: International Office FRA-UAS <noreply@io.fra-uas.de>  
Date: Do., 6. Mai 2021, 16:20  
Subject: Confirmation of Application  
To:

Dear Incoming,  
Thank you very much for your interest in studying at Frankfurt University of Applied Sciences.

In order to further process your application, could you please register with MOBILITY-ONLINE via the attached link and username. You will receive a password, which should include at least one digit and one capital letter.  
Please complete your personal data after the registration.  
If you have any further questions, don't hesitate to contact me.

Best regards,  
Frankfurt UAS International Office

[To register on Mobility-Online, please click on this link](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1108154227&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3012&spr_id=579)

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/europe/RegistServlet?bew\\_reg\\_nr=1108154227&kz\\_bew\\_art=IN&kz\\_bew\\_pers=S&aust\\_prog\\_id=3012&spr\\_id=579](https://www.service4mobility.com/europe/RegistServlet?bew_reg_nr=1108154227&kz_bew_art=IN&kz_bew_pers=S&aust_prog_id=3012&spr_id=579)

Then you will receive an email from the International Office. Click on the link to register for Mobility-Online. If the first link is not available, click on the other link.

### 4.1 Input Registration Number

#### 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

Please confirm your entries and press the button **[Continue]**

Registration number  \*  
Date of birth (dd.mm.yyyy)  \*

English

The registration code is entered automatically so you only have to enter your **date of birth**.

### 4.2 Input User Name and Password

#### Step 2 of 2 - Input User Name and Password

Now you have to choose your user name and your password.  
If the username already exists please try another one.  
Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login   
Password   
Repeat password

The password must be at least 6 characters long, have at least one number, at least one capital letter and no special characters. After creating your password press 'Continue'.

Once the registration is successful, click on 'Login to Mobility-Online'. You will receive a confirmation email

#### Registration successful

**Action successful!**

### 4.3 Registration Confirmation

Von: International Office FRA-UAS <noreply@io.fra-uas.de>  
 Date: Do., 6. Mai 2021, 16:54  
 Subject: Confirmation of Registration  
 To:

Dear Ms. Student,  
 Thank you for registering with Mobility-Online. Please use the link below for future access to Mobility-Online.  
 To complete your application, please collect the documents listed on our [website](#) and upload them in Mobility-Online.

**May, 1st** for **winter semester entry** (September until the end of February)  
**November, 1st** for **summer semester entry** (March until the End of July).  
**All documents** need to be uploaded by the deadline listed above.  
 If you have any further questions, just send us an e-mail.  
 We look forward to receiving your application documents and to welcoming you to Frankfurt.  
 Kind regards,  
 Frankfurt UAS International Office

Login: TestEL  
[Login](#)

