MOBILITY ONLINE GUIDELINE:

Mobility Online is a platform that establishes contact between incomings and the Erasmus team. It is the platform where students, whether Erasmus or FreeMovers, enter their personal data, upload documents, download, etc.

**Step 1: Application:**

After being nominated by your home university as an Erasmus Student or being accepted by the faculty as a FreeMover student, you will receive an email explaining how to fill out the Online Application Portal, known as Mobility Online.

Please click on the registration link in the e-mail.

You will get directed to this page.
First, you have to start with your:

- application details
- personal details
- planned studies at TUK
- current studies at home institution
- language skills

Specifications concerning your past Studies/academic record...

After completing everything click on **Send Application**.

**Step 2: Check your e-mail box:**

You will receive an email with a link. Once you click on the link, you will get a registration number.

Registration number will already be written. Write your **Date of birth**.

Your password should be composed of at least 6 letters/numbers, at least one capital letter, etc.
Step 3: Upload your documents:

You will then get access to this page, which you have to fill out.

You can only go to the next step if you completely fill out the previous one.

Click on Complete personal details.

You will then get directed to filling out your address, city, etc.
After filling out everything correctly, you will notice that the icon turned green and you have access to the next step.

You can only get access to upload the next step if the previous was uploaded correctly. Pay attention to the size of the document as well as the format.

Your documents will be saved so you don’t have to upload everything once at a time. You can finish the progress of your application once you log in again.

After uploading all your documents, you should receive an email confirming that your application is complete and that you’ll get a reply within few weeks.