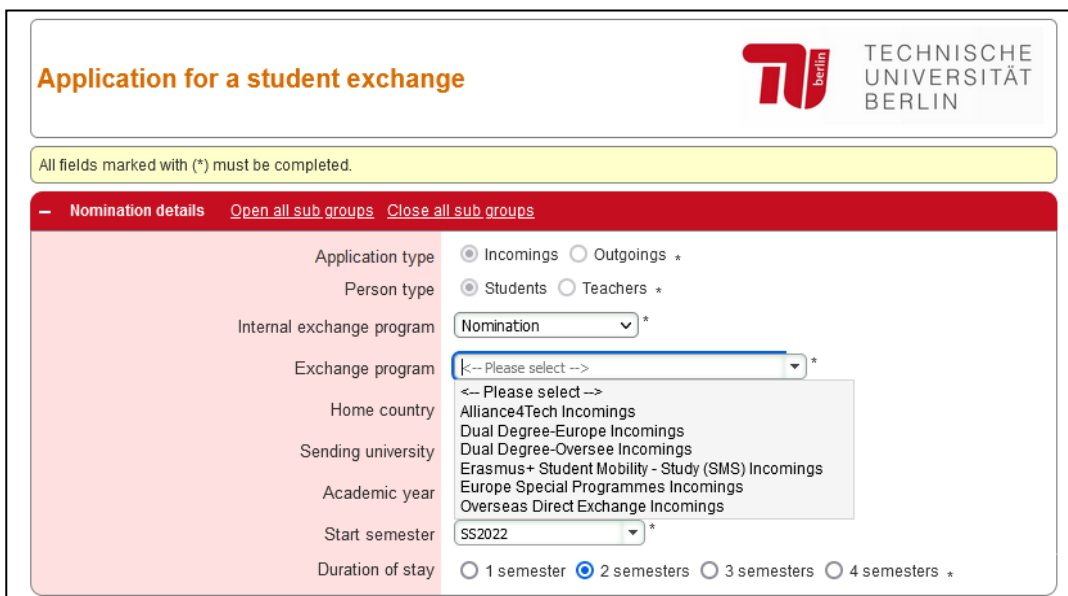


Nomination in Mobility-Online for Partner Institutions

I. Nomination via online form

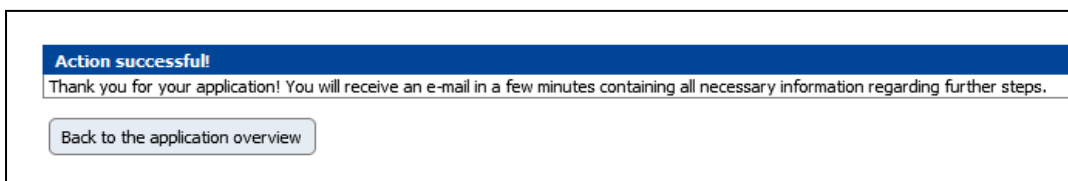
1. To nominate your students you have to click on the link “nomination form” provided in the e-mail. Now you can easily and conveniently create individual nominations. If you want to nominate more than one person, please reload the link.



2. Please be sure to nominate for the correct exchange program, especially between Dual Degree programs and Erasmus or Overseas programs. Non-compliant nominations according to concluded contracts between our universities will be disregarded.

If nominations that are in accordance with the contracts cannot be created or if there are further questions regarding the technical execution of the nominations, please contact Mr. Lindenberg (p.lindenberg@tu-berlin.de).

3. The nomination is successfully created when you receive the following message:

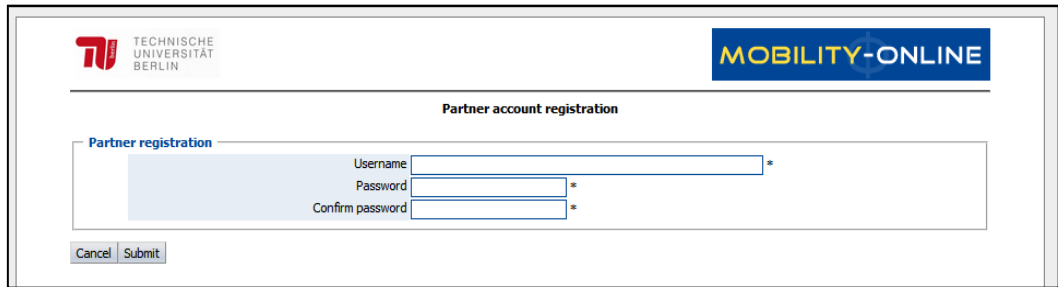


You can ignore the content of the message. You will not be notified further. The next e-mail will be received personally by the nominated student with all instructions concerning the application procedure.

