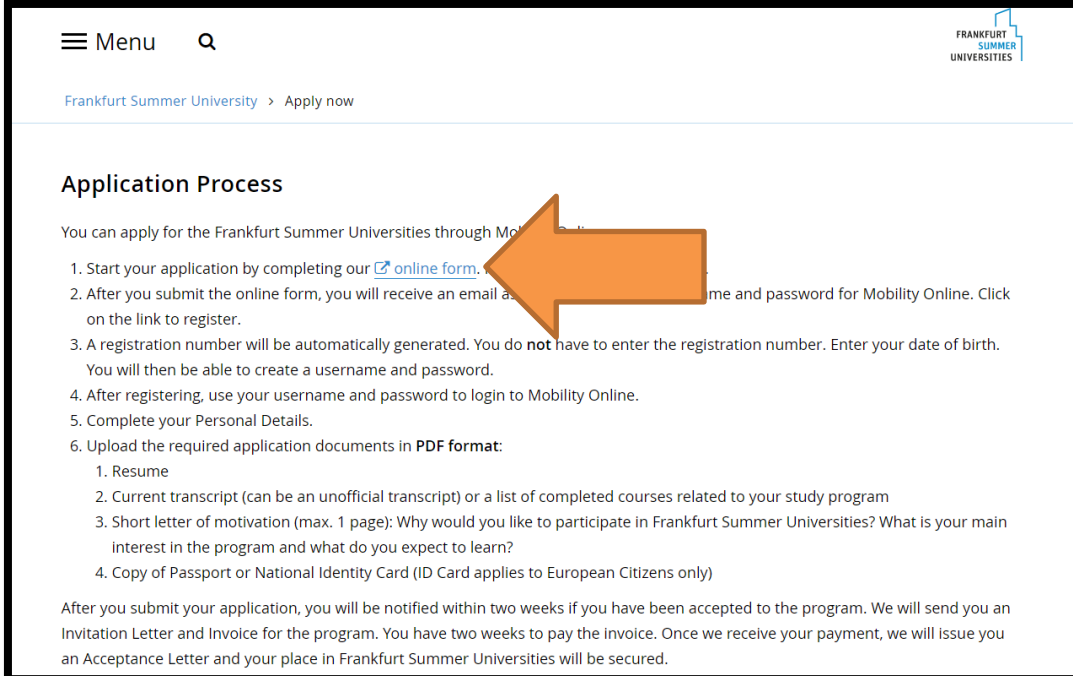


Frankfurt Summer Universities

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.