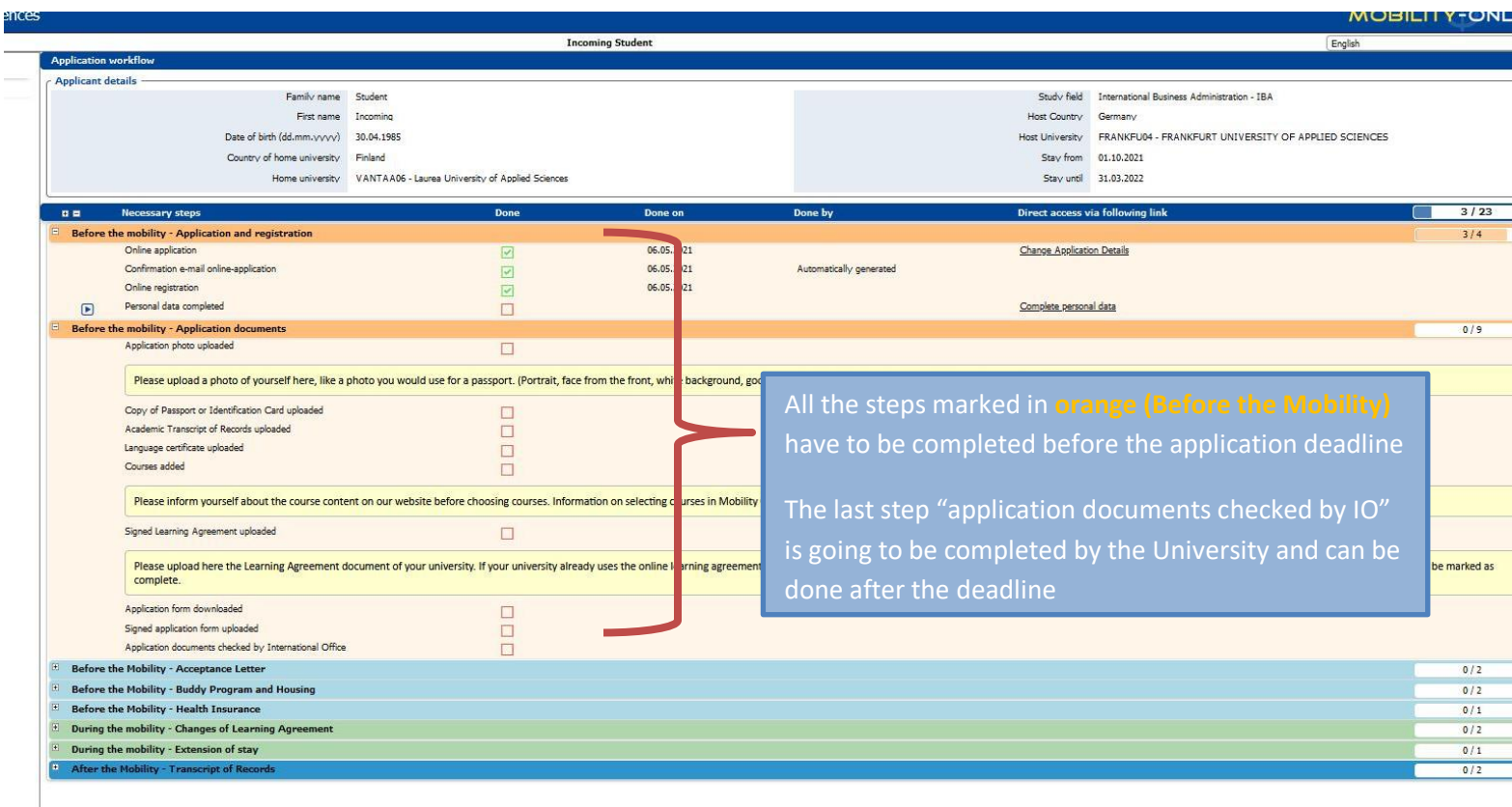
[https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=FRANKFU04&ben\\_login=TestEL](https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=FRANKFU04&ben_login=TestEL)

You will receive a registration confirmation with your Login name

You haven't received the email above? Please send us an email: [incoming.exchange@io-fra-uas.de](mailto:incoming.exchange@io-fra-uas.de)

### 5. Online-Portal

After you are registered you can log into your personal application workflow.



The screenshot shows the 'Incoming Student' application workflow. It includes applicant details and a table of necessary steps. A red bracket highlights the 'Before the mobility - Application documents' section, which contains several steps that are not yet completed. A blue callout box explains that these orange-marked steps must be completed before the application deadline, while the final step 'Application documents checked by International Office' will be completed by the university after the deadline.

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b> (3 / 23)				
Online application	<input checked="" type="checkbox"/>	06.05.21		<a href="#">Change Application Details</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	06.05.21	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	06.05.21		
Personal data completed	<input type="checkbox"/>			<a href="#">Complete personal data</a>
<b>Before the mobility - Application documents</b> (0 / 9)				
Application photo uploaded	<input type="checkbox"/>			
Please upload a photo of yourself here, like a photo you would use for a passport. (Portrait, face from the front, white background, good lighting)				
Copy of Passport or Identification Card uploaded	<input type="checkbox"/>			
Academic Transcript of Records uploaded	<input type="checkbox"/>			
Language certificate uploaded	<input type="checkbox"/>			
Courses added	<input type="checkbox"/>			
Please inform yourself about the course content on our website before choosing courses. Information on selecting courses in Mobility-Online				
Signed Learning Agreement uploaded	<input type="checkbox"/>			
Please upload here the Learning Agreement document of your university. If your university already uses the online Learning Agreement, it can be marked as complete.				
Application form downloaded	<input type="checkbox"/>			
Signed application form uploaded	<input type="checkbox"/>			
Application documents checked by International Office	<input type="checkbox"/>			
<b>Before the Mobility - Acceptance Letter</b> (0 / 2)				
<b>Before the Mobility - Buddy Program and Housing</b> (0 / 2)				
<b>Before the Mobility - Health Insurance</b> (0 / 1)				
<b>During the mobility - Changes of Learning Agreement</b> (0 / 2)				
<b>During the mobility - Extension of stay</b> (0 / 1)				
<b>After the Mobility - Transcript of Records</b> (0 / 2)				