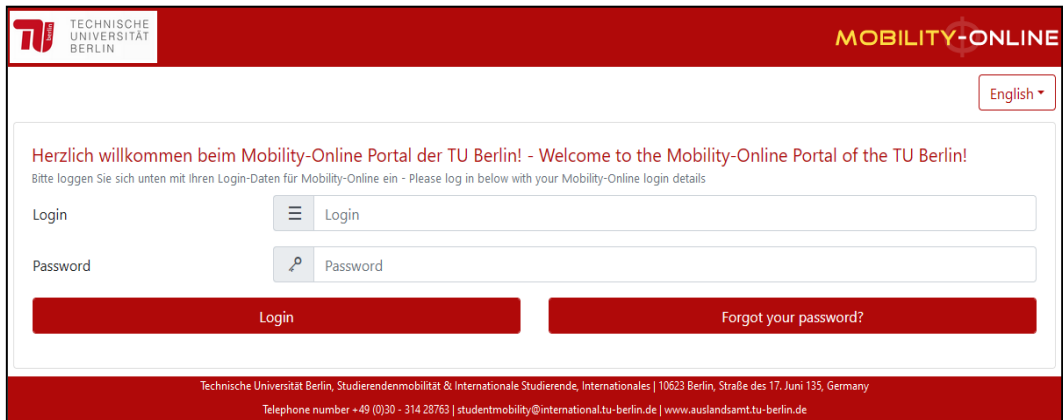
4. Repeat the process for further nominations.

II. Nomination via registration

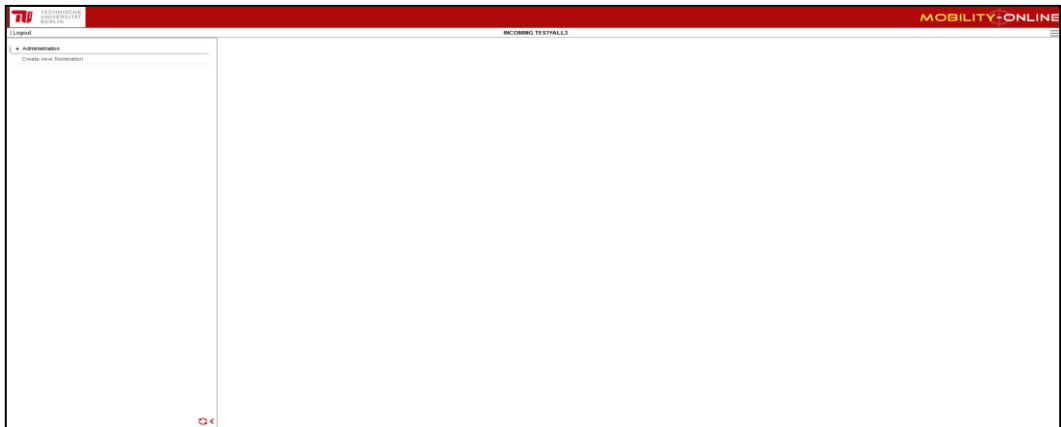
1. After you click on the registration link in the middle of the email, you will be taken to the following preview:



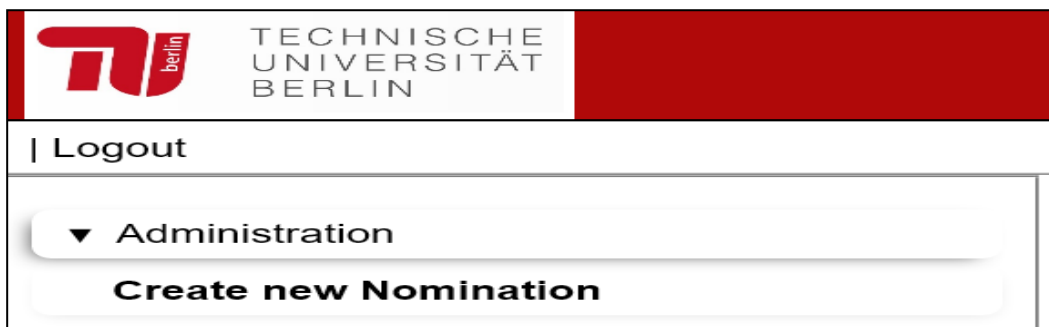
2. Now please assign a username and a password, which you please note down. If you forget your password, this is no problem. Passwords are recoverable or resettable.
3. Log in with the previously selected data via following link:
https://www.service4mobility.com/europe_template/LoginServlet?org_id=79&sprache=de&identifier=BERLIN02:



