

## Nomination procedure for Erasmus+ partner institutions

Dear colleagues,

We kindly ask you to use our online **Mobility Information System (MOBIS)** to nominate incoming exchange students coming to the University of Klagenfurt (AAU) in the framework of the Erasmus+ exchange program.

NOMINATION DEADLINES:	
May 15 <sup>th</sup>	for winter semester (October-January)
October 15 <sup>th</sup>	for summer semester (March-June)

If you already have a MOBIS account please log in via <https://campus.aau.at/> by using your given username and password. If you wish to change or reset your password, please visit the following webpage: <https://campus.aau.at/idm/reset/password/request?lang=en>.

If you do not have an account yet, please reach out to [incoming.exchange@aau.at](mailto:incoming.exchange@aau.at).

For nominating your outgoing students, MOBIS requires you to provide the following student data: **family name/s and first name/s, date of birth, student's email address, field of study** that the student is enrolled in at the home institution, field of study that the student will be enrolled in at AAU and **semester/s of exchange**. Please choose the study field at AAU carefully and in accordance with the existing agreement between AAU and student's home institution, so that the students can be enrolled in the correct degree program at AAU.

Once your nomination(s) in MOBIS has/have been accepted, your students will receive an email (to the address indicated during the nomination procedure) with a link for the MOBIS log-in and further information about the application process. Nominated students will then be asked to upload the following documents within the application deadline:

APPLICATION DEADLINES:	
June 1 <sup>st</sup>	for winter semester (October-January)
November 1 <sup>st</sup>	for summer semester (March-June)

- ✓ Scan of Passport data page / Identity Card (front and back side)
- ✓ Picture in passport photo quality required for the AAU student ID
- ✓ Scan of High School Diploma or School Leaving Certificate, Bachelor's or Master's degree certificate\*
- ✓ Transcript of Records from home institution (not older than 6 months)

\*Depending on the type of program students wish to be enrolled in at AAU:

- Bachelor's study at AAU: High School Diploma or School Leaving Certificate
- Master's study at AAU: Bachelor's degree certificate
- PhD study at AAU: Master's degree certificate

**Please note:** If the documents are issued in a language other than English or German, students might be asked to get them translated into either of these two languages. AAU's Admissions and Examinations Office will either accept translations made by a court-sworn interpreter or translations made and confirmed with stamp and signature by the students' home institution.

As student housing is limited, we would kindly ask you to help us make sure that students start looking for suitable accommodation as early as possible. For further information please see <https://www.aau.at/en/university/campus/accommodation/>

If you have any further questions, please do not hesitate to contact us.

Kind regards,  
Your International Office Team