Menu

Frankfurt Summer University > Apply now

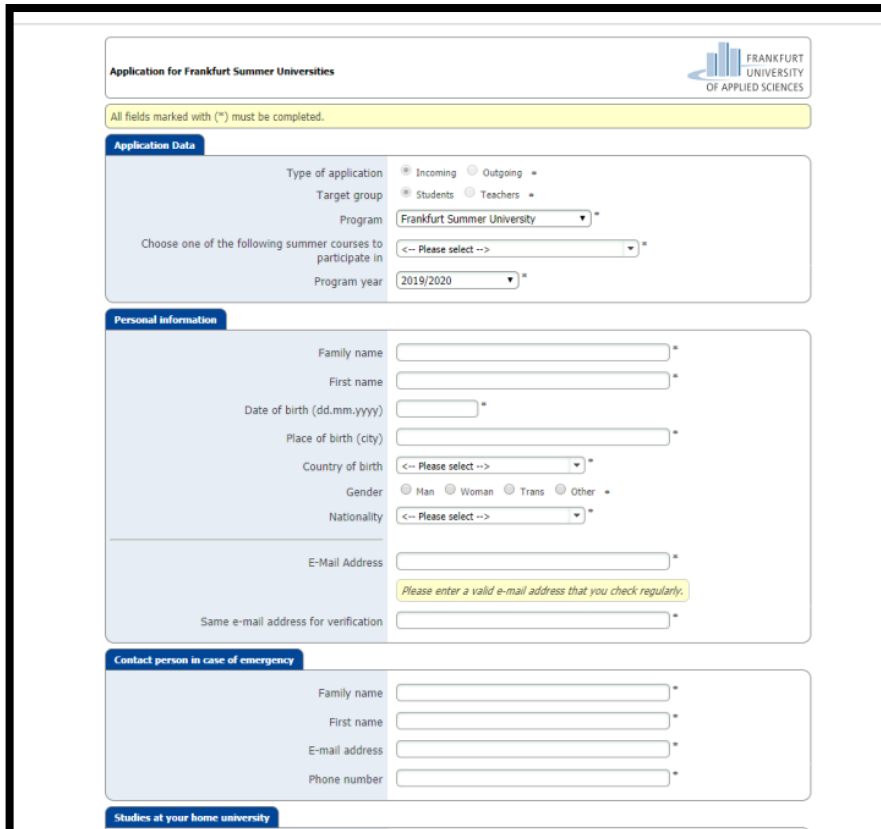
Application Process

You can apply for the Frankfurt Summer Universities through Mobility Online.

1. Start your application by completing our [online form](#).
2. After you submit the online form, you will receive an email with a registration number, username and password for Mobility Online. Click on the link to register.
3. A registration number will be automatically generated. You do **not** have to enter the registration number. Enter your date of birth. You will then be able to create a username and password.
4. After registering, use your username and password to login to Mobility Online.
5. Complete your Personal Details.
6. Upload the required application documents in **PDF format**:
 1. Resume
 2. Current transcript (can be an unofficial transcript) or a list of completed courses related to your study program
 3. Short letter of motivation (max. 1 page): Why would you like to participate in Frankfurt Summer Universities? What is your main interest in the program and what do you expect to learn?
 4. Copy of Passport or National Identity Card (ID Card applies to European Citizens only)

After you submit your application, you will be notified within two weeks if you have been accepted to the program. We will send you an Invitation Letter and 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.

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



Application for Frankfurt Summer Universities

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 -->

E-Mail Address:

Same e-mail address for verification:

Please enter a valid e-mail address that you check regularly.

Contact person in case of emergency

Family name:

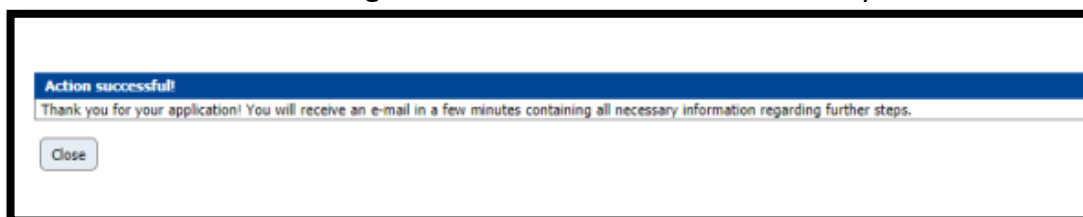
First name:

E-mail address:

Phone number:

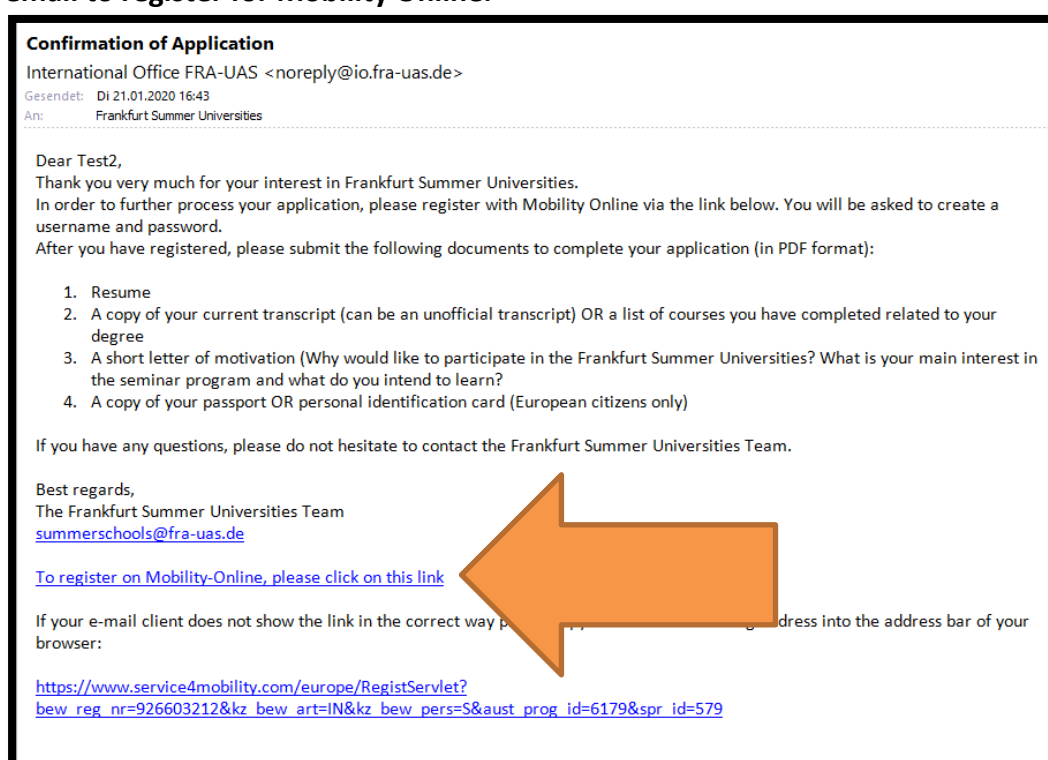
Studies at your home university

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.**



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.



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 !\$%&).

FRANKFURT 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 the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 926603212 *
Date of birth 01.01.1992

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). 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:
Password:
Repeat password:

Back Continue

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

FRANKFURT 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 the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number 926603212 *
Date of birth 01.01.1992

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). 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: *****
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.

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 University of Applied Sciences | MOBILITY-ONLINE

Test2 Test1

Application workflow

Applicant details

Family name	Test1	Host Country	Germany
First name	Test2	Host University	FRANKFU04 - FRANKFURT UNIVERSITY OF APPLIED SCIENCES
Date of birth (dd.mm.yyyy)	01.01.1992		
Country of home university	Germany		
Home university	AACHEN02 - AACHEN UNIVERSITY OF APPLIED SCIENCES		

Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	21.01.2020		Show/change application
Confirmation email for online application received	<input checked="" type="checkbox"/>	21.01.2020	Automatically generated	
Personal details completed	<input type="checkbox"/>			Complete personal details
Resume / CV uploaded	<input type="checkbox"/>			Complete personal details
Letter of Motivation uploaded	<input type="checkbox"/>			
Academic Transcript of Records uploaded	<input type="checkbox"/>			
Copy of passport uploaded	<input type="checkbox"/>			
Application documents complete. You received further information via email.	<input type="checkbox"/>			
Mobility completed	<input type="checkbox"/>			

3.2 Enter your Personal Details and then click Create.

Frankfurt University of Applied Sciences | MOBILITY-ONLINE

Test2 Test1

Personal details

Personal details

Last name: Test1
 First name: Test2
 First name (official): Summer Schools
 Academic title:
 Gender: Male Female
 Date of birth: 01.01.1992
 E-mail address: summerschools@fra-us.de
 Nationality: Germany
 Second nationality: <- Please select ->
 Communication language: English

Permanent address details

c/o:
 Street: Nibelungenplatz 1
 Additional address information:
 Country: Germany
 Post code: 60318
 City: Frankfurt am Main
 Telephone number: 172456789

[Back to the application workflow](#) [Create](#)