## 5.1 Personal Data

In the first step you have to **complete your personal data**

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b>				
Online application	<input checked="" type="checkbox"/>	06.05.2021		<a href="#">Change Application Details</a>
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	06.05.2021	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	06.05.2021		
Personal data completed	<input type="checkbox"/>			<a href="#">Complete personal data</a>
<b>Before the mobility - Application documents</b>				

Just click the link on the **right side** of the workflow. Until you complete this step, you cannot get to the next steps.

**Edit personal data**

**Personal details**

Last name: Test  
 First name: Test  
 First name (official):  
 Academic title:  
 Gender:  Male  Female  
 Date of birth: 06.03.1990 date  
 E-Mail address: test@io.fra-uas.de  
 Nationality: Austria  
 Second nationality: <-- Please select -->  
 Communication language: English

**Permanent address details**

Street:  
 Country: Austria  
 Post code:  
 City:  
 c/o:  
 Additional address information:  
 Telephone number:  
 Mobile phone number:

Back to the application workflow

The red fields need to be filled, then click 'Create'. You can now return to the application workflow.

After you completed the personal data, you will see that this step is now checked complete with a ✓

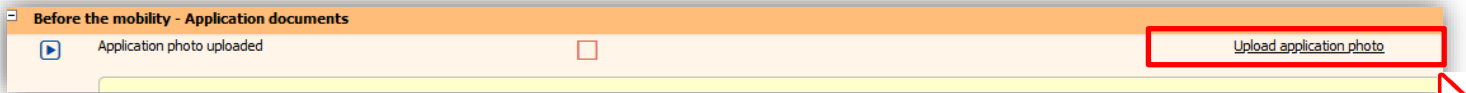
Online registration	<input checked="" type="checkbox"/>	06.05.2021		
Personal data completed	<input checked="" type="checkbox"/>	06.05.2021	Incoming Student	<a href="#">Complete personal data</a>



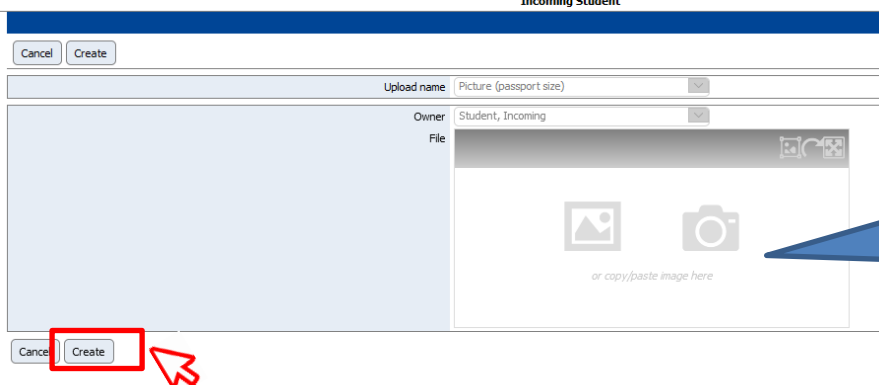
## 5.2 Upload photo

You are now at the step ,**Upload application photo**‘.

This photo will be used for your student ID. Please upload a picture you’d use for an official document such as a passport or ID.



Click the Link on the right side to proceed.



Enter the file by clicking the picture symbol or camera symbol. You can upload a photo or take one with your PC camera. If you are done, click ‘Create’.