4. After logging in, you should see the following:



5. To create a nomination, click on "Create new Nomination" in the top left menu:



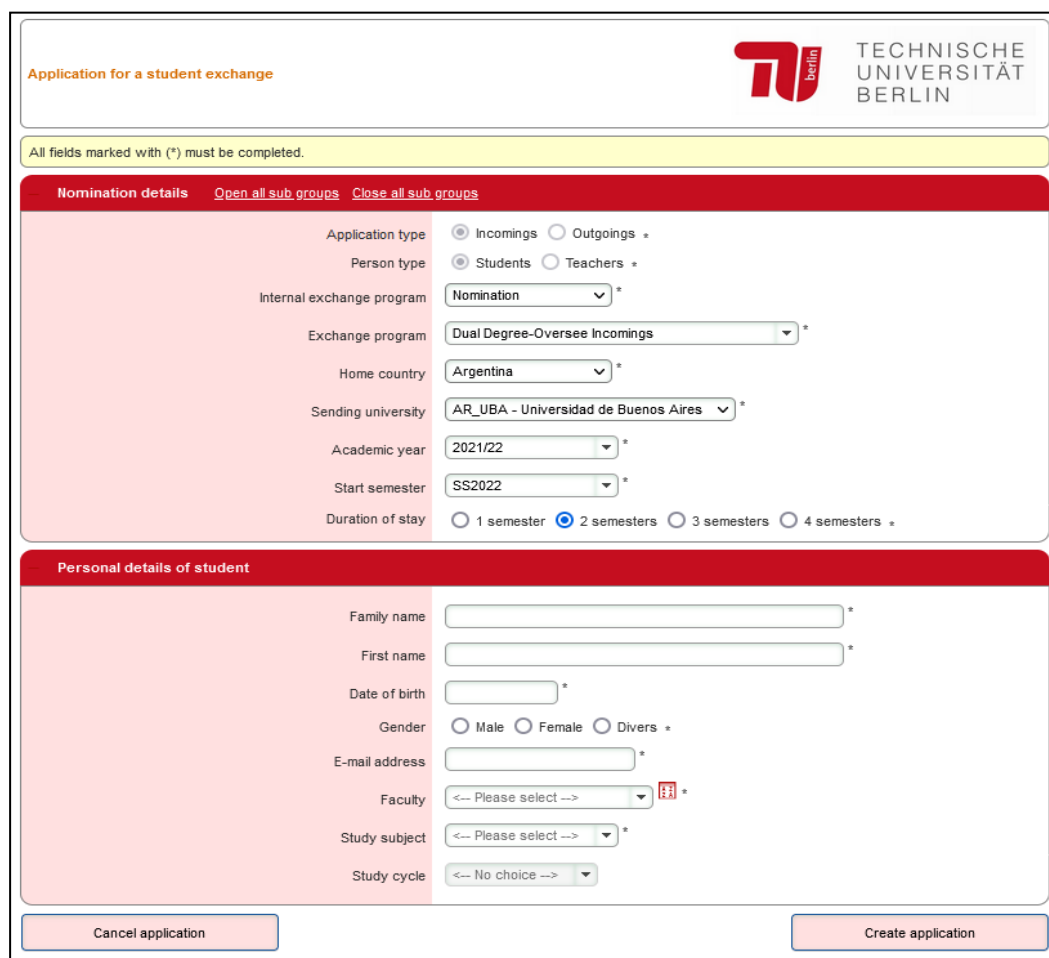
TECHNISCHE UNIVERSITÄT BERLIN

| Logout

▼ Administration

Create new Nomination

6. Afterwards your nomination form will open (ex. Buenos Aires):



Application for a student exchange

TECHNISCHE UNIVERSITÄT BERLIN

All fields marked with (*) must be completed.

Nomination details Open all sub groups Close all sub groups

Application type ☒ Incomings ☐ Outgoings *

Person type ☒ Students ☐ Teachers *

Internal exchange program Nomination *

Exchange program Dual Degree-Oversee Incomings *

Home country Argentina *

Sending university AR_UBA - Universidad de Buenos Aires *

Academic year 2021/22 *

Start semester SS2022 *

Duration of stay ☐ 1 semester ☒ 2 semesters ☐ 3 semesters ☐ 4 semesters *

Personal details of student

Family name *

First name *

Date of birth *

Gender ☐ Male ☐ Female ☐ Divers *

E-mail address *

Faculty <-- Please select --> *

Study subject <-- Please select --> *

Study cycle <-- No choice -->

Cancel application Create application

7. After successful nomination you will receive a confirmation as explained in I.3. Repeat step 5 for further nominations. The main advantage of this option is that you cannot nominate incorrectly, as Mobility-Online automatically recognizes which institution you are assigned to, and which contracts or exchange programs are active.