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

Frankfurt University of Applied Sciences | MOBILITY-ONLINE

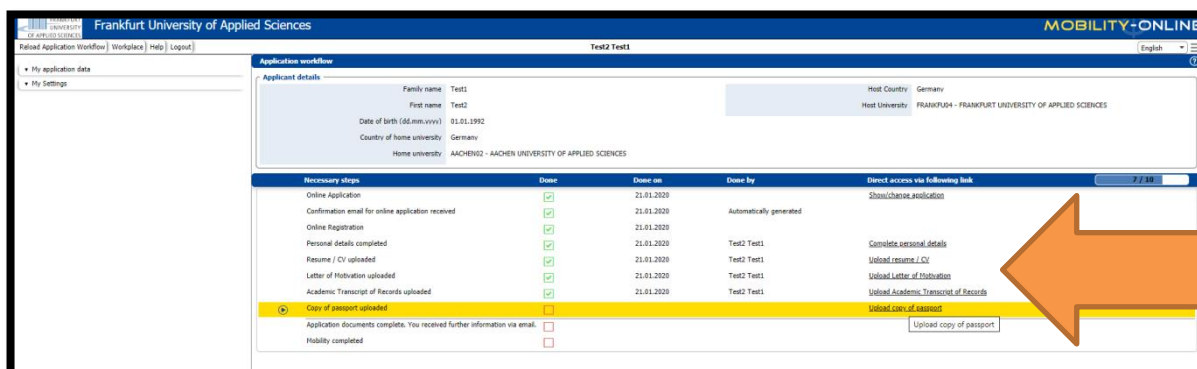
Test2 Test1

Action successful!
 Your personal data has been stored successfully.

[Back to the application workflow](#)

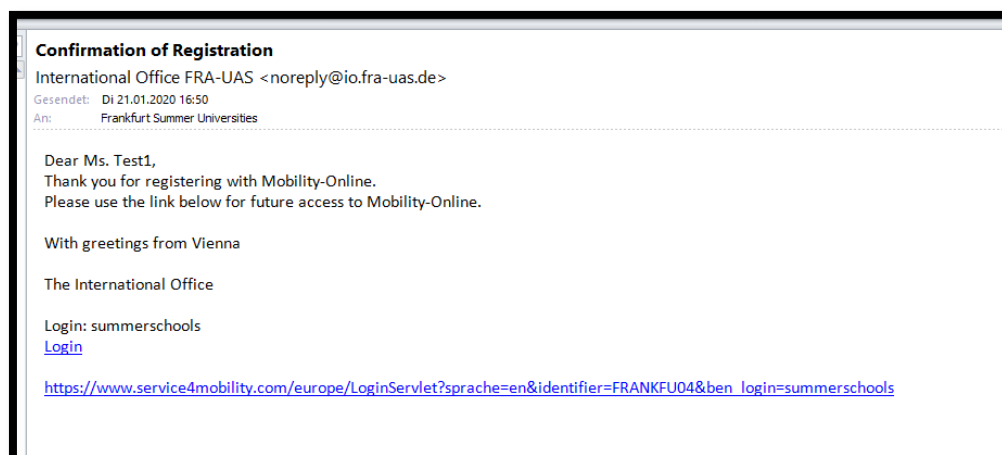
Step 4: Upload your Resume, Letter of Motivation, Transcript of Records, and Passport copy.

4.1 Upload the required application documents in PDF format.



Necessary steps	Done	Done on	Done by	Direct access via following link
Online Application	<input checked="" type="checkbox"/>	21.01.2020		Show/choose application
Confirmation email for online application received	<input checked="" type="checkbox"/>	21.01.2020	Automatically generated	
Online Registration	<input checked="" type="checkbox"/>	21.01.2020		
Personal details completed	<input checked="" type="checkbox"/>	21.01.2020	Test2 Test1	Complete personal details
Resume / CV uploaded	<input checked="" type="checkbox"/>	21.01.2020	Test2 Test1	Upload resume / CV
Letter of Motivation uploaded	<input checked="" type="checkbox"/>	21.01.2020	Test2 Test1	Upload Letter of Motivation
Academic Transcript of Records uploaded	<input checked="" type="checkbox"/>	21.01.2020	Test2 Test1	Upload Academic Transcript of Records
Copy of passport uploaded	<input type="checkbox"/>			Upload copy of passport
Application documents complete. You received further information via email.	<input type="checkbox"/>			
Mobility completed	<input type="checkbox"/>			

- Frankfurt Summer Universities will notify you via email when we check your documents for completion.
- 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.
- A link will be sent to you in a separate email. Use this link for future access to Mobility Online.



Confirmation of Registration
 International Office FRA-UAS <noreply@io.fra-uas.de>
 Gesendet: Di 21.01.2020 16:50
 An: Frankfurt Summer Universities

Dear Ms. Test1,
 Thank you for registering with Mobility-Online.
 Please use the link below for future access to Mobility-Online.

With greetings from Vienna
 The International Office

Login: summerschools
[Login](https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=FRANKFU04&ben_login=summerschools)
https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=FRANKFU04&ben_login=summerschools