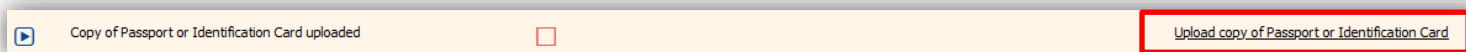
Photo should be in front of a light background, face towards camera.  
For example



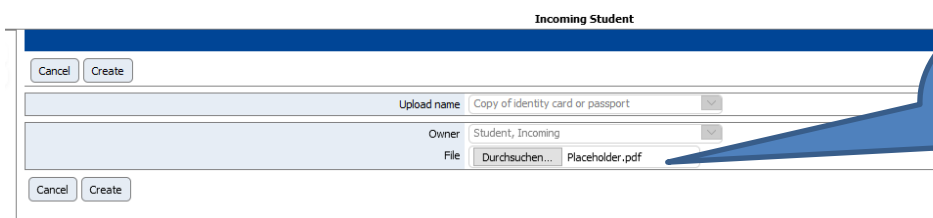
## 5.3 Passport copy

You are now at the step ,**Upload copy of passport or identification card**‘.

Please upload a scan of your valid passport. (European students can upload a scan of their national ID Card instead).



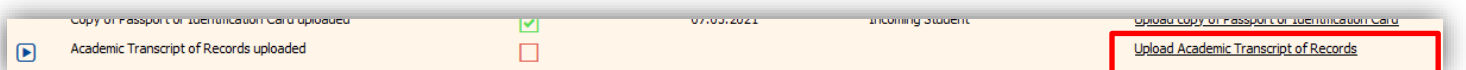
Click the Link on the right side to proceed



Enter the file by clicking the box behind ‘File’, then click on ‘Create’.

## 5.4 Academic Transcript of Records

Upload the record of previously passed courses at your home university



## 5.5 Bachelor Certificate (if you have a Bachelor's degree and are doing graduate courses)

If you are a graduate student, please upload your Bachelor's certificate in this step.

If you are doing a 5-year study program (combined Bachelor and Master), please upload your transcript of records again in this step.

Academic Transcript of Records uploaded	<input checked="" type="checkbox"/>	07.05.2021	Incoming Student	Upload Academic Transcript of Records
Bachelor Degree certificate uploaded	<input type="checkbox"/>			Upload copy of Bachelor Degree certificate

## 5.6 Language Certificate

- Upload proof of English language skills if you choose courses taught in English. The proof should be an official test certificate or confirmation, **not older** than 2 years. **Required Level: B2** (Common European Reference Framework)

This certificate is not required for native English speakers

- Upload proof of German language skills if you choose courses taught in German. The proof should be an official test certificate or confirmation, **not older** than 2 years. **Required Level: B2** (Common European Reference Framework)

This certificate is not required for native German speakers

Language certificate uploaded	<input type="checkbox"/>	Upload language certificate
-------------------------------	--------------------------	-----------------------------

## 5.7 Adding your courses

To complete this step, please follow the [guide on how to add courses to Mobility Online](#).

Courses added	<input type="checkbox"/>	Add courses to Learning Agreement
Please inform yourself about the course content on our website before choosing courses. Information on selecting courses in Mobility Online can be found <a href="#">here</a> .		

## 5.8 (only ERASMUS students) download/ upload Course Overview

After entering your courses (step 5.7), **download** (print) the course overview and **re-upload** it in the following step without any changes.

Selected Courses - Overview printed	<input checked="" type="checkbox"/>	10. 11. 2023	Print Overview Selected Courses
Selected Courses - Overview uploaded	<input checked="" type="checkbox"/>	31. 10. 2023	Selected Courses - Upload overview

FRANKFURT UNIVERSITY OF APPLIED SCIENCES

Overview Selected Courses for ERASMUS stay

**Important: This is not your official learning agreement. The official learning agreement has to be sent digitally through your home university. Please contact your home university about questions on your digital learning agreement. We need to receive your digital learning agreement until the application deadline.**

Academic Year: 2023/2024

Personal Data	
Last Name:	Field of Study: International Business Administration
First Name:	Home Institution:
Date of birth:	Country: France

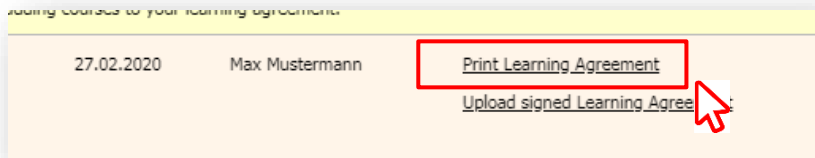
Course Code	Course unit title	Semester	ECTS Credits
I&BA-314	Financial and Management Accounting III	spring	5,00
IF-418	Accounting for Finance	spring	5,00
I&BA-421	International Marketing	spring	5,00
I&BA-423	International Finance	spring	5,00
1755	Business English	spring	5,00
			25,00

Date: 13.11.2023

Please do not upload your actual Learning Agreement here, only the Course Overview

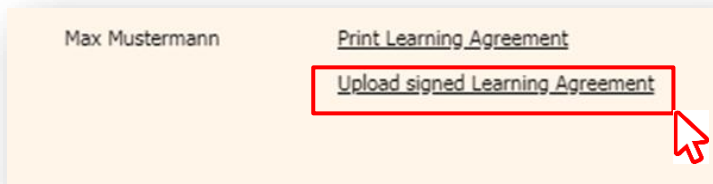
### 5.9 (Only Overseas/ Freemover/ Hessen Programs) – download/upload Learning Agreement

After entering your courses (step 5.7) , click on “Print Learning Agreement”



Print your learning agreement, sign it and **collect the signature** from the responsible person of your Home University.

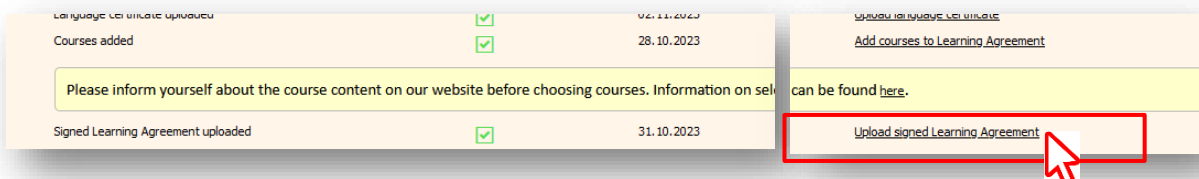
After your learning agreement has been signed by you and your home university, **upload it** as a PDF document to Mobility Online and proceed with the application process.



### 5.10 (Only Swiss European Mobility/ KA 171) – Upload Learning Agreement

After entering your courses (see step 5.7), **please upload** the PDF Learning Agreement provided by your home university. The courses should be the same as entered under 5.7

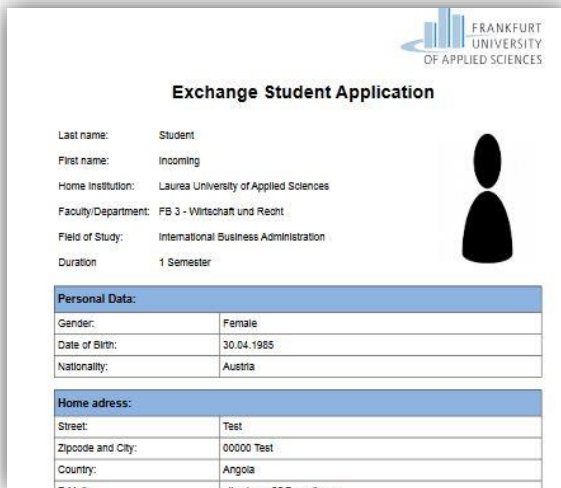
The Learning Agreement needs to be signed by you and your home university before the upload.



## 5.11 Application form

After completing all steps above, you'll need to **download** the application form, **sign** it and **upload** it in the next step of your pipeline „Signed application form uploaded“. Digital signatures are also accepted.

Application form downloaded	✓	21.06.2021	TEST TEST INC	<a href="#">Download and sign application form</a>
Signed application form uploaded	✓	21.06.2021	TEST TEST INC	<a href="#">Upload signed application form</a>



**Exchange Student Application**

Last name: Student  
 First name: incoming  
 Home institution: Laurea University of Applied Sciences  
 Faculty/Department: FB 3 - Wirtschaft und Recht  
 Field of Study: International Business Administration  
 Duration: 1 Semester

**Personal Data:**

Gender:	Female
Date of Birth:	30.04.1985
Nationality:	Austria

**Home address:**

Street:	Test
Zipcode and City:	00000 Test
Country:	Angola
E-Mail:	elisa.lange@fhs.com



**Language Skills:**

Mother tongue:	Chinese
Foreign language 1:	French
Language Level 1:	B1: Threshold or Intermediate
Foreign language 2:	English
Language Level 2:	B1: Threshold or Intermediate

- I declare that I have completed this form in all conscience.
- By submitting this online application I agree to the electronic storage of my personal data.
- I want to use the services of the Housing Office and thereby agree to their terms and conditions.
- I agree, that the International Office can contact me before, during and after my semester abroad:: yes

Kindly sign this application form and upload it in Mobility-Online.

10.09.2021, \_\_\_\_\_  
 Date, Place

Signature of the Applicant

## 5.12 Documents complete/ Incomplete

The international Office is in charge of the next step. We will be checking all your application documents. If all your **documents are all fine**, you'll receive a confirmation E-Mail that your application is complete.

Application documents checked by International Office	✓	02.07.2021	Elisa Lange
E-mail about complete application documents received	✓	02.07.2021	Elisa Lange

In case **documents are not correct**, you will receive an E-Mail explaining what changes need to be done in your application. After completing the changes, you will need to check a box confirming the correction so that we can review your documents again. If all documents are correct, you will receive a confirmation E-Mail that your application is complete.

**Important:** After the application deadline all applications need to be reviewed from the respective faculties. **This process can take up to 4 weeks after the application deadline.**

## 6 Learning Agreement

### 6.1 For Erasmus students

→ We recommend you to first choose the courses on Mobility Online and to send us the digital learning agreement only after you've received the e-mail that your application is complete.

- Use the **digital tool** provided by your **Home University** to fill out the digital learning agreement (DLA)  
It is important that you ask your home university what tool to use for this step.
- When filling out the DLA enter as receiving responsible person and receiving administrative contact person:  
First name: Elisa  
Last Name: Lange  
Position: Incoming Exchange Student Advisor  
E-Mail: incoming.exchange@io.fra-uas.de  
Phone: +49 69 1533 – 3847
- Don't forget to add exactly the same courses you added to Mobility Online, otherwise you'll need to fill it out again and correct the courses
- After you fill out the DLA, it will be sent to your Home University for signature and after they sign it, we'll receive it
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices
- If your University does not use an online tool, we can also accept PDF learning agreements

### 6.2 For all other programs – Overseas, Freemover, Hessen Programs

- First add the courses you want to attend during your exchange semester as explained on step 5.7
- A learning agreement will be automatically generated
- Sign the document and send it to your Home University for signature and upload it to Mobility Online
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices

### 6.3 Swiss European Mobility Program /KA 171

- First add the courses you want to attend during your exchange semester as explained on step 5.7
- Your home university should provide you with a PDF Learning Agreement that you need to fill in with the courses for your stay. Fill in the courses as selected in Mobility Online.
- Sign the document and send it to your Home University for signature and upload it to Mobility Online
- The learning agreement will only be signed by us after the academic department at Frankfurt UAS has approved your course choices

### Quick overview about all requested documents:

- ✓ **Copy of Passport:** Please upload a scan of your passport (European students can upload a scan of their national ID Card instead).  
Please note: Driver's License or Student ID are NOT sufficient forms of identification.
- ✓ **Application photo:** Please upload a biometric passport picture (for examples, check page 10 of this guide Please don't upload your entire passport).
- ✓ **Transcript of records:** An overview of your previously passed courses (in English or German).
- ✓ **Bachelor's degree** (if you have selected a graduate program during application)
- ✓ **Language certificate:**
  - Proof of your English level if your courses are taught in English. The proof should be an official test certificate or a document from your University. It should follow the Common European Reference Framework for languages (at least level B2).  
This certificate is not required for native English speakers
  - Proof your German language skills if your courses are taught in German. The proof should be an official test certificate or a document from your University. It should follow the Common European Reference Framework for languages (at least level B2).
- ✓ **Learning Agreement:**
  - Overseas/Freemover/Hessen program students: Enter in Mobility Online your course choices ([check the guide on how to do that](#)). Your Learning Agreement will be automatically generated. You need to print this document out, sign it, contact the coordinator from your Home University and ask for the required signature. Upload the signed document on Mobility Online.
  - Erasmus students (Europe): Enter in Mobility Online your course choices ([check the guide on how to do that](#)). Fill out the Erasmus digital Learning Agreement (OLA) or PDF Learning Agreement. Be sure to add exact the same courses you added on Mobility Online.
  - Swiss European Mobility/ KA 171. Upload a PDF LA from your home university with all required signatures.
- ✓ **Application form printed:** Print out the application form and sign it.
- ✓ **Signed application form uploaded:** Upload the signed application form.

Please note: All the documents except application photo must be uploaded in PDF